





4.2. Emergency Preparedness Committee shall consist of:

1. Principal
2. Vice Principal or designate
3. Head Custodian
4. Head Secretary
5. Teachers number to be determined by physical structure of building
6. Support Staff Representative

4.3. Responsibilities Of Emergency Preparedness Committee

1. Principal
  - notify Vice Principal
  - notify all Emergency Preparedness Committee members
  - notify Division Office
  - notify other principals as required
  - annually update the emergency preparedness plan and submit the plan to the Division Emergency Coordinator by October 1
2. Vice Principal (or designate) (with the assistance of office staff)
  - notify office staff
  - notify teacher reps
  - notify support staff rep
  - act in the absence of principal
3. Head Custodian
  - notify fire department
  - notify custodial staff (for building security)
  - notify Hydro
  - notify MTS
  - notify police if after hours situation
4. Head Secretary
  - keep custody of Emergency Binder (see Appendix I) and Absentee records
  - notify Police
  - assist Principal as required
  - act in the absence of or in place of a vice principal or designate
5. Teacher Representatives
  - inform teachers- students
6. Support Staff Representative
  - notify support staff
  - notify medical/ambulance, etc.

Control Centre will be located at school administration office. If this is available the Western School Division Offices will be used.

5. THE DIVISIONAL EMERGENCY PREPAREDNESS PLAN SHALL BE ACTIVATED WHEN:

- more than one school is threatened
- the administration cannot use its own building as the control centre
- the administration deems the situation of such seriousness as to invoke the Divisional Plan



## 6. COMMUNICATIONS

