



#### Rationale

To ensure the safety and well-being of the students and employees of the CISKD in the event of emergency or disaster.

While most emergencies and/or disasters cannot be predetermined, they can be anticipated and planned for so that both the personnel and students are better prepared for all eventualities.

Independent schools are each governed by an authority which acts as a Board and is responsible for overseeing the operations of the school including funding, staffing, policies and major decisions of philosophy and vision.

Independent schools are created pursuant to the Independent School Act, which sets out the governance and funding of BC independent schools. The Office of the Inspector of Independent Schools, which is a part of the Ministry, requires that independent schools comply with the enactments of British Columbia and the municipality or regional district where the schools are located. These include fire and building codes.

The office of the Inspector also requires independent schools to have the following policies in place:

- emergency drill and response
- student safety, and
- student supervision.

#### Policy

Each school will develop and maintain emergency plans.

#### Procedure

1. The school has a responsibility to take reasonable measures to ensure the safety and welfare of students in the event of emergency situations. For purposes of this policy, Internal emergencies are those that originate within the confines of the school and may include but not be limited to, the threat of, or presence of a dangerous intruder, fire, structural collapse, bomb threat and dangerous chemical spills inside the building that may endanger occupants. External emergencies originate outside the building and may include riots, severe weather conditions or other emergency situations that endanger the school's occupants.
2. In the case of internal emergencies, the principal has the authority to make the final decision regarding school evacuations.
3. When the municipality declares a state of local emergency, the municipal Disaster Plan will be implemented, and emergency operations coordinated through the municipal administration.
4. When external emergencies have been declared, the responsibility for evacuating schools will rest with the principal and/or appropriate civil authorities.
5. During emergency situations involving the school, all communications with the media shall be coordinated by the Superintendent or designate.
6. It is imperative that pupils, staff, and the public be protected in case of emergency and that the school's educational process be done with the least disruption.
7. Emergency procedures, as outlined in the following section of this policy, have been designed to give guidance to those having responsibility for the safety of pupils, school



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staff and the users of school facilities. Common sense should dictate the reaction of school personnel to emergency situations.

8. The principal of each school has the prime responsibility for developing a School Emergency Plan and for informing staff about emergency procedures. The Emergency Plan will contain evacuation procedures and define roles and responsibilities of staff during an evacuation. In addition, the plan will describe arrangements in cases where students are required to be moved from the school site to temporary shelter. This plan must be consistent with the requirements of the CISKD policy or emergency plans. In addition, the principal must set up a designated chain of command, so the safety procedures are carried out in the event of his/her absence from the building.
9. Principals, teachers, and other employees are to become familiar with the school's emergency plan procedures.
10. Students and employees shall practice the following emergency procedures with at least:
  - a. 6 fire drills per year
  - b. 3 earthquake drills per year
  - c. 2 lockdown drills per year
  - d. 2 hold and secure and/or shelter in place drills per year
  - e. Bus evacuation drill prior to the first field trip that requires a bus.
11. The school will maintain a log of all drills held in the school year.
12. Parents shall be advised of the emergency plans and procedures developed by the school.
13. The principal will provide the Local School Committee with a report on emergency plans and procedures at the first LSC meeting of the school year.
14. The Superintendent of Schools will be responsible for ensuring that the principals are fully aware of CISKD policy and will meet with the principals, at least annually, to discuss

#### RERERENCE

*Policy 301 - Role of the Superintendent*

*Policy 303 - Role of the Principal*

*Policy 603 – Risk Management*

*Government of British Columbia - BC Emergency Management Planning Guide for Schools, Districts and Authorities*

*Responding to School Emergencies: Emergency Handbook 2019 (Link) (Society of Christian Schools) Responding to School Emergencies- Checklist*

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