

## SAFE AND ORDERLY SCHOOL ENVIRONMENT

### Background

The Division shall strive to ensure that each student and staff member is provided with a safe environment. It is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe. To this end, the Division shall establish a protocol for responding to immediate risks within a building, student threatening behaviors and critical incidents.

The school division's approach to school safety planning, emergency management and post-incident response:

1. Focuses on prevention, risk identification and mitigation, preparedness and early intervention.
2. Outlines emergency procedures based on Incident Command System (ICS) protocols to follow when dealing with emergency incidents.
3. Is coordinated with other community crisis response services such as RCMP and other emergency services.
4. Is responsive to the post-event impacts on students and staff.

### Responsibilities

The Director of Education or designate is responsible to:

1. Ensure that the School Division has clear, complete and up to date emergency planning, managements and response protocols in place.
2. Decide to invoke the Emergency Operations Centre and serve as the Division-level Incident Commander in the event of an emergency.

In the absence of the Director of Education, responsibility for emergency management rests with the administrator in charge, or designate on site.

The Superintendent of Schools is responsible for:

1. Division-level training, awareness and communication around emergency planning, management and expectations.
2. Annually reviewing and updating administrative procedures and related materials covering emergency planning, management and response.

The Superintendent of Student Services is responsible to:

1. Organize, deploy, manage and follow up on post-event crisis response services to help students and staff who are impacted by trauma or grief.
2. Organize division-level training and awareness for post-incident response (CISM), risk assessment and intervention (VTRA).

Principals are responsible for:

1. Adhering to all safety related administrative procedures and processes.

2. Acting as the School Incident Commander in the event of an emergency.
3. Establishing and leading the School Incident Response Team.
4. School-level communication, training, awareness and drills/practices.
5. Communication with students, staff and families.
6. Submitting the School Emergency Response Plan to the division by September 15 and the final approved safety plan to the RCMP detachment of jurisdiction by September 22.

Bus Drivers are responsible for:

1. Adhering to all safety related administrative procedures and processes.
2. Acting as the incident commander in the event of a bus emergency.

Staff are responsible for understanding and adhering to emergency planning and incident management processes.

## Procedures

### 1. Safety Planning

- a. Principals will review safety planning, emergency management and response procedures with all staff members at the beginning of the school year, employees hired during the school year and substitute staff to ensure staff members are familiar with and understand the school's emergency management processes and their responsibilities as staff members. Utilize the Appendix D - NWSD Emergency Planning Guide.
- b. Principals will:
  - i. Assign staff members to the School Incident Response Team and articulate roles and responsibilities in AP 165.1: School Safety Plan such as assisting with safety planning, training, drills and post-event support services.
  - ii. Review and update the School Safety Plan using AP 165.1 by September 15 and submit to the school specific Superintendent.
  - iii. Submit the final School Safety Plan to the local RCMP detachment and the head of the local fire department by September 22.
  - iv. Ensure that a copy of the Emergency Response Protocol is available in every room in the school.
  - v. Prepare and maintain a school ready kit
  - vi. Conduct the following safety drills/practices with students and staff:
    1. Fire drills 6 times per year
    2. Evacuation drills two times per year in conjunction with fire drills
    3. Lock down drills two times per year
    4. Shelter-in-place drills two times per year
    5. Bus evacuation drills two times per year

- vii. Report on safety drill/practices within two days of each drill/practice, using AP 165.2: School Drill/Practice Reporting Form in the portal/team.
  - viii. Annually inform parents/guardians about school safety planning number and type of safety drills/practices planned.
  - ix. Provide notice to families, students, staff and appropriate emergency services in advance of lock down, hold and secure and shelter-in-place drills.
  - x. Ensure that staff are trained in Violence and Threat Risk Assessment, Non-violent Crisis Intervention, first aid and use of the automated external defibrillator (AED) consistent with Division standards.
- c. Superintendents responsible for school operations will:
- i. Annually review and sign off on each AP 165.1: School Safety Plan
  - ii. Provide oversight to ensure the tasks outlined in parts a and b are completed.
- d. The Superintendent of Student Services will:
- i. Annually review Appendix B - Northwest Violence and Threat Risk Assessment (VTRA) Protocol.

## 2. Emergency Incident Management

- a. The school division uses the Incident Command System (ICS) for emergency/crisis situations at schools. ICS is a standard approach to emergency or crisis management that is used by emergency responders. The benefits of the ICS approach include:
- i. Standard terminology with emergency responders
  - ii. Consistent, standardized structures and functions across all schools
  - iii. Simple and flexible structures to respond to a variety of events
  - iv. Clear roles, responsibilities and accountabilities
- b. The ICS structure consists of:
- i. A Division-level **Emergency Operations Centre (EOC)** led by the Director of Education and including the Superintendents, Supervisors and Communications Officer and other staff as necessary.

The Director of Education/CEO, administrator in charge or designate is the EOC **Incident Commander** responsible for:

- Deciding to invoke the EOC
- Communicating with the School Incident Commander to obtain all available information about the situation
- Convening and leading the EOC
- Mobilizing additional internal and external services

- Working with the School Incident Commander on communication to parents/guardians
  - Managing media communications in consultation with the Communications Officer
- ii. **School Incident Response Teams** are led by the principal or designate and include staff members and responsibilities determined by the principal.

The principal or designate is the **School Incident Commander** and is responsible for:

- Managing the incident at the site including directing, communicating and coordinating the school response
  - Acting as the liaison with emergency responders (e.g., police, fire, paramedics, first responders, municipal agencies),
  - Communicating with the Division EOC
  - Communicating with parents/guardians, with support from the Communications Officer.
- iii. In the case of bus emergencies, the bus driver is the **Site Incident Commander** and is responsible for:
- Managing the incident
  - Acting as the liaison with emergency responders (e.g., police, fire, paramedics, first responders, municipal agencies),
  - Communicating with the Supervisor of Transportation
- c. When an emergency or crisis incident occurs, the principal or bus driver will immediately activate the appropriate response as outlined in Appendix A – NWSD Emergency Response Plan.
- d. Immediately upon notification of an emergency, the EOC Incident Commander will decide whether to activate the EOC. If yes, the Incident Commander will immediately convene an incident briefing (in person, telephone or on-line) with the EOC to convey the facts and decide on next steps including: roles, responsibilities, objectives, timeframes and parent/guardian and/or public communication.

### 3. Post-Incident Reporting and Response

- a. Immediately following resolution of a school-based emergency incident, the School Incident Commander or designate will manage the reunification of students with parents/guardians using the Standard Reunification Method and corresponding form AP 165.3: Reunification Form.

- b. Immediately following resolution of a school-based emergency incident, the School Incident Commander will complete AP 165.4: Critical Incident Report and submit it to the EOC Incident Commander and the Director of Education/CEO.

The EOC Incident Commander will convene a meeting (in person, telephone or on-line) of the EOC, the School Incident Response Team and external emergency services as needed to confirm the facts, debrief on the situation and decide on next steps.

- c. Immediately following resolution of a bus emergency, the bus driver will:
  - i. Complete an incident report providing all details and submit to the Supervisor of Transportation
  - ii. Report the collision to SGI, by phone or on-line
  - iii. Report damages to the Shop ForemanFor detailed reporting and follow-up processes following a bus incident, refer to the Transportation Manual.
- d. The Superintendent of Student Services will mobilize and deploy the Critical Incident Stress Management (CISM) team as needed. The following crisis response services are available and may be deployed, depending on the circumstances:
  - i. Organize trauma/grief counselling for students and staff impacted by the emergency/critical incident.
  - ii. Provide sample materials for the principal including communication to parents/guardians and a post-event checklist of activities.
  - iii. Provide sample materials to the principal and teachers including classroom activities, school events and class discussion formats to assist in recovery.
  - iv. Provide reference material for staff, including resources to help students understand reactions to trauma and grief and external agency contact information.

The Superintendent of Student Services will monitor events in collaboration with the school principal to determine the type and duration of post-event crisis response services. Complete CISM procedures and resources are outlined in Appendix C - Critical Incident Stress Management Manual

Reference: Sections 85, 87, 175 Education Act  
The School Division Administration Regulations 45, 49

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