

## Administrative Procedure 165 - Incident Preparedness and Response

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### Background

In the event of an emergency or an incident, the Division's primary concern is the safety of students and staff, followed by the preservation of property. Through Division and site Emergency Response Plans, specific administrative procedures have been established to ensure the most effective and efficient use of resources.

### Definitions

- *The Administrative Command Team (ACT)* is led by the Superintendent as the EOC director and provides advice and assistance to the Incident Commander during an emergency. It is composed of members of the Central Leadership Team.
- *Crisis* is an unplanned present or imminent event that demands immediate action or special regulation of persons or property to protect the health, safety, or welfare of people, or to limit damage to property. Response protocols required and the need to involve external agencies are dependent on the crisis level.
- *Emergency Operations Centre (EOC) Director* provides overall leadership and authority at the Division level to schools and departments during an emergency and coordinates the Division emergency response or Administrative Command Team (ACT). This role is assigned to a member of the Executive Team.
- *Functional Protocols* are standard protocols used when a specific action is required in response to an emergency. This includes evacuation, hold and secure, lockdown, and shelter-in-place. These protocols are used at all Division work sites and regularly practiced as drills.
- *Hour Zero* is a web-based application used by the Division to store, update, and monitor Division, school, and department emergency preparedness and response plans (ERP). It follows the incident command system (ICS) for emergency management.
- *Incident Command System (ICS)* is an internationally recognized system for emergency management used by industry and emergency responders. Division and site emergency preparedness plans are based on this framework.
- *Incident Commander* is the person assigned with overall responsibility for the emergency response at the site level and provides leadership for the site emergency response team (SERT). At school sites, this is the Principal.

## Procedures

1. Superintendent will:
  - 1.1. be the Emergency Operations Centre Director;
  - 1.2. ensure appropriate resources are available to implement and maintain the Division's Emergency Response Plan;
2. The Emergency Operations Centre (EOC) Director will:
  - 2.1. assign Incident Commander for each site and school. For schools, the Principal is assumed to be the Incident Commander at the school;
  - 2.2. ensure the Division's Administrative Command Team (ACT) is selected, assigned roles and receive appropriate training on an annual basis;
3. The Assistant Superintendent of Human Services will:
  - 3.1. administer, manage and keep current the Division's Emergency Response Plan;
  - 3.2. monitor the state of school and site compliance with the Plan;
4. The Incident Commander at all sites will:
  - 4.1. Prepare a site-specific school/department emergency plan (available through *Hour Zero*) and procedures that follow Division template(s) and ensure these procedures also address persons with special needs.
  - 4.2. Review and update plans and procedures in *Hour Zero* and communicate functional protocols and procedures annually to staff, students, and the school community.
  - 4.3. Ensure the site annual checklist and drill schedule in *Hour Zero* is updated.
  - 4.4. Ensure emergency equipment, supplies, and training required to support a crisis response are maintained.
  - 4.5. Ensure the site annual checklist and drill schedule in *Hour Zero* is updated.
  - 4.6. Ensure classroom and departmental emergency folders are updated annually and stored in a visible location near the primary exit.
5. The Incident Commander at each school will:
  - 5.1. Hold a minimum of six evacuation drills per year, with at least two in the fall and two in the spring.
  - 5.2. Notify the security monitoring company and Director of Facilities prior to the drill, and the security company after the drill.

- 5.3. Hold two additional drills (one each half-year) related to any scenario for hold and secure, lock down, or shelter-in-place.
- 5.4. Ensure Kindergarten classes participate in at least half of the emergency drills.
- 5.5. Keep a record of each drill in *Hour Zero*, and a written evaluation of each drill with the site Emergency Response Plan (available through *Hour Zero*).
- 5.6. Post evacuation routes near exit doors in each room in the school.
- 5.7. Communicate emergency response protocols and site-specific procedures for staff and substitutes in staff handbooks and classroom folders.
- 5.8. Make arrangements to shelter students in an off site evacuation centre, as necessary, in a school evacuation. These arrangements are to be reviewed and documented annually in the site Emergency Response Plan (available through *Hour Zero*).
6. The Incident Commander at sites other than schools shall:
  - 6.1. Hold a minimum of two evacuation drills per year.
  - 6.2. Notify the security monitoring company and the Director of Facilities prior to the drill, and the security company after the drill.
  - 6.3. Hold one additional drill related to hold and secure, lock down, or shelter-in-place.
  - 6.4. Keep a record of each drill in *Hour Zero*, and a written evaluation of each drill with the site Emergency Response Plan (available through *Hour Zero*).
  - 6.5. Post evacuation routes near exit doors in each area.
  - 6.6. Make arrangements to shelter staff in an off site evacuation centre, as necessary, in a building evacuation. These arrangements are to be reviewed and documented annually in the site Emergency Response Plan (available through *Hour Zero*).
7. In the event of a crisis within a school or department, the Incident Commander (e.g., Principal/Director) has the authority to make immediate decisions regarding emergency response, as guided by site and Division-level emergency response plans, functional protocols, and procedures.
8. As soon as practical, the Incident Commander shall contact the Emergency Operations Centre (EOC) Director and the Division Information Officer to report the situation and to seek further guidance. The Incident Commander will also mobilize members of the site emergency response team (SERT) as required.
9. The EOC Director will convene members of the Division's Administrative Command Team (ACT) to review the incident and provide any necessary support to the incident commander.

10. In the event of a crisis, the Superintendent has the authority to make final decisions regarding crisis response, as guided by the Division's Emergency Response Plan (available through *Hour Zero*), functional protocols, and procedures.
11. Crisis communication with all agencies, the public, and the media shall follow the lines of authority set out in the respective incident response plans. All questions or inquiries from the media or public shall be referred to the Executive Assistant, without further response or comment.
12. In the event a provincial or municipal state of emergency is declared, the Division and site Emergency Response Plans (available through *Hour Zero*) shall be superseded by the local jurisdiction's disaster service agency from which all directions for emergency evacuation or other emergency actions shall be directed and coordinated.
13. Pursuant to the *Disaster Services Act*, all Division employees may be considered disaster workers during a declared emergency, and as such, may be directed to remain on the job until released by their supervisor.

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Reference: Section 33,52,53,196,197,222 Education Act  
Disaster Services Act  
Emergency Medical Aid Act  
Freedom of Information and Protection of Privacy Act  
Health Information Act  
Occupational Health and Safety Act  
Personal Information Protection Act  
Public Health Act  
Communicable Disease Regulation 238/1985  
Dangerous Goods Transportation and Handling Regulation 157/97  
Occupational Health and Safety Code  
Occupational Health and Safety Regulations

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