

# Operation of Schools in Emergency Situations



EDMONTON CATHOLIC SCHOOLS

## Administrative Regulation 128


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### District-Wide Emergencies

1. A decision to close all or a large number of schools in the district will be made by the superintendent or designate.
2. If circumstances prohibit district transportation from operating (that is, yellow school buses), school will still normally continue in operation. Announcements regarding transportation changes shall be made through the media.
3. Procedures regarding dissemination of information by the media are to be communicated early in the school year through the school newsletter.

### School Emergencies

1. The principal is responsible for developing a crisis management plan for dealing with emergency situations such as injury to persons, fire and explosions, threats, disruptions of utility services, damage to property and break-ins or vandalism.
2. The plan must include:
  - a. a list of current emergency telephone numbers.
  - b. a school crisis response team plan for communicating with key audiences (e.g. a telephone tree for staff and parents).
  - c. a list of staff with first aid/CPR certification.
  - d. locations of first aid kits and name of staff member responsibilities for its upkeep.
  - e. address of evacuation sites – off school premises.
  - f. your plan for reviewing, updating and sharing your crisis management plan.
  - g. facilities information, including:
    - a floor plan with fire evacuation routes
    - blueprints that indicate location of power, water and gas controls (for school use)
    - location of master key
    - access to security box
    - locations of emergency boxes and their contents
3. During any emergency situation, the principal is responsible for deciding how to deal with the situation.
  - a. In the case of threats, the police are to be contacted immediately.
  - b. The superintendent and/or School Operations Services shall be consulted as soon as possible and shall be kept informed of the situation.
  - c. Community Relations Services shall be kept informed of the situation.
  - d. One person shall be designated media spokesperson.
4. In the case of break-in or theft, care should be taken not to handle anything involved to disturb possible fingerprints until the police have left.

Reference: School Act Section 45(8),57	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 119	Date(s) Revised: July 4, 2000, June 12, 2002