



## School District No. 27 (Cariboo-Chilcotin)

### EMERGENCY PREPAREDNESS PLAN

**Policy No. 3511**

Effective: January 2010

Initial Adoption: June 1991

#### **Preamble**

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving student transport.

#### **Policy**

The Board of Education believes it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures so as to be prepared should such an emergency occur.

#### **Regulations**

**A.** The Board of Education directs that emergency plans and procedures be developed, implemented and maintained for all school and district facilities and school buses, and that:

- a) in a crisis situation the superintendent or designate shall be the spokesperson for the district and will notify the Board of Education regarding the situation as soon as it is possible to do so.
- b) all employees be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others.
- c) students and employees shall practice the emergency procedures implemented at their school on the bus or work site.
- d) parents shall be advised annually, by September 30, of the emergency procedures developed at the school(s) where their child(ren) are attending by September 30.
- e) the plans shall be reviewed annually by the Superintendent or designate to ensure protocols are current and appropriate.

#### **B, Emergency Response Plans**

In the event of an emergency, information will be made available to:

- a. **The Public:**
  - i. On the District website [www.sd27.bc.ca](http://www.sd27.bc.ca) under "Emergency Information":

- ii. From a recorded message on the following telephone number (250) 398.3807.
- iii. From media releases to local radio stations.

b. **Employees:**

The following documents are available to employees on the District SharePoint site:

- i. Relevant Site Emergency Plans
- ii. Bus Emergency Plans
- iii. Pandemic Plan (will be posted to the District website as well)
- iv. Critical Incident Plan