

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 104 - Emergency - Disaster Plans**

### **Policy**

An emergency plan will be developed and maintained in order to assist in the response to events such as fire, explosion, bomb threats, civil emergencies and plain flooding. The Emergency plan shall be contained in the Fort McMurray Schools Handbook for the Prevention and Management of Critical Incidents.

### **Procedures:**

1. The Associate-Superintendent Business and Finance shall provide the Superintendent with a written status report on the emergency planning procedures within the District prior to October 1<sup>st</sup> of each year.
2. The Associate-Superintendent Business and Finance shall ensure that the school principals are fully aware of the District's emergency procedures contained in the Handbook for the Prevention and Management of Critical Incidents and the Crisis Response Manual.
3. Principals, teachers and other employees are required to become familiar with the procedures set forth in the Crisis Response Manual.
4. The principal has the prime responsibility for developing a building evacuation plan and for informing the staff about emergency procedures. The evacuation plan shall contain evacuation procedures and define the roles and responsibilities of staff during an evacuation. The evacuation plan will also describe the arrangements in cases where students are required to be moved from the school site to a temporary shelter that is consistent with the District's plans.
5. The principal shall set out a designated chain of command so the safety procedures are carried out in the event the principal is absent from the school.
6. The principal shall file the evacuation plan with the Supervisor of Plant Operations.
7. The principal has the authority to make the final decision regarding school evacuations made necessary due to conditions within the school.
8. When the Regional Municipality declares a state of local emergency, the Regional Municipal Disaster Plan will be implemented and emergency

operations coordinated through the Regional Municipality Manager or designate. The Associate-Superintendent Business & Finance is the designated representative for the District on the Regional Municipality Disaster Plan.

9. When external emergencies have been declared the responsibility for evacuating schools will rest with the principal and/ or appropriate civil authorities.
10. The Superintendent or designate shall coordinate all communications with the media during emergency situations.

***August 2002***