



## Brant Haldimand Norfolk Catholic District School Board

### POLICY: EMERGENCY RESPONSE

<b>Adopted:</b>	<b>10/02/04</b>	<b>Policy No:</b>	<b>400.04</b>
<b>Revised:</b>	<b>dd/mm/yy</b>	<b>Policy Category:</b>	<b>Operations</b>

#### Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the importance of emergency planning and its responsibility to provide immediate care and assistance to students and staff during emergency situations, to mitigate the effects of the emergency, control the situation and resume normal operations as soon as possible.

#### Policy Criteria:

- Ensure that principals/supervisors, their staff and the other staff in the Board can adequately manage emergencies which occur at the school and Board work sites.
- Ensure that students and staff are kept in safe areas in their buildings or evacuate students and staff to a safe location outside the building in the event of an emergency.
- The Principal/Supervisor will determine and secure approvals for the location of:
  - a School/Administrative Command Centre.
  - an Alternate School/Administrative Command Centre.
  - a School/Administrative Relocation Site (in immediate area).
  - a School/Administrative Relocation Site (outside of the immediate area).
- The Principal/Supervisor is responsible for conducting School Emergency Response Team Meetings a minimum of twice per year.
- The Principal/Supervisor is responsible for conducting Emergency Response Drills with their students and staff a minimum of twice per year.
- The Emergency Response Policy and Administrative Procedures will be updated annually.
- The Board of Trustees will be apprized of emergency situations in a timely manner.

#### Glossary of Key Policy Terms:

School or Board Command Centre - Location where School/Board Emergency Command Team will meet in the event of an emergency to coordinate response efforts, e.g., Staff Room, Board Room, Director's Office.

- School or Board Response Team - Staff members in a building who will coordinate response efforts, e.g., principal, teachers, custodian, secretary.
- School or Board Relocation Site - A location in close proximity to the school or administrative building where staff and students may be evacuated in the event of an emergency which affects the school or administrative location, or  
 school A location outside the general proximity of the  
 or administrative building where staff and students may be evacuated in the event of an emergency which affects the area surrounding the school or administrative location.
- Emergency Situation - A situation of an extreme nature which requires a response well beyond the scope of regular Board policies and procedures. An emergency situation would be considered perilous to the well-being of the occupants of the building.

**Statutory / Regulatory / Related  
Board Policy Linkages:**

Emergency Response Plan  
Emergency Response Manual  
OSBIE