

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name EMERGENCY PROCEDURES

518

Board Approved: May 24, 2017
August 10, 1999
June 24, 2008

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Review by: December 2021

POLICY

The Principal of each school, under the authority of Superior-Greenstone District School Board is responsible for completing and maintaining a School Emergency Procedures Plan for their school, which will take into account possible emergency needs and situations which may arise.

Such situations shall include, but are not limited to:

- 1.0 Anaphylactic Shock and Epi Pen Usage
- 2.0 Lockdowns and Lockdown Drills
- 3.0 Transportation Failures or Delays
- 4.0 Bomb Threats
- 5.0 Inclement Weather
- 6.0 Boil Water Advisory
- 7.0 Administration of First Aid Procedures/Medical Emergencies
- 8.0 Fire Alarm and Fire Drill Procedures
- 9.0 Tragic Events, including Suicide Postvention Supports
- 10.0 Asthma Emergencies
- 11.0 Emergency School Closures
- 12.0 Wild Animals on School Property
- 13.0 Chemical Spills

PROCEDURE

- 1.0 The Principal of each school will ensure that the Plan contains completed up-to-date information relevant to their site.
- 2.0 A copy of the Plan will be available in the school office, staff room, gymnasium storage room or office, the Head Custodian's office and the cafeteria.
- 3.0 The Plan will be reviewed with staff twice yearly (by September 30 and January 31). Documentation of this review will be maintained by the school Principal.
- 4.0 A copy of the Plan will be forwarded electronically each September to the appropriate Supervisory Officer or designate and the Coordinator of Plant Services. These documents will be filed and made available through Public Folders. When plans require updates, they will be sent immediately to the appropriate Supervisory Officer or designate and the Coordinator of Plant Services.

- 5.0 Community Partners who also occupy the facility must be taken into consideration when planning and in the development of the Emergency Plans. Routine drills should include all partners. A copy of the plan will be provided to all community partners.
- 6.0 As per Police Protocol, a copy of the plan will be provided to the local Ontario Provincial Police. As per the Fire Safety Plan Policy 531, a copy of the Fire Safety Plan will be provided to the local fire department(s) by September 30 each year.
- 7.0 As per Policy 202 – Control and Release of Information, to ensure that proper information is released to the public through the various news media, information is to be released only upon the prior knowledge and approval of the Director of Education.

References	
Policy and Management Guideline 301 – Student Transportation Policy 524 – Anaphylaxis Anaphylaxis Procedures Handbook Policy 530 - Administration of First Aid Policy 531 – Fire Alarm and Fire Drill Procedures Policy 532 – Bomb Threats Policy 533 – Inclement Weather Policy 534 – Boil Water Advisory Policy 543 - School Lockdown Policy 902 – Accidents Policy 901 – Blood Borne Pathogens	Procedural Guidelines including: Dealing with Suicide Handbook Hostile and Violent Incidents Medical Preparedness and First Aid School Emergency / Civil Emergency Evacuation / School Closure Tragic Events Handbook Wild Animals on School Property Boiled Water Advisory Bus Disaster Protocol Suicide Prevention, Intervention and Postvention Handbook Communicable Diseases – Health Unit MSDS Sheets