

## EDMONTON PUBLIC SCHOOLS

September 14, 2010

TO: Board of Trustees

FROM: Trustee K. Shipka, Chair, Planning and Policy Committee  
Trustee S. Huff, Planning and Policy Committee  
Trustee C. Ripley, Planning and Policy Committee

SUBJECT: Policy Review – EBC.BP – Emergency Plans

ORIGINATOR: B. J. Smith, Executive Director

### RESOURCE

STAFF: Layne Bjarnason, Bob Boruszczak, Don Bowdige, Mike Brown, Will Deys Meredith Colgan, Deborah Cooper, Pat Dougherty, Ken Erickson, Fred Fonseca, Joan Fouts-Mitchell, Wolf Kolb, Jody Lundell, Maureen MacDonald, Cameron Mah, John Nicoll, Garry Padlewski, Karen Patterson, Bryan Radmonovich, Larry Schwenneker, Chad Sheppard, Shaunda Yeomans

### RECOMMENDATION

1. That revised Board Policy EBC.BP – Emergency Plans (Appendix II) be considered for the first time.
2. That revised Board Policy EBC.BP – Emergency Plans (Appendix II) be considered for the second time.
3. That, in accordance with Board Policy CH.BP – Policy Development and Review, revised Board Policy EBC.BP – Emergency Plans (Appendix II) be considered for the third time at this meeting (unanimous approval is required).
4. That revised Board Policy EBC.BP – Emergency Plans (Appendix II) be considered for the third time and approved.

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### Background

The current policy has been in effect in the District since November 1, 2000. It clearly identifies the principal as having direct responsibility for safety and security. The Superintendent of Schools has established administrative regulations for the procedures and preferred practices that direct the administration in the implementation of this policy.

## **Process**

The policy was reviewed by Security Services and informal feedback attained from principals was considered. Personnel from Leadership Services, Communications and Human Resources were involved in the development of regulations to support the policy. Edmonton Fire Rescue Services was consulted regarding the fire safety regulations to ensure that district regulations reflected standards established by the Alberta Fire Code. Feedback was sought from the Facilities Principal Advisory Committee. This committee includes district administrators and central services staff, as well as the director and managing director of Facilities.

The policy under review was available for feedback from the public on the District web survey for four weeks from May 13, 2010 to June 10, 2010. Thirty responses were received with eleven being district staff, nine Principal/DU Administrators, nine parents, one community member and no Community/Professional Organizations. Twenty-five of the respondents (83.3 per cent) felt that there were no aspects of the policy that required clarification. Twenty-four respondents (80 per cent) indicated that no additional elements should be considered in the policy. Twenty-six of the respondents (86.7 per cent) indicated that they had no concerns with any elements of the policy and eight respondents offered written comments. These comments most frequently reiterated the importance of the policy and emphasized the need for monitoring to ensure that drills are conducted as stipulated. Several respondents commented that the policy should include specific reference to the safety of employees who work in central office. It is felt that employee safety is addressed through Occupational Health and Safety regulations and standards.

BJS:kk

APPENDIX I - Current Board Policy EBC.BP

APPENDIX II - Proposed Board Policy EBC.BP

# Edmonton Public Schools

## Board Policies and Regulations

CODE: EBC.BP  
 TOPIC: Emergency Plans

EFFECTIVE DATE: 11-01-2000  
 ISSUE DATE: 13-01-2000  
 REVIEW DATE: 01-2005

The safety of school students and staff is the direct responsibility of the Principal. Emergency plans such as are necessary to ensure the safety of students and staff in the event of an emergency, ~~are to~~ **shall** be in place and practised.

Reference(s):

[ECA.BP](#) - Security and Vandalism

[EBC.AR](#) - Operation of Schools ~~Under Unusual~~ **Under Unusual in Emergency** Circumstances

[EBBA.AR](#) - Fire Hazard Regulations

[EBCB.AR](#) – Fire and Evacuation Drill Procedures

[EBCD.AR](#) – Lockdowns and Lockdown Drill Procedures

[EBCC.AR](#) – Bomb Threats

# Edmonton Public Schools

## Board Policies and Regulations

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CODE: EBC.BP  
TOPIC: Emergency Plans

EFFECTIVE DATE: 11-01-2000  
ISSUE DATE: 13-01-2000  
REVIEW DATE: 14-09-2010

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Reference(s):

[ECA.BP](#) - Security and Vandalism

[EBC.AR](#) - Operation of Schools in Emergency Circumstances

[EBBA.AR](#) - Fire Hazard Regulations

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