

Beautiful Plains School Division

Emergency Preparation School Response Plan

(To be completed by each School and copy filed with Division Office)

SCHOOL: _____

ADDRESS: _____

PHONE: _____

A. SCHOOL EMERGENCY RESPONSE TEAM

B. DESIGNATED OUTDOOR EVACUATION AREA

(Area must be School Bus Accessible)

Location: _____

Alternate Building: _____

Phone # of person for entry: _____

C. AREAS OF RESPONSIBILITY

Principal

- Oversee the overall operation of the school response team without any specific responsibilities.
- If possible to remain at command center at all times during the emergency.

School Response Team

- Decide on location of command center and first aid center.
- Keep Principal informed of students, staff, also about inquiries.
- Develop a mechanism through which the team can be gathered together at a moments notice or warn staff of imminent danger.

Each Coordinator in the School Response Team will be responsible for his/her area.

1. TRANSPORTATION

- Notify transportation office RE: need for school buses.
- May oversee loading of buses for dismissal or relocation to shelter area.
- Provide on-site command regarding transportation

Coordinator: _____

Assistants: _____

2. EVACUATION / SHELTER (Student Pick-Up / Dispersal)

- Both evacuation and shelter arrangements should be designated to care for the students regardless of temperature or weather conditions. The plan should cover the deliberate dispersal of students to their home (or storm billet) in the case of imminent danger, as well as their evacuation in the event of a sudden emergency.
- The plan may include a telephone fan-out system. Arrangements made for shelter areas in school buildings or buildings in the area should consider meal and accommodation facilities.

Coordinator: _____

Assistants: _____

3. COMMUNICATION / WARNING

- In most instances the existing school communication facilities (P.A.) will be adequate for emergency purposes, but in the event of a power failure or damage, alternate arrangements. eg.) loud hailers should be available
- The system must be capable of reaching all parts of the school and grounds.
- Distinctive warning signals or coed messages should be devised and known by all members of staff to alert them to immediate action.
- Establish contact with the Community Emergency Coordinator as part of planning and maintain contact during an emergency.
- Coordinate information released to the parents and to the media in consultation with the Principal.
- Ensure the Division Office be kept informed.

Coordinator: _____

Assistants: _____

4. FIRST AID

- Basic procedures for obtaining emergency health and first aid assistance should be well understood by staff. Someone with first aid or CPR training would be beneficial.

Coordinator: _____

Assistants: _____

5. UTILITIES

- Shut off utilities in consultation with Principal.
- Designate alternate individual responsible when custodian is not available for shut off.

Coordinator: _____

Alternate: _____

Access Key: _____

Responsibility: Oil / Electricity / Water / Ventilation

ALL SHUT OFF LOCATIONS SHOWN ON SCHOOL FLOOR PLAN
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OIL

ELECTRICITY

WATER

VENTILATION