

School District #62 (Sooke)

EMERGENCY PREPAREDNESS	No.: F-501
	Effective: Mar. 27/07 Revised: Mar. 26/13; June 28/22 Reviewed: Feb. 1/22; May 3/22; June 28/22

SCHOOL BOARD POLICY

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies effecting school facilities and/or school transportation that may prevent use for an unspecified period of time may include but not limited to, the following:

- a) Fire
- B) Threats to School Occupants or Facilities (i.e. Bomb Threat)
- C) Hold and Secure & Lockdown
Lockdown Drills
- D) School Bus Accident
- E) Severe Weather
- F) Earthquake
Earthquake Guidelines for Bus Drivers
- G) Hazardous Spills, Accidents, or Explosions
- H) Abduction
- I) Incident on Field Trip
- J) Pandemic

See also (Appendix A – Student Release Procedures)

The Board recognizes the importance of being prepared for various types of emergencies, natural, technological 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 school transport. To this end it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

Direct responsibility for what may occur immediately following a response to a 911 call will lie with the First Responders (such as the RCMP, fire department, BC Ambulance Service, Regional Emergency Operation Center, or VIHA Chief Medical Officer). The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate emergency plan.

To assist and expedite an appropriate emergency response to any situation affecting the District, the Board directs that emergency plans and procedures be developed, implemented and maintained for all school, district facilities and school buses, and that:

- a) all employees shall be made aware of the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others.
- b) students and employees shall practice the emergency procedures implemented at their school or work site.
- c) parents shall be advised of the emergency procedures developed at their child(ren)'s school(s) by September 30.
- d) if materials and supplies (emergency preparedness kits) beyond those normally provided by the school district are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order.
- e) "Advice for Parents – School Emergencies" document should be posted on each school's web page (See Student Release Procedures, sample forms and letters section).