

## **Safety & Emergency Planning**

### **Background**

Livingstone Range School Division believes that all students and staff are entitled to work and learn in environments which are safe, caring and secure. The Division further recognizes that these environmental attributes are fundamental to the provision of quality education.

### **Procedures**

1. The Superintendent shall ensure that a Livingstone Range School Division (LRSD) Safety Handbook and its supplemental Crisis Response Manual (flipchart) are in place and that they are annually reviewed and revised as required and made available to all staff. The Safety Handbook will include plans, procedures and forms for potential emergencies. The Crisis Response Manual (flipchart) will summarize the actionable items identified in the Safety Handbook.
2. All staff shall adhere to the procedures outlined in the LRSD Safety Handbook when dealing with crisis situations. The Safety Handbook will include the following:
  - a. establishes a LRSD Safety Team with assigned roles and responsibilities;
  - b. is fully coordinated with community crisis response services;
  - c. provides for a caring, working and learning environment;
  - d. maintains a focus on prevention and early intervention as well as crisis management;
  - e. outlines emergency procedures to follow when dealing with critical incidents;
  - f. supports the ongoing collection of data necessary for plan enhancement;
  - g. provides supports to schools as required.
3. Principals, in conjunction with custodians, will develop a School Response Plan specific to their facility which:
  - a. establishes a school response team, which may include the same members as the school response bereavement team;
  - b. assigns specific roles and responsibilities to designated team members;
  - c. is based upon systematic and ongoing environmental assessments;
  - d. provides strategies for prevention and early intervention;
  - e. details specific plans for crisis management;
  - f. provides for coordination with community crisis response agencies and the LRSD Safety Handbook;
  - g. provides for the security of buildings and grounds;
  - h. ensures that working and learning environments are caring;
  - i. involves the active participation of the school community.
4. Principals shall regularly review school policies and procedures in school handbooks to ensure they remain consistent with the philosophy and intent of a safe and caring learning environment.

5. School Response Plans, including components specifically focused on creating and maintaining caring environments, shall be reviewed annually and revised as required.
6. Principals shall ensure that students and staff are familiar with the Critical Response Manual (flipchart), School Response Plans, receive appropriate training and, where appropriate, practice drills implementing the various critical incident procedures.
7. Critical Incident Reports, as outlined in Section Four of the Safety Handbook, shall be completed and filed with the Superintendent's office immediately following an incident.
8. "High Risk Threat Assessment Reporting" (Stage 1) shall be completed by the Principal or designate, with one copy being kept on file at the school. If the incident requires a Stage 2 Assessment, copies of the Threat Assessment are to be forwarded to the Threat Assessment Team Leader and the Superintendent.
9. The Health and Safety Coordinator will work with outside agencies, such as the RCMP and Fire Safety Codes Officers, to ensure their required safety plans are in place and communicated as needed.

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**December 2003**

**References**

Section 33, 52, 53, 196, 197, 222 Education Act  
OHS Code – Part 7 Emergency Preparedness and Response  
Administrative Procedures, 312, 313  
RCMP School Action for Emergencies (SAFE) Plan: <https://www.rcmp-grc.gc.ca/en/school-action-emergencies-safe-plan>  
Alberta Fire Code 2.8.2.1(1) Fire Safety Plan  
LRSD Safety Handbook  
LRSD Crisis Response flipchart

**Updates:** June 2012, June 2018 Name Change from Safe & Caring Learning Environment, January 2020, March 2021