

ADMINISTRATIVE REGULATIONS

TITLE: EMERGENCIES
CATEGORY: HEALTH AND SAFETY
NUMBER: 3060

I. Rationale:

Our district takes an “all-hazards” approach to ensuring staff utilize the most appropriate level of support for any emergency. The goals and guiding principles are:

- Keep students and staff safe in the event of an emergency
- Make sure personnel have clear and consistent standards and procedures to follow in the event of an emergency
- Ensure that there are communications and protocols aligned to our community, and
- Minimize disruption and ensure the continuity of education for all children.

(Emergency Management Planning Guide for Schools, Districts and Authorities, Ministry of Education, 2015).

II. Procedures:

A. Staff will review the “*Staff Emergencies Procedures*” manual yearly and be familiar with its contents and how they apply to their school or site.

B. Copies of the “*Staff Emergencies Procedures*” manual will be kept in each classroom and office space in the district.

C. The procedures manual shall be reviewed on a yearly basis by the District Health and Safety Committee who have authority to make revisions to the document under the direction of the Superintendent or designate.

1. Weapons:

a) Weapons are defined by the Criminal Code of Canada as, “anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes a firearm.”

b) Staff will follow the procedure for Weapons as described in the “*Staff Procedures Manual*”. Please note that, although schools are generally very safe, occasionally objects such as knives, bats, machetes, guns or replica guns are, or rumoured to be, brought to school. These objects are all a serious concern and are treated as weapons.

2. Bomb Threats:

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- a) Bomb threats are usually received by telephone and sometimes by note, letter, or electronic means. Most of these threats are made by telephone callers whose intention is to create an atmosphere of anxiety and panic. All such communications must be taken seriously.
- b) Staff are to follow the procedure for Bomb Threats as described in the "*Staff Procedures Manual*".
- c) The Superintendent or designate will be notified immediately in the event of a bomb threat.
- d) The Principal will not automatically evacuate the school but shall determine whether the threat is serious enough to warrant an evacuation or to implement a search of the school

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References: *Staff Procedures Manual*