



### EMERGENCY PREPAREDNESS POLICY

**POLICY #:** F-16

**AUTHORITY:** 10-166

#### POLICY STATEMENT

The Northeastern Catholic District School Board is committed to ensuring the safety of staff and students in the event of an emergency situation. Accordingly, all schools and worksites within 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 staff and students to respond promptly and appropriately to emergencies.

#### DEFINITIONS

**Emergency** is defined as 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

1. Each school is required to implement a comprehensive Emergency Preparedness Plan (EPP) to deal with emergency situations. This plan must incorporate awareness of alternative accommodation, communication with parents, safety of students and staff, and security of premises. This plan must be clear and communicated to staff, students, and parents, as early in the school year as possible.
2. Emergency Preparedness School Plans will outline actions to be taken in case of such emergency situations as fire and evacuation, power outage, bomb threats, firearms, and chemical spills.
3. The Emergency Preparedness Plan will provide for training of staff and students and practice of procedures to develop a high level of consciousness concerning security and safety among all staff and students.
4. The Principal, in consultation with a supervisory officer and an appropriate agency or department, will make the decision whether or not to evacuate the school.
5. The Director of Education or designate will make the decision to close schools.