



# Northeastern Catholic District School Board

## EMERGENCY PREPAREDNESS

**Policy Number: E-23**

**Authority: 10-166/14-151/17-220/21-18**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to protecting the safety of students and staff in the event of an emergency situation. Accordingly, all schools and worksites within the NCDSB are required to implement a comprehensive Emergency Preparedness Plan that outlines actions to be taken in emergency situations. These plans which include prevention, intervention and response measures will prepare students and staff to respond promptly and appropriately to emergency situations.

### REFERENCES

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NCDSB Administrative Procedure  
APE 002 School Emergency Preparedness Plans  
APH 002 Power and Water Outages  
APH 003 Bear Wise Protocol

### DEFINITIONS

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#### **Emergency**

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property, and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

### POLICY REGULATIONS

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- 1.0 Each school is required to implement a comprehensive Emergency Preparedness Plan (EPP) to deal with emergency situations. This plan must incorporate:
  - i) awareness of alternative accommodation;
  - ii) communication with parents;
  - iii) safety of students and staff; and
  - iv) security of premises.
- 2.0 The Emergency Preparedness Plan(EPP) must be clear and communicated to staff, students, and parents/guardians, as early in the school year as possible. As well, a mid-year review of the plan must be completed.
- 3.0 Emergency Preparedness School Plans will outline actions to be taken in case of such emergency situations including but not limited to:
  - i) fire and evacuation;

- ii) bomb threats;
- iii) violent incident response (shelter-in-place, hold and secure, lockdown);
- iv) power and/or water outage;
- v) bear wise protocol.

- 4.0 The Emergency Preparedness Plan will provide for training of staff and students and practice of procedures to ensure student and staff readiness for emergency situations.
- 5.0 The Principal, in consultation with a Supervisory Officer and/or an appropriate agency or department, will make the decision whether or not to evacuate the school.
- 6.0 The Director of Education will make the decision to close schools.
- 7.0 Administrative procedures will accompany this policy and will be reviewed regularly to ensure compliance with the *Education Act* and any other related ministry resources, requirements, or expectations.