



# **Audit Condition #1**

## **Emergency Response Plan**

### **Recommended Board Policy**

#### **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

An appropriate Emergency Response Plan (ERP) is essential for all organizations. Given the nature of school operations, it is foreseeable that emergency situations will occur from time to time, and your board's ERP may be the only thing separating disaster from inconvenience for your organization.

The following recommendations are made to provide guidelines to school boards in developing an Emergency Response Plan. An audit of board policy which shows a plan which meets these recommendations as a minimum will contribute towards the HELP risk management credit.

#### **The ERP must:**

1. Cover board-wide situations in the 3 following areas:
  - a. Human-caused disasters - e.g. murder, shooting, hostage-taking, bombing, arson
  - b. Accidental disasters - e.g. chemical spills, transportation accidents, equipment malfunction, fire, explosion
  - c. Natural disasters - e.g. tornados, hurricane, earthquake, ice/snow storm
2. Include a training program for staff and students in each of the above areas;
3. Identify an Emergency Co-ordinator
4. An up-to-date emergency contact list – fire, police, ambulance
5. Require “team” meetings at least semi-annual
6. Provide written evidence of the existence of the Plan at each site

#### **Recommended Reading Resources:**

“Creating Safe Schools”, Marie Somers Hill and Frank Hill - Published by Corwin Press, Inc., 2455 Teller Rd., Thousand Oaks, CA 91320-2213

“Containing Crisis - A Guide to Managing School Emergencies”, R. Watson, J. Poda, C. Miller, E. Rice, G. West - Published by National Education Service (1990), Bloomington, Indiana