

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

Use of Schools - Emergency Situations

The Algonquin and Lakeshore Catholic District School Board, as a distinct entity within the community, knows and understands its role and responsibilities and will be prepared to respond in an effective and coordinated way to those situations that are unique to the school system and to those situations that affect the local municipality as a whole. The Board recognizes the need for institutions to assist people (and other institutions) during times of emergency and will co-operate in making its facilities available as needed.

The Emergency Preparedness Response Guide, developed under the authority of this policy, will identify and explain the various practices and procedures related to emergency situations.

Approved: April 25, 2000
Revised: June 17, 2003

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY MANAGEMENT PRACTICES

Use of Schools - Emergency Situations

1. Certain Board facilities may be designated, as needed, as evacuation centres for other institutions.
2. Procedures and arrangements known as the Emergency Preparedness Response Guide, will be specified for the administrative office and for each school. A copy shall be maintained in each school.
3. The Emergency Preparedness Response Guide will provide all staff with an outline of the necessary controls, responsibilities, procedures, and a method of operation to be used in the event that the Director of Education activates the Board's plan or the local municipal emergency plan is activated.
4. The Board's Emergency Coordinator will ensure that the Board's own Emergency Preparedness Response Guide remains current through annual updates. School plans will be updated annually by the principal. Updated copies shall be forwarded annually to the Director's office.
5. Upon notification of a major incident, the Director of Education will bring the Board's Emergency Preparedness Response Guide to operational status. The Director's office will notify those schools affected, at which time the principal will bring the school plan into operational status.
6. Operational status of the Board's plan will require all key personnel to report to the Emergency Operations Centre.
7. The Board will endeavour to negotiate a signed agreement with each municipality specifying terms and conditions for use of Board facilities as emergency evacuation centres.

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Policy and Administrative Regulations
#2000-04-1
Use of School – Emergency Situations

To assist you in the implementation
of this policy,
a guide entitled
Emergency Preparedness Response Guide
is available and may be obtained
by contacting the
Office of the Director of Education