



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: STUDENT SAFETY

CODE: 5103 Shelter in Place

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 190, 232
Other Relevant Acts	
Holy Family Related Procedures	OP 5135 Traumatic Events
Holy Family Related Manuals	Traumatic Incident Protocol Guide, 2013
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	January 8, 2016

Background:

The Holy Family RCSSD No. 140 has a responsibility to provide for the safety of students and staff. In the event of an emergency, the safety of the students must be the paramount concern of the Principal and the school staff and the Board of Education.

Procedures:

1. Each Principal, together with the staff, shall develop Shelter in Place Procedures for their school in consultation with the local Fire Authority.
 - 1.1. Principals are encouraged to access the resources in Procedure 4 of this OP as they develop their local school Procedures.
 - 1.2. A copy of this plan must be on file with the local Fire Authority and the Division Office.
2. Each Principal shall determine suitable locations within their school should students need to be relocated in the school due to concerns such as but not limited to weather and air quality control.

3. Each Principal shall determine a suitable alternate location that students and staff can be sheltered in the event the school needs to be evacuated.
 - 3.1. Each Principal will confirm the alternate location annually and communicate this location to the Superintendent of School Operations.
 - 3.2. The alternate location should accommodate:
 - 3.2.1. A suitable distance from the school that allows reasonable travel.
 - 3.2.2. A suitable distance that allows reasonable distance from issues creating a need for evacuation.
 - 3.2.3. A suitable location to adequately shelter the student body and staff.
4. Reference - [Traumatic Incident Protocol Guide](#).