



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Jan. 23, 2013 Responsible Administrator: Associate Superintendent Student Services

1.0 RATIONALE

The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency situations.

2.0 PROCESS

The Superintendent or designate will be responsible for coordinating all communications with the media during emergency situations.

3.0 GUIDELINES

- 3.1 For the purpose of direction to the Most Responsible Person, the MRP for a school is the principal and for Division Office is the Associate Superintendent Human Resources.
- 3.2 The Division and school and sites shall develop and maintain a Crisis and Critical Incident Response Plan. The site staff shall derive their plan from the Division's plan.
- 3.3 The Division Crisis and Critical Incident Response team is to provide support to individual schools during emergency situations under the supervision of the Associate Superintendent Student Services.
- 3.4 The MRP and the site-based Crisis and Critical Incident Response team are to respond to emergency situations according to the protocols as developed in the Division and the school or site plan.
- 3.5 All staff members are to be knowledgeable of the Division and school or site plans and fulfill their duties according to those plans.

References: *Board Policy:* D/II/2 – School Operations in an Emergency
G/II/2 – Health and Safety
G/II/3 – Emergency Preparedness
G/II/8 - Crisis and Critical Incidents
Admin Practice: Administration 07 – School Operation in an Emergency
Administration 17 – Health and Safety



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- 3.6 The Division and schools shall follow the procedures as outlined in the Division and school or site-based Crisis and Critical Incident Response Plan for the following:
- 3.6.1 Lockdown
Each school or site staff shall perform a lockdown at least twice per year.
- 3.6.2 School or site Evacuation and Relocation
The school or site staff shall review the plan annually and perform a drill to evacuate the school or site population to an alternate facility once every two years. The alternate facility may be a community facility within walking distance of the school or site.
- 3.6.3 Fire Drill and Evacuation
- 3.6.3.1 To comply with fire safety regulations, the MRP shall:
- 3.6.3.1.1 Ensure procedures for the elimination of fire hazards within the buildings.
- 3.6.3.1.2 Ensure provision for the application of fire safety drills at least five times per year.
- 3.6.3.1.3 Ensure that all provincial regulations pertaining to fire safety are communicated to staff.
- 3.6.3.1.4 Ensure that staff adheres to these regulations.
- 3.6.3.1.5 Maintain a record of all fire drills which shall include date, evacuation time and any comments relating to the fire drill.
- 3.6.3.2 Teachers are responsible for:
- 3.6.3.2.1 Discussing evacuation and fire safety procedures with their students.
- 3.6.3.2.2 Participating in fire drills along with their students.
- 3.6.3.2.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.
- 3.6.3.2.4 Ensuring that all potentially hazardous materials are properly stored and handled.

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3.6.3.3 The MRP is responsible for:

- 3.6.3.3.1 Discussing evacuation and fire safety procedures with staff.
- 3.6.3.3.2 Participating in fire drills along with staff.
- 3.6.3.3.3 Maintaining “good housekeeping” standards within their site to minimize potential fire hazards.
- 3.6.3.3.4 Ensuring that all potentially hazardous materials are properly stored and handled.

3.6.3.4 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal and teachers shall:

- 3.6.3.4.1 Ensure that all storage, mechanical and service rooms are clean and orderly.
- 3.6.3.4.2 Ensure that all potentially hazardous materials are properly stored and handled.
- 3.6.3.4.3 Ensure that all exit and emergency lights in the school are operable.
- 3.6.3.4.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.
- 3.6.3.4.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)
- 3.6.3.4.6 Participate in fire drills.
- 3.6.3.4.7 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

3.6.3.5 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the MRP and staff shall ensure the following items are evaluated for fire safety. The frequency these items are to be checked is indicated in brackets following the item (Daily-D; Weekly-W; Monthly-M; Yearly-Y).

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3.6.3.5.1 Fire Protection Equipment (M)

- Fire Extinguishers
 - Are they fully charged
 - Are they date-tagged
 - Are they in their proper locations
- Fire Hoses (M)
 - Are all hoses in good repair
 - Are nozzles and wrenches located at each hose station
- Fire Alarm System (M)
 - Is the alarm operative
 - When was the alarm last tested
- Emergency Lighting (M)
 - Is it operative
 - When was it last maintained

3.6.3.5.2 General Maintenance

- Are corridors free from obstruction (D)
- Are fire exits clear (D)
 - Do doors operate freely
 - Does panic hardware operate freely
- Are all rooms free from litter (D)

3.6.3.5.3 Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
- Are any motors, fuse boxes, or control equipment overheating (D)
- Are covers missing from fuse boxes, junction boxes, etc. (W)
- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

3.6.3.5.4 Heating Units

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- Are all heating units in good condition and operating properly (W)
- Are all combustible materials removed from these areas (D)
- Are furnace room doors closed? locked? (D)
- 3.6.3.5.5 Doors
 - Do fire doors close automatically (M)
 - Are manual fire doors kept closed (D)
- 3.6.3.5.6 Laboratories
 - Do gas shut-off valves work properly (D)
 - Is a fire extinguisher available (W)
 - Is the ventilation system operating properly (M)
 - Are dangerous chemicals and flammable liquids properly stored (D)
- 3.6.3.5.7 Industrial Arts/Home Economics
 - Are welding areas free of combustible or flammable liquids (D)
 - Are refuse containers supplied (D)
 - Is equipment free of excessive accumulations of oil, grease, and other debris (D)
 - Are paints and solvents properly stored (D)
 - Is a dry chemical extinguisher supplied (W)
 - Is the ventilation system operating properly (M)
- 3.6.3.5.8 Art Room/Printing Shop
 - Are flammable liquids properly stored (D)
 - Is kiln area free from combustibles (D)
 - Are proper refuse containers supplied (D)
 - Are posters and paper work located in such a manner as to not to interfere with heating equipment (D)

3.6.4 For Crisis and Critical Incident response, the MRP and school or site staff shall follow the procedures as outlined in the Sturgeon School Division Crisis and Critical Incident Plan.

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- 3.6.5 The MRP and site-based Crisis and Critical Response team shall:
 - 3.6.5.1 Coordinate professional development activities to support the Crisis and Critical Response Plan.
 - 3.6.5.2 Establish procedures for the proper documentation of the incident.
 - 3.6.5.3 Establish procedures and contact lists for coordinating municipal services and Division and school Crisis and Critical Response Plan.
 - 3.6.5.4 Establish a staff fan-out list.
 - 3.6.5.5 Establish a communication plan for staff, media, parents, students and the public.
 - 3.6.5.6 Ensure that the emergency supply list is maintained as outlined in Appendix D of the Crisis and Critical Response Plan.

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