

## DEALING WITH EMERGENCIES

Seven Oaks School Division has a Workplace Emergency Response Committee. The committee is composed of representatives from all work groups. An Emergency Response Team has been formed from committee members. The Superintendent is the senior person that oversees the committee.

An Emergency Response Desk Guide has been printed and is distributed to all employees. Two books are given to employees, one for at work and one for reference when not at work. The guide is reviewed by the committee and updated as required (last update April 2009).

The Emergency Response Desk Guide has indexed sections that identify emergencies that may take place within our schools or on field trips. Critical phone numbers as well as divisional supports and 24 hour crisis lines are listed at the front of the book.

### RESPONSIBILITY

#### Superintendent

Accountable for overseeing the Emergency Response Committee and Response Team and keeping plans effective.

#### Emergency Response Committee

Provides input, develops emergency response guide, reviews emergency situations, monitors the plans effectiveness, documents the plans and maintains files.

#### Committee Members

Bring forward concerns from their work groups, assist in emergency plan development.

### EMERGENCY RESPONSE SUMMARY

When an incident or emergency occurs within our school division the Superintendent, Manager, Principal or Designate who has first learned of the incident or emergency shall follow the written instruction provided in the Emergency Response Guide.

The Emergency Response Team will be notified and provide the support or resource as required for the situation. The Superintendent will be kept informed of activities by the Principal or Manager involved in the incident or emergency.