



AP 165 EMERGENCY PREPAREDNESS AND RESPONSE

Approved: September 2014

Amended: January 2022

Reviewed: January 2025

Due: January 2027

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. The Superintendent, in collaboration with the Principal, is responsible for keeping up-to-date emergency response documents on an annual basis. The review of emergency procedures will occur at the beginning of the school year to ensure the documents are current and contact information for all staff, students and parents is accurate.
2. Emergency preparedness documents need to include an Emergency Preparedness and Response Manual for Calgary Girls Charter School (Appendix A) to be used as an internal document, providing guidance to staff during emergencies. For reasons of security, the detailed *Emergency Response Manuals* will not be released publicly. Parents seeking more information are advised to consult the Principal.
3. The Principal is required to develop the detailed strategy for responding to an emergency, including:
 - a. Emergency procedures for staff and students when an emergency occurs within the school site during school hours.
 - b. Emergency procedures for staff and students when an emergency occurs or is imminent within the community or surrounding area, but *outside* the school.
 - c. Preventative procedures when a natural disaster is imminent.

4. The Principal is responsible for communicating the emergency response plans with staff and students. Additionally, the Principal is responsible for providing annual training to staff and students, as well as opportunities to practice emergency response drills in accordance with the schedule set by the Superintendent.
5. 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. 33, 52, 196, 197, 222
Emergency Management Act
Prevention Act
Occupational Health and Safety