



Authority & School Level Emergency Response Plan

Background

KTCEA has an obligation to provide a safe and secure environment for students and staff. It is necessary to have plans that ensure KTCEA is in a state of preparedness while maintaining a safe and caring learning and work environment. Emergency preparedness planning is achieved through collaboration among staff and students, community-based service providers and the school community.

Guidelines

KTCEA's Emergency Response Plan is based on the Incident Command System (ICS) as the framework for the Plan. More specifically, it uses an all-hazards approach to deal with emergencies and adheres to ICS principles to manage and respond to all emergencies affecting KTCEA.

#	Procedure	Roles & Responsibilities
1.	The Emergency Response Plan will be reviewed and updated on an annual basis.	Superintendent, Health & Safety Manager
2.	The Superintendent shall appoint individuals to serve in the following positions: <ul style="list-style-type: none"> 2.1 Program Coordinator, who is responsible for the ongoing management and maintenance of the Plan. 2.2 Emergency Operations Center Director (EOC Director), who has overall authority and leadership for Division-level response activities. The EOC Director shall appoint individuals to serve as members of the Administrative Command Team (ACT). 	Superintendent, Health & Safety Manager, EOC designated person
3.	Each school and administrative site is responsible for the implementation and on-going maintenance of the Emergency Response Plan for their school/site. As part of that responsibility, the school/site shall: <ul style="list-style-type: none"> 3.1 Ensure the school/site fulfills its obligations related to the updating and maintenance of the School/Site Emergency Response Plan to a compliance level of at least 80%. 3.2 Appoint one primary and two alternate Incident Commanders for the school/site. <ul style="list-style-type: none"> 3.2.1 The Incident Commander shall appoint individuals to serve as members of the School/Site Emergency Response Team (SERT). 3.3 Ensure all staff receive training on the Plan. Such training will include an initial orientation, along with an annual refresher, to the Plan. Staff will also receive on-line training 	Principals, Site Managers

	<p>for specific emergency protocols and/or procedures. Staff shall, at minimum, be familiar with the following components of the Plan:</p> <p>3.3.1 Individual roles and responsibilities.</p> <p>3.3.2 How to activate KTCEA’s or School/Site Emergency Response Plan.</p> <p>3.3.3 Communications procedures.</p> <p>3.3.4 Functional Protocols.</p> <p>3.3.5 Parent-Child Reunion procedures (Student Release).</p>	
4.	<p>Staff assigned to the Administrative Command Team (ACT) shall participate in an annual training event that addresses their specific responsibilities and how ACT will respond to emergency scenarios. From time-to-time ACT members may be asked to participate in school/site-level drills or exercises</p>	<p>Superintendent, Staff</p>
5.	<p>KTCEA will adhere to a single-source policy for information during emergencies. All questions and inquiries from the media or public shall be referred to the Communications Manager without further response or comment. In certain situations, Principals may respond directly, but should consult with the Communications Coordinator in advance.</p> <p>5.1 External communication to the local media, social media, and websites will be used as needed at the discretion of the Communications Manager.</p> <p>5.2 Any message that involves a legitimate community partner with expertise and authority should be developed or approved by the community partner. This applies most specifically to communications about critical incidents in which the RCMP is involved; all messaging should either come from them or be approved by them. Other examples might be issues connected to Alberta Health Services, the municipal government, or the provincial government.</p> <p>5.3 The Communications Manager shall keep sample follow-up messages for critical incidents on a public drive and ensure all administrators have access.</p>	<p>Principals, Site Managers, Teachers, Communications Manager</p>

Definitions:

Not Applicable

References:

- Policy 3 – Respectful, Caring and Safe Schools and Workplaces
- Alberta Occupational Health and Safety Act
- Alberta Occupational Health and Safety Code
- Alberta Occupational Health and Safety Regulation
- Alberta Fire Code

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.