

# **HOLY FAMILY C.R.D NO. 37**



# **DISASTER PLAN**

September 2010

## **ACKNOWLEDGEMENTS**

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This planning model has been written in plain language. There are no acronyms or abbreviations used. If you have suggestions about making the document more easily read or understandable, please contact:

Provincial Programs Section  
Disaster Services Branch  
Alberta Transportation & Utilities  
4999- 98 Avenue  
Edmonton, Alberta  
T6B 2X3

Phone 310-0000 then ask for 422-9000 in Edmonton (toll free)

The plan is available in disk and electronic format by contacting the Disaster Services Branch at 422-9000.

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# SCHOOL BOARD DISASTER PLAN

## Introduction

This School Board Disaster Plan was developed by the Disaster Services Branch of Alberta Transportation and Utilities in collaboration with stakeholders. The Plan is intended as a guideline to assist school board emergency planners in the development, implementation, assessment and revision of their school board Disaster Plan.

The Plan follows generally accepted planning design principles and is divided into three sections as follows:

### 1) **The General Plan**

This section of the Plan outlines the purpose of the Plan, who has which responsibilities for the various components of the Plan, the general policies that apply to the Plan and the procedures that will activate the Plan.

### 2) **Check Sheets**

The Check Sheets define the actions to be taken by the individuals assigned to key roles when the Plan has been activated. They are placed in an order of priority by which these key personnel may be assigned.

### 3) **Appendices**

These are documents that supplement the procedures defined in the Check Sheets, and reference/resource materials.

Disaster Services Branch staff are available to assist with the interpretation and application of the Plan, taking into consideration the uniqueness of the resources of each school board. They are also available to assist in the review of drafts, and for exercising and evaluation of Plans.

The Plan is reviewed annually. Recommendations for improving and updating the Plan are obtained from school board personnel throughout Alberta, and from observations made following responses to disasters and mock disaster exercises.

# Holy Family Catholic Regional Division No. 37 SCHOOL BOARD DISASTER PLAN

## I. GENERAL PLAN

### A. Purpose A.

- 1) The Holy Family Catholic Regional Division No. 37 School Board has an obligation to protect and ensure the health and safety of students and staff in the event of an emergency, disaster situation or a Pandemic Influenza Outbreak. Therefore, it is necessary to have a School Board Disaster Plan to be in a state of preparedness far beyond normal procedures.

- 2) This Plan has been developed in concert with the following municipalities:

M. D. of Northern Lights	Town of Manning
M.D. of Peace River	Town of Grimshaw
M.D. of Smoky River	Town of Peace River
M.D. of Big Lakes	Town of McLennan
M.D. of Greenview	Town of High Prairie
Northern Sunrise County	Town of Valleyview

## II PLANNING

### A. The Holy Family Catholic Regional Division No. 37 School Board

- 1) The board will ensure that a School Board Disaster Plan and Individual School Disaster Plans are maintained for the division and each school.
- 2) A current copy of each school's Disaster Plan shall be kept on file at the Board Central Office.
- 3) The Board will maintain a policy and procedures that guide its actions during a Pandemic Influenza outbreak.

### B. The Holy Family Catholic Regional Division No. 37 School Board Disaster Planning Committee

The following positions will form the Committee:

- 1) Superintendent or designate – Betty Turpin
- 2) Assistant Superintendent of Technology & Human Resources – Charlie Bouchard
- 3) Secretary-Treasurer – Helen Diaz
- 4) Assistant Superintendent of Student Services – Jim Taplin
- 5) Assistant Superintendent of Curriculum & Instruction – Dana Laliberte
- 6) Assistant Secretary-Treasurer – Mauricio Reyes

**C. Committee Responsibilities:**

- 1) Develop a School Board Disaster Plan.
- 2) Co-ordinate the Plan within the various Municipal Emergency Plans, and within each School Disaster Plan.
- 3) Ensure that procedures and processes are established within the municipalities' emergency plans to procure additional emergency resources for each school when their Plan is activated.
- 4) Ensure procedures and processes are established on terms and conditions for use of schools as Reception Centres with each municipality.
- 5) Review the Board Plan and each school plan annually and revise as necessary.
- 6) Conduct regular exercises that test the co-ordination of the Board Plan with each school plan and each municipality emergency plan.

**D. Superintendent Responsibilities:**

- 1) Maintain overall responsibility for the School Board Disaster Plan.
- 2) Establish a School Board Disaster Planning Committee.
- 3) Ensure the Plan is made a component of the Municipal Emergency Plan.
- 4) Ensure emergency equipment and supplies to support activation of the Plan is maintained.
- 5) Ensure that staff and students receive emergency preparedness education and training.
- 6) Ensure that staff alerting procedures are established.
- 7) Ensure that parent/guardian notification procedures are established.

**III. GENERAL POLICIES:**

- A. The Superintendent or designate has the authority to activate the Plan.
- B. Local notification procedures will be followed when the Plan is activated.
- C. The Board Office will become the **Board Emergency Operations Centre**.
- D. SPECIFICS: The School Board Plan is developed in support of each School Disaster Plan.

Each school disaster plan comprises three parts:

**1) SCHOOL EVACUATION**

A Plan to manage the evacuation of students and staff to a safe external holding area when there is an emergency or a disaster event such as:

- Fire
- Building collapse (e.g., tornado, explosion)
- Bomb threats
- Power outages
- Disaster events in the community (flooding, tornadoes, etc.)
- Transportation accidents (e.g., chemical spill)

**NOTE: In some situations, the municipal emergency response agencies may determine that "in-place sheltering" is safer than an evacuation of the school building(s). Recommendations from the emergency response agencies may include:**

- 1) Keep everyone indoors until advised otherwise;**
- 2) Close and seal all doors and windows; and,**
- 3) Turn off heating, ventilation and air conditioning systems.**

**"In-place sheltering" instructions should be a part of each School Disaster Plan and be developed in consultation with the municipal Director of Disaster Services.**

## **2) RECEPTION OF EVACUEES**

A Plan to manage the reception of persons displaced from their municipality or school by an emergency or disaster event such as:

- Natural disaster (e.g., tornado, flooding)
- Transportation incident (e.g., chemical spill)
- Industrial accidents
- Fire
- Explosion
- Pandemic Influenza outbreak

## **3) OFF-SITE EMERGENCY**

A Plan to respond when the health and safety of students and staff are endangered because of an off-site emergency or disaster event such as:

- Transportation accidents
- Winter storms (e.g., blizzard conditions)
- Natural disaster (e.g., tornado, flooding)
- Fire, explosions, building/equipment collapse
- Bomb threats
- Hostage taking
- Pandemic Influenza outbreak

#### **IV. ACTIVATING THE PLAN**

##### **1) Initial Response**

The initial response to an emergency that threatens the safety of students and staff will be in accordance with Division Policy and/or school procedures. This may include:

- 1) Fire alarm procedures
- 2) Bomb threat procedures
- 3) Transportation accident procedures
- 4) Power outage procedures
- 5) Lock down procedures
- 6) Pandemic Response procedures

##### **2) Activation**

- 1) The decision to activate the School Board Disaster Plan will be based on the information available and the nature and magnitude of the event.
- 2) Proceed as per Check Sheet # 1.

**SUPERINTENDENT  
CHECK SHEET #1**

**School Board Disaster Plan**

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**PERSONNEL** Superintendent or Designate – Betty Turpin

**PURPOSE**

1. To provide direction and support to Board staff who are responding to a disaster event.
2. To assign available staff to key responsibilities.

**IMPLEMENTATION**

1. Instruct the School Board Emergency Operations Co-ordinator to initiate the Board emergency operations procedures as listed on Check Sheet #2.
2. Assign a staff member to initiate emergency communications procedures as listed on Check Sheet #3.
3. Assign a staff member to initiate emergency transportation procedures as listed on Check Sheet #4.
4. Assign a staff member to initiate emergency physical plant and maintenance procedures as listed on Check Sheet #5.
5. Assign a staff member to initiate emergency public information procedures as listed on Check Sheet #6.
6. Be prepared to attend at the municipal Emergency Operations Centre.
7. Maintain contact with the School Principal(s).
8. Maintain contact with the Chair of the Board of Trustees and be prepared to meet with the Board if necessary.
9. Brief the Chair of the Board in preparation for press conferences, if necessary, on the progress of response activities.
10. Maintain a record of all action taken.

## EMERGENCY OPERATIONS CO-ORDINATOR CHECKSHEET #2

### School Board Disaster Plan

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**PERSONNEL**            Assistant Superintendent of Technology & Human Resources – Charlie Bouchard

#### **PURPOSE**

1. Assist the Superintendent or designate with the management of the Board's response to the emergency or disaster event.

#### **IMPLEMENTATION**

1. Activate the Board Emergency Operations Centre.
2. Notify all department managers who have an emergency response role in the Board Emergency Operations Centre.
3. Co-ordinate all response activities within the Board Emergency Operations Centre.
4. Determine in consultation with the affected municipality(ies) whether the Board's resources are adequate, and recommend when outside assistance should be requested.
5. Establish priorities to meet immediate needs of the emergency in collaboration with the Principal(s) involved and the Superintendent.
6. Keep the Superintendent informed on the progress of response activities.
7. Periodically brief the members of the Board Emergency Operations Centre.
8. Ensure operational information updates are available for circulation and display.
9. Maintain a record of all action taken.

## **EMERGENCY COMMUNICATIONS CHECKSHEET #3**

### **School Board Disaster Plan**

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**PERSONNEL**                      Assistant Superintendent of Student Services – Jim Taplin

#### **PURPOSE**

1. Co-ordination of emergency communications.

#### **IMPLEMENTATION**

1. Activate the communications system in the Board Emergency Operations Centre and monitor emergency communication processes.
2. Ensure the Board Emergency Operations Centre and the School(s) have adequate capability and resources to function effectively.
3. Seek assistance, as required, from the municipal Director(s) of Disaster Services.
4. Maintain a record of all action taken.

## EMERGENCY TRANSPORTATION CHECKSHEET # 4

### School Board Disaster Plan

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**PERSONNEL**                      Assistant Secretary-Treasurer – Mauricio Reyes

#### **PURPOSE**

1. Co-ordinate emergency transportation.

#### **IMPLEMENTATION**

1. Establish and maintain contact with the emergency services and police services.
2. Establish and maintain contact with the affected transportation contractor(s).
3. Make transportation arrangements as required.
4. Maintain a record of all action taken.
5. Keep the Emergency Operations Coordinator and the Emergency Communications Coordinator informed on response activities.

## **FACILITIES MANAGER CHECKSHEET #5**

### **School Board Disaster Plan**

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**PERSONNEL**                      Assistant Secretary-Treasurer – Mauricio Reyes

#### **PURPOSE**

1. Co-ordinate the emergency management of the mechanical, electrical and building systems of the school(s) impacted by the disaster event.

#### **IMPLEMENTATION**

1. Establish and maintain communication with the facility management staff at each school affected by the event.
2. Make recommendations, when indicated, for the shutdown of a school.
3. Arrange for the provision of maintenance staff for schools designated as a Reception Centre for evacuees from a municipality or from a school.
4. Maintain a record of all action taken.
5. Keep the Emergency Operations Coordinator and the Emergency Communications Coordinator informed on response activities.

## EMERGENCY PUBLIC INFORMATION CHECKSHEET #6

### School Board Disaster Plan

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**PERSONNEL** Assistant Superintendent of Curriculum & Instruction – Dana Laliberte

#### **PURPOSE**

1. To ensure the dissemination of timely and accurate news releases to media representatives.

#### **IMPLEMENTATION**

1. Consult with the Superintendent and the Chair of the Board of Trustees to establish the type and frequency of media briefings and for news releases required in reaction to the situation.
2. Prepare news releases on the emergency response activities in consultation with the Board Emergency Operations Co-ordinator. Before release to the media, all information must have the Superintendent's approval.
3. Monitor the media releases on the accuracy of the broadcasts.
4. Maintain a record of all action taken.

