



Background

It is important to provide students and staff with a safe and caring learning and working environment. The School prepares for all reasonably foreseeable emergencies. Responses to emergencies may be generally considered in two broad categories: those emergencies where the safest response is to “stay in/lock down” and those where the safest response is to “stay out/lock-out (and relocate).” The safety of students is the priority in all decisions related to emergency response. All staff are expected to be familiar with the emergency procedures for both school sites and community facilities that are regularly used by the school.

Procedures

1. Emergency Preparedness and Response Manuals for Bel Aire and Lakeview campuses are Appendix A and Appendix B to this procedure. Both manuals are located in the shared staff drive. The file is named Emergency Response Manuals. Every staff member shall be familiar with the expectations defined in the *Emergency Response Manuals*. For reasons of security, the detailed *Emergency Response Manuals* are not published to the CGCS website. Parents seeking more information are advised to ask the Principal.
2. The Principal is responsible for keeping the Manuals current and for designating a staff member to update contact information as required. Normally, the annual review of emergency procedures occurs at the beginning of the school year and provides the opportunity to ensure the Manuals are current and contact information is accurate.
3. The Principal is required to develop the detailed strategy for responding to an emergency, including:
 - 3.1 Emergency procedures for staff and students when an emergency occurs *within* the School site during school hours.
 - 3.2 Emergency procedures for staff and students when an emergency occurs or is imminent within the community or surrounding area, but *outside* the school.
 - 3.3 Preventative procedures when a natural disaster is imminent.
4. In order to facilitate use of the School during emergencies, a current list of School personnel who could provide access to the facilities is to be filed with the Superintendent, the Secretary-Treasurer and the Calgary Board of Education (the lessor).

Reference:

Education Act s. 27, 52, 53, 54, 62, 196, 197, 222

Disaster Services Act

Fire Prevention Act

Section 3 Government Emergency Planning Regulation