



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>Emergency Management and Business Continuity</b>	<b>615</b>
Directional Policy	
<b>Stewardship of Resources</b>	

**Title of Administrative Procedure:**

Emergency Management and Business Continuity

**Date Approved:**

May 30, 2023

**Projected Review Date:**

2028

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Stewardship of Resources Directional Policy – 600 by putting plans and processes into place to safeguard our students and staff and to maximize our human and operational resources in response to an emergency situation. The board aims to take appropriate action to respond to emergencies in a highly effective and coordinated manner and take steps to ensure the continuity of our operations to minimize impact to teaching and learning.

**Alignment with Multi-Year Strategic Plan:**

This Administrative Procedure supports the “Maximizing Resources” priority by documenting, prioritizing and addressing risk related to emergency management. The focus on business continuity also supports our strategic priority of “Providing Excellence in Teaching and Learning” by ensuring business continuity in our primary business of teaching and learning.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

## Action Required:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safety of students and staff and shall assume leadership and overall responsibility, accountability, and authority for the Emergency Management and Business Continuity Program (EMBC).

### 1.0 General Principles

- 1.1. An effective Emergency Management and Business Continuity Program is necessary for the prevention, mitigation, preparedness, response, and recovery in the event of an emergency.
- 1.2. The Board's planning, preparation and practice for an emergency should reflect both the likelihood and impact of an emergency.
- 1.3. The Emergency Management and Business Continuity Program Administrative Procedure and associated plans will ensure that the functions of prevention, mitigation, response, and recovery are met in accordance with the CSA Z1600, Canadian Standard for Emergency Management and Business Continuity.

## Responsibilities:

### The Board of Trustees is responsible for:

- Ensuring alignment with the Stewardship of Resources Directional Policy.
- Reviewing the Emergency Management and Business Continuity Administrative Procedure as part of its regular policy and procedures review cycle.
- Support the Emergency Operations Centre response where and when appropriate.

### The Director of Education is responsible for:

- Maintaining overall responsibility for the Board Emergency Management and Business Continuity Procedures
- Appointing the Emergency Management Coordinator to fulfill such duties as prescribed in this AP (below).
- Designating resources to implement this Administrative Procedure.

**The Emergency Management Coordinator is responsible for:**

- Maintaining the emergency plans and procedures for the functions of prevention, mitigation, preparedness, response, and recovery.
- Ensuring the Emergency Management and Business Continuity Program complies with applicable legislation, policies, regulatory requirements, and directives.
- Initiating Emergency Procedures as directed by the Director of Education. Contact School Principals directly if communication with the Director of Education is not possible.
- Ensuring that obligations of the Education Act, Emergency Management and Civil Protection Act, Fire Code, and other applicable legislations, policies, regulatory requirements, and directives are met.
- Participating in training opportunities where possible with local emergency services, other local officials, and volunteer groups who would assist the School Board during emergencies.
- Conducting training as required to ensure all involved are aware and understand their role within the emergency plans; conduct exercises that test the coordination of the Board Emergency Plan with School Emergency Plans and Municipal Emergency Plans.
- Completing an After Action Report after drills, exercises, and actual emergencies.

**Superintendent of Business and Finance is responsible for:**

- Liaising with the Chief Administrative Officer for Student Transportation Services of Central Ontario (STSCO) for the prompt and effective transportation of all staff, students, and day cares from schools as required in an emergency.
- Allocating a yearly budget to respond to the needs of the Emergency Management Business Continuity program.
- Alignment of this Administrative Procedure with the Board's overall enterprise risk management.
- Ensuring that agreements, procedures, and processes are established with municipalities in terms of the use of schools as reception or evacuation centres.

**Superintendents of Schools are responsible for:**

- Ensuring School Emergency Plans are maintained, reviewed and submitted to the Emergency Management Coordinator on an annual basis.
- Ensuring School Emergency Plans meet the unique needs and risks of each school and are integrated with the Board Emergency Plan.

**Superintendents, Principals and Managers are responsible for:**

- Ensuring that staff alerting and notification procedures are established for their school/department.

**Principals are responsible for:**

- Ensuring their school has a comprehensive Emergency Response Plan appropriate for the school's particular situation and uniqueness and be prepared to act accordingly in an emergency.
- Establishing a School Emergency Response Team.
- Ensuring the Emergency Response Plan is clearly communicated to staff and students as early in the school year as possible.
- Holding emergency drills pertaining to evacuation in accordance with the school's Emergency Response Plan to ensure a smooth evacuation process and ensure proper communication and activation of plans between the Board and the schools.
- Ensuring the school's emergency supply kit is inspected and maintained.
- Ensuring parent/guardian notification procedures are established

**Staff are responsible for:**

- Familiarizing themselves with their School Emergency Plan.

**Progress Indicators:**

- Annual review of Board and School Emergency Plans
- Evacuation Drills
- Tabletop or Drills for Board Emergency Plan at Board Emergency Operations Centre or Durham Emergency Operations Centre (Nuclear)

**Definitions:**

**Emergency Management:** An ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

**Business Continuity:** An ongoing process supported by senior management and adequately funded to ensure that the necessary steps are taken to identify the impact of potential losses and maintain viable recovery strategies and recovery plans for the continuity of services and operations, or continuity of government, following a disruptive event.

**School Uniqueness:** The characteristics of each individual school, including (but not limited to) hazards, surroundings, geography, community, and architecture, which make that school different from others in the Board.

**References:**

- [CSA Z1600 Standard Overview](#)
- [Directional Policy 600 - Stewardship of Resources](#)
- [Directional Policy 1100 - Communications](#)
- [Education Act](#)
- [Emergency Management and Civil Protection Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Fire Code](#)
- [Emergency Management and Business Continuity Emergency Plans](#)