

SECTION 300 – General Administration

ADMINISTRATIVE PROCEDURE: EMERGENCY PREPAREDNESS PLAN

PROCEDURE CODE:	300 AP 001
Policy Reference: 300 – Emergency and Crisis Management	Exhibits:

OVERVIEW

The School/Site Emergency Preparedness Plan is developed in partnership with Hour Zero. It is intended to ensure the safety of students and staff, and the preservation of property in the event of emergencies or events occurring inside the school or workplace, in the immediate area or in the community at large.

PROCEDURE

1. Each school/department will revise their Hour Zero Emergency Plan and notify the Occupational Health and Safety Officer that the task has been completed by September 1st of each year.
2. The principal/department manager will be responsible for ensuring that all members of the school/department are aware of their roles and responsibilities and that Hour Zero online training is completed in a timely manner.
3. All members of the school/department are responsible to complete Hour Zero training and execute their roles within their plan with fidelity.
4. The Occupational Health and Safety Officer will review school/site plans to ensure completion and will share them with the appropriate agencies (Police, Fire, municipalities and other cooperating and affected organizations).
5. In addition to the cloud-based version, a binder containing each department/school plan will be kept on file at each school/site and in the office of the Occupational Health and Safety Officer for reference.
6. If a personnel change is made that affects the School Emergency Plan during the school year, the school/site will revise their plan and re-submit it.

Approved: February 22, 2005

Revised: February 3, 2020