



Section: **School Operations**
Policy #: 5550
Policy: **Emergency Planning**

Date Approved: October 27, 2016
Revision Dates: January 19, 2017

POLICY

Each CISND school will develop and maintain emergency plans following the *Emergency Management Planning Guide for Schools, Districts and Authorities*.

RATIONALE

CISND strives to ensure the safety and well-being of the students and employees of its schools in the event of an emergency or disaster. While most emergencies and/or disasters cannot be predetermined, they can be anticipated and planned for so that the personnel and students are better prepared for all eventualities.

PROCEDURES

1. The school has a responsibility to take reasonable measures to ensure the safety and welfare of students in the event of emergency situations. For purposes of this policy, internal emergencies are those that originate within the confines of the school and may include fire, structural collapse, bomb threat, dangerous chemical spills inside the building that may endanger occupants. External emergencies originate outside the school structure and may include tornadoes, dangerous chemical spills outside the building, riots, severe weather condition or other emergency situations that endanger the school's occupants.
2. In the case of internal emergencies the principal has the authority to make the final decision regarding school evacuations.
3. When the city declares a state of local emergency, the city Disaster Plan will be implemented and emergency operations coordinated through the municipal administration.

4. When external emergencies have been declared, the responsibility for evacuating schools will rest with the principal and/or appropriate civil authorities.
5. During emergency situation involving the school, all communications with the media shall be coordinated by the Superintendent or designate.
6. It is imperative that pupils, staff and the public be protected in case of an emergency and that the educational process of the school be carried out with the least amount of disruption.
7. Emergency procedures as outlined in this policy have been designed to give guidance to those having responsibility for the safety of students, school staff and the users of school facilities. Common sense should dictate the reaction of school personnel to emergency situations.
8. The principal of each school has the prime responsibility for developing a school emergency plan and for informing staff about emergency procedures. The Emergency Plan, which is to be filed with the Superintendent of Schools, will contain evacuation procedures, and define roles and responsibilities of staff during an evacuation. In addition, the plan will describe arrangements in cases where students are required to be moved from the school site to a temporary shelter. This plan must be consistent with requirements of the CISND policy on emergency plans. The principal must set up a designated chain of command so the safety procedures are carried out in the event of his/her absence from the building.
9. Principals, teachers and other employees are to become familiar with the procedures set forth in the emergency plan for the school.
10. Students and employees shall practice each emergency procedure as per the number established by the Office of the Inspector of Independent Schools.
11. Parents will be advised of the emergency plans and procedures developed by the school.

12. The principal will provide to the school council a written status report on emergency plans and procedure at the first council meeting of the school year.
13. The Superintendent of Schools will be responsible for ensuring that the principals are fully aware of CISND policy and will meet with principals, at least annually, to discuss each school's preparedness for emergency situations.
14. The Board of Directors will review each school's emergency plan as presented by the local school in their Annual Plan.