

EMERGENCY MEASURES

Background

Livingstone Range School Division believes that all schools and worksites (including buses, shops, and offices) should have an emergency response plan in place to respond to any potential emergency in an orderly and efficient manner. Refer to the LRSD Safety Handbook and Crisis Response Flipchart for more specific information.

Procedures

1. In the event of a crisis or disaster, the Principal shall have the key role in assessing the danger and taking appropriate action. The Principal shall notify the Superintendent, or designate, as soon as possible
2. Once appropriate action has been taken, the Principal shall have the key role in informing and maintaining the flow of information with the Superintendent, the Health and Safety Coordinator, emergency response personnel, school staff, other key central office staff as required based on the type of emergency (see Crisis Response Flipchart and LRSD Safety Handbook), and parents/guardians.
3. All information relating to the crisis or disaster shall be released to Alberta Education and the media through the office of the Superintendent of Schools.
4. The Superintendent shall liaise with the Alberta Provincial Government Field Services and/or the Zone 6 Director to enable Alberta Education and the Government to respond accordingly.
5. The Principal shall have at his or her disposal an up-to-date directory with phone numbers (cell, office and home as applicable) of the following:
 - a) Superintendent and Associate Superintendents
 - b) Parents/guardians or alternates
 - c) poison treatment center
 - d) gas company
 - e) electrical company
 - f) Coordinator - Transportation Services
 - g) Coordinator - Facilities Services
 - h) Coordinator - Health & Safety
 - i) Communications Coordinator
6. The Principal shall determine as to the involvement of any or all of the parties listed under procedure #5. Refer to the Crisis Response Flipchart or Safety Handbook.

7. Parents or guardians of all injured students will be contacted as soon as possible. Where practical, all parents or guardians who believe that their child could have been involved should be contacted.
8. A designation will be made for someone to stay near the telephone, which is to be kept clear for emergency calls only.
9. Lists of injured students, students who might be injured, and all students present will be made. Accurate passenger lists, class lists, and route maps will expedite this.
10. Where appropriate, the Principal shall make a list of all reliable witnesses.
11. The Principal shall complete and submit a Critical Incident Report form to the Superintendent as soon as practical. This report shall include details of the emergency and how the emergency was dealt with.
12. The Principal shall cooperate with the police, fire department and others as needed in providing basic factual information. Before permitting students to give statements, parental permission must be obtained if the student is under 18 years of age.
13. In the event of an emergency that impacts the entire community, the school will coordinate plans in conjunction with the applicable municipalities and the Office of the Superintendent.

December 2003

References

Sections 33, 52, 53, 196, 197, 222 Education Act
LRSD Crisis Response Flipchart
LRSD Safety Handbook
OHS Code – Part 7 Emergency Preparedness and Response
Critical Incident Report form

Updates: August 2013, March 2021