



Date: September 23, 2024 **Agenda Item:** 8.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent
Lisa Lacroix, Associate Superintendent Human Resources

Subject: **Administrative Procedure 305: SPS Emergency Preparedness Response Plan**

Background:

Administrative Procedure 305: SPS Emergency Preparedness Response Plan was up for regular review. Minor amendments were made to the Administrative Procedure while maintaining the core procedures and responsibilities.

This Administrative Procedure ensures that the Division remains prepared to respond effectively to emergencies by providing a clear framework for emergency management, including the roles of the School Emergency Response Teams (SERT) and the Division-based Administrative Command Team (ACT). The Administrative Procedure emphasizes regular training, coordination with local emergency agencies and consistent review to address evolving needs. The overall objective remains to ensure the safety and welfare of students and staff through standardized protocols that can be adapted based on specific emergency circumstances.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (1) Building Effective Relationships
INDICATORS: a. collaborating with community and provincial agencies to address the needs of students and their families.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to

political, social, economic, legal and cultural contexts and trends.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness.

Board Procedures Regulation (Education Act - Alberta Regulation 82/2019)

Policies and procedures

4 The board must

(b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 225: Role of the Board

The Board shall establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness [Education Act s. 33(1)(h)].

Administrative Procedure 205: Developing Administrative Procedures

Administrative procedures define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. [Administrative Procedure 305: SPS Emergency Preparedness Response Plan](#) - Website Version
2. Administrative Procedure 305: SPS Emergency Preparedness Response Plan - Tracked Changes

AP305: SPS Emergency Preparedness Response Plan

Responsible Administrator: Superintendent

PURPOSE

Sturgeon Public Schools recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency circumstances.

The SPS Emergency Preparedness Response Plan works in conjunction with other local emergency agencies. Individual school plans, along with the Division Plan, are reviewed annually and after an emergency occurs.

There is an on-site, School Emergency Response Team (SERT) at each SPS school, along with a Division-based Administrative Command Team (ACT) that provides support and aid to schools at the time of an emergency. All Division staff are regularly trained on emergency protocols and drills are practiced at each school.

Standardized protocols and procedures provide the basis for response, however, the way in which the Division responds to an emergency is greatly influenced by the specifics of the incident.

The Division collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The Division's plans do not replace the authority of law enforcement, fire or EMS. All Division staff work in full cooperation with these agencies.

PROCESS

The Superintendent or Emergency Operations Center (EOC) Director is responsible for the process of maintaining guidelines for the Sturgeon Public Schools Emergency Preparedness Response Plan.

The Superintendent or Information Officer is responsible for coordinating all communications with the media during emergency situations.

The Incident Commander (most responsible person in emergency circumstances) for a school is the Principal and for Central Office Services is the Superintendent or Emergency Operations Center (EOC) Director.

The sSchool principal's responsibility~~principal responsibility~~ in emergencies is to act in a reasonable manner and with full regard for the safety and well-being of all students.

PROCEDURE

1. Central Office Services will maintain a division Emergency Preparedness Response Plan, which schools will use to respond appropriately to emergency circumstances.

1.1 Central ~~Office Services~~ will maintain a division Administrative Command Team (ACT) and schools will maintain a site-based School Emergency Response Team (SERT).

1.2 The division Administrative Command Team (ACT) provides support to individual schools during emergency situations.

1.3 The site-based School Emergency Response Team (SERT) responds to emergency situations according to the protocols as developed in the Emergency Preparedness Response Plans.

2. All Division employees ~~s_members~~ are to be knowledgeable about the Division's Emergency Preparedness Response Plan and shall fulfill their duties accordingly.

3. The Principal and the Superintendent or EOC Director are responsible for reviewing division and school Emergency Preparedness Response Plans with all employees each school year.

4. In an emergency situation, the Principal and the Superintendent or designate will follow the procedures as outlined in the Sturgeon Public Schools Emergency Preparedness Response Plan.

5. Under certain emergency circumstances, a Principal may close a school following consultation with the Superintendent.

6. During severe weather conditions:

6.1 It is expected that staff shall report for duty.

6.2 Staff shall accept all students that arrive at school.

6.3 If the Superintendent or designate suspends school bus transportation services, teachers will not conduct examinations, nor introduce new curriculum.

6.4 Parents bringing their children to school on days the school bus does not operate, shall be responsible for picking up their children at the end of the school day or making other arrangements.

6.5 Absences by students for transportation challenges that include bus failure, decision of a contractor not to operate, or suspension of transportation services by the Superintendent or designate, shall be deemed excusable, and shall also not affect the granting of credit in high school courses.

7. The Principal and the Superintendent or designate shall:

7.1 Coordinate professional development activities to support the Emergency Preparedness Response Plan.

7.2 Follow the procedures for the proper documentation of incidents.

7.3 Follow procedures for coordinating municipal services in the event of an emergency.

7.4 Follow the communication plan for employees, media, parents, students and the public.

7.5 Ensure that the emergency supply list is maintained as outlined in the Division Emergency Preparedness Response Plan.

8. The Principal shall:

8.1 Conduct training and drills to help better prepare students and staff for possible emergency situations.

8.2 Conduct drills throughout the year to rehearse emergency procedures (refer to AP245 Health and Safety).

8.2.1 Each school shall perform a lockdown at least two times each year.

8.2.2 Each school shall perform six fire drills each year.

8.3 Include a copy of the Sturgeon Public Schools Emergency Preparedness Program Guide for Students, Parents and Guardians in their school newsletter and share with School Council no later than November 1st of each school year.

References:

[Board Policy: 320 Inclement Weather](#)

Admin Procedure: [245 Health and Safety](#)

[Admin Procedure: 255 Inclement Weather and Outdoor Air Quality Decisions for Schools](#)

Hour Zero Crisis Consulting Ltd.

Alberta Fire Code

History

2020 Jan 29 Initial Approval

2022 Feb 7 Amended

[2024 Sep 23 Amended](#)