**Wallaceburg Christian School Society - Board Policy Manual**

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| Section: | Buildings | Subsection: | Health and Safety |
| Subject: | 801-Responding to School Emergency | Effective: | September 2006 |

## Responding to School Emergency, Policy

Realizing that accidents, natural disasters causing injuries and death can occur at anytime to any one and that an event of this nature could affect the entire school community and may require quick action or response, the Board has decided to use the binder Responding to School Emergencies (CSCBC) as the guide to informing the school community and making the appropriate decisions in a timely fashion in regards to a natural disaster, death or serious injury to a student, immediate family member or supporting member of the school society.

The binder is to be kept visible in the school office.

The staff will make up the *Crisis Management Team* (CMT) as outlined in the binder. This team would work alongside the principal to keep students and parents informed in an acceptable manner during the course of an event/tragedy.

The principal or designated spokesperson (Board Executive) will relate to the media.

The principal has been asked to approach parents who would make up the Parent Response Team (PRT) to be available at a moment's notice. They would provide additional supervision of the students, assist in the office, contact parents, etc. Each year this list of people will be contacted by the principal to ensure their continued involvement on the *Parent Response Team*. Each year the team will meet at least one time to review the procedures outlined in the binder to ensure some knowledge of the expectations of them. The sections covered are outlined at the beginning of the binder.

If an evacuation is necessary the students will walk to Bethel Pentecostal Tabernacle where they will be supervised by staff. Cell phones will be used to contact parents as soon as possible.