

ADMINISTRATIVE PROCEDURES	
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ADMINISTRATIVE PROCEDURE TITLE

Emergency Management and Business Continuity Program

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 The Director of Education will maintain overall responsibility for the Board Emergency Management and Business Continuity Procedures and appoint the Emergency Management Coordinator to fulfill such duties as prescribed.
- 1.2 The Emergency Management Coordinator will initiate Emergency Procedures as directed by the Director of Education. The Emergency Management Coordinator will contact school principals directly if communication through the Director of Education is not possible.
- 1.3 The Emergency Management and Business Continuity Program Policy and the supporting plans and procedures will ensure that obligations of the Education Act, Emergency Management and Civil Protection Act, Fire Code, and other applicable legislations, policies, regulatory requirements, and directives are met.
- 1.4 The Emergency Management and Business Continuity Program Policy and associate plans will ensure that the functions of prevention, mitigation, response, and recovery are met in accordance to the CSA Z1600, Canadian Standard for Emergency Management and Business Continuity.
- 1.5 The Emergency Management and Business Continuity Advisory Committee will recommend program policy and overall program guidance for the Emergency Management Coordinator.

- 1.6 The Advisory Committee will:
- (a) establish objectives and priorities for the Emergency Management and Business Continuity (EMBC) Program and provide general policy guidance on the compliance of the program;
 - (b) maintain overall responsibility for the EMBC Program including administration and maintenance of the Program;
 - (c) involve in training opportunities where possible, local emergency services, other local officials, and volunteer groups who would assist the School Board during emergencies;
 - (d) conduct training as required ensuring all involved are aware and understanding their role within the plans and strategies; also conduct exercises that test the coordination of the Board ERP with school ERPs and municipal emergency plans;
 - (e) complete an After Action Report after drills, exercises, and actual emergencies;
 - (f) ensure that emergency supplies and equipment to support activation of the emergency response plan are maintained;
 - (g) ensure that staff alerting and notification procedures are established;
 - (h) ensure that parent/guardian notification procedures are established;
 - (i) ensure that agreements, procedures, and processes are established with municipalities in terms of the use of schools as reception or evacuation centres.
- 1.7 An Emergency Response Plan (ERP) has been developed for each school that integrates with the Board Emergency Response Plan. It is the responsibility of the principal of each school to complete the plan based on his or her school's uniqueness.
- 1.8 The Chief Administrative Officer for Student Transportation Services of Central Ontario (STSCO) will be responsible for the prompt and effective transportation of all staff, students, and day cares from schools as required.

- 1.9 Senior administration will develop a yearly budget to respond to the needs of the Emergency Management Business Continuity Committee that includes defined objectives and milestones.
- 1.10 Each school will have in place a comprehensive Emergency Response Plan appropriate for the school's particular situation and be prepared to act accordingly.
- 1.11 The principal of each school will establish a School Emergency Response Team.
- 1.12 The principal will ensure the Emergency Response Plan is clearly communicated to staff, students, and parents as early in the school year as possible.
- 1.13 Principals will hold emergency drills pertaining to evacuation in accordance with the school's Emergency Response Plan to ensure a smooth evacuation process and ensure proper communication and activation of plans between the Board and the schools.

2.0 TERMS AND DEFINITIONS

2.1 EMERGENCY MANAGEMENT

Emergency management is an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

2.2 BUSINESS CONTINUITY

Business continuity is an ongoing process supported by senior management and adequately funded to ensure that the necessary steps are taken to identify the impact of potential losses and maintain viable recovery strategies and recovery plans for the continuity of services and operations, or continuity of government, following a disruptive event.

2.3 SCHOOL UNIQUENESS

School uniqueness means the characteristics of each individual school, including (but not limited to) hazards, surroundings, geography, community, and architecture, which make that school different from others in the Board.

3.0 REFERENCES/RELATED DOCUMENTS

Education Act
Emergency Management and Civil Protection Act
Ontario Fire Code
Board Nuclear Plan
Emergency Response Manual
Municipal Freedom of Information and Protection of Privacy Act
CSA Z1600 Emergency Management Business Continuity Standard

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-HS-405, Occupational Health and Safety
AP-S-818, Illness or Injury of a Pupil

5.0 RELATED FORMS

E.R. 1, Emergency Response Manual Renewal/Update Report
E.R. 2, Emergency Response Manual - School Emergency Response Team

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

January 2018

7.0 APPROVED BY BOARD

March 24, 2009

8.0 EFFECTIVE DATE

January 22, 2013

9.0 REVIEW BY

Student Success Services

10.0 LAST REVISION DATE

January 22, 2013