

EDUCATION CONTINUITY PLAN

Background

The Division is committed to providing safe and caring learning and work environments for our students, staff, parents/guardians and members of our wider learning community who visit or utilize our facilities. We recognize the importance of implementing prevention and mitigation efforts and when necessary acting upon well established procedures when disruptive events threaten safety of person, property or learning. Education Continuity Management includes the processes, procedures, decisions and activities to ensure that Good Spirit School Division can continue to function throughout a disruptive event such as an emergency, disaster or crisis.

Emergency – a present or imminent occurrence which has resulted in or may result in serious harm to the safety, health or welfare or in significant damage to property.

Disaster – an emergency that has caused widespread and serious harm to the safety, health or welfare of people; or widespread damage to property or the environment.

Crisis – a situation or event that, in the extreme, appears to overwhelm or has the potential to overwhelm existing resources.

The *Education Continuity Plan (ECP)* includes an ongoing process of risk assessment and management. Good Spirit School Division is committed to ensuring the capabilities to:

- Attend to student and staff safety and well-being,
- Continue essential critical activities in the event of a disruption,
- Sustain our essential critical activities,
- Recover completely from a disruption and return to the “new normal” delivery of educational services,
- Review, maintain and enhance our Education Continuity Plan capability, and
- Incorporate the Education continuity Planning Life Cycle in our strategic planning as part of our organizational culture.

The Education Continuity Life Cycle includes the following elements:

- *Planning and Preparation (Mitigation)* – the preparation of a proactive ECP designed to respond effectively to disruptive events that have the potential to interrupt education continuity. The Mitigation/Prevention component includes initiatives that are preventative in nature (i.e. threat assessment training, Non-violent Crisis Intervention, fire safety.)
- *Response* – the implementation of an education continuity assessment process and appropriate immediate scaled implementation of the ECP that includes the deployment of necessary supports and resources.

- *Recovery* – the prioritized recover of critical functions to the defined minimal level.
- *Resumption* – resuming all educational services to the new normal levels.

Responsibilities

1. The Director of Education is responsible for deciding, in an emergency situation, whether the Education Continuity Plan is to be activated. In the absence of the Director, the alternate identified in the plan shall be applied.
2. The Deputy Director of Corporate Services is responsible for the annual coordination of the Education Continuity Plan for the leading implementation of the Plan when it is activated, working with the Education Continuity Team.
3. The Education Continuity Team consists of the Director of Education, the Deputy Director of Education, the Deputy Director of Corporate Services, Superintendents of Education, Assistant Superintendent of Business Administration, Accounting Manager, Transportation Manager, Human Resource Manager, Network Coordinator, Payroll Supervisor, and Senior Executive Assistant.
 - 3.1. The members of the Education Continuity Team are responsible for developing, testing and maintaining plans for the resumption and recovery of business functions and for implementing actions outlined in the ECP in the case of an emergency event. Team members are to update the ECP on a timely basis as needed and to participate in the annual review process. Team members are responsible for communicating the key elements of the plan to staff and ensure that staff know the emergency procedures in their areas.

Procedures

1. The Education Continuity Management Program is designed, developed, reviewed and maintained through the Administrative Council collaborative process. In an emergency, disaster or crisis leadership and management of the situation will occur through the implementation of the Education Continuity Team command and control structure.
2. Good Spirit School Division will ensures the continuity of leadership by establishing and communicating a clear primary and alternate team leader succession process. Each Education Continuity Team Leader and the Response Team Leader will identify his or her designated alternatives at the beginning of each school year. Good Spirit School Division will endeavor to ensure that all Leaders will be trained and practiced in their respective roles.
3. A component of Good Spirit School Division's Education continuity Plan (ECP) is the division's Emergency Response Plan (ERP). The objectives of this plan are to:
 - 3.1. Provide for the safety of students, staff, visitors and building occupants while attending to our schools or facilities.

- 3.2. Document procedures to facilitate decision making and outline roles and responsibilities.
- 3.3. Educate building occupants so that emergency response actions can be accomplished in a safe, rapid and orderly manner.
- 3.4. Educate occupants on post emergency response procedures.
- 3.5. Describe immediate communication procedures.
- 3.6. Complement and support division and school-based Education EC plans.
4. Good Spirit School Division's ECP and ERP plans will be developed with intra-organizational interagency collaboration in order to benefit from expert advice, knowledge of best practices and to secure expected and coordinated responses. A few of the prominent agencies with which Good Spirit School Division has collaborated include: local RCMP, fire and protective Services, Sunrise Health Region.
5. The effectiveness of our response to an event depends upon well-defined procedures and the preparedness of staff to implement those procedures. Employees of Good Spirit School Division are expected to be familiar with the Division ECP and ERP. Each school/facility is to have a well-defined and aligned school/facility-specific response plan.
6. Therefore the Principal/Response Team Leader shall:
 - 6.1. Establish on an annual basis a school/facility-based Response Team charged with the responsibility to develop, review, revise and implement emergency plans and ensure that the plans are based on the administrative procedures, guidelines and templates outlined in Good Spirit School Divisions' *Emergency Response Plan*.
 - 6.2. Establish a team which must include the building operative, administrative support staff, and teachers and include at least one representative from the local Occupational Health and Safety Committee.
 - 6.3. Response Teams are encouraged to invite School Community Council involvement in the review process if deemed appropriate, students may also be involved in the process.
 - 6.4. Ensure that school/facility-based response plan is communicated to all stakeholders.
 - 6.5. Exercise the plan so that all stakeholders are aware of, and able to respond with, the appropriate responses.
7. The Principal/Response Team Leader will work closely with the appropriate Superintendent and the Senior Executive Assistant in the development of a communication plan in response to a disruptive event. Every effort will be made to provide students, parents and guardians, staff and other stakeholders with prompt and accurate information.
8. Following a disruptive event, the Principal/Response Team Leader will prepare an incident report that describes the emergency, disaster or crisis, the actions taken, and the required follow-up. This report will be reviewed by the school's

Superintendent of Education and Administrative Council to assess any required changes to school response plans and divisions protocols.

Reference: Education Act: Section 85
AP 131 Emergency closing of Schools/Inclement Weather
AP 155 Event Protocol Guidelines
AP 160 Health and Safety of Students and Staff
AP 165 Safe Schools
AP 170 Personal, Discriminatory and Sexual Harassment
AP 175 Workplace Violence
AP 310 Student Safety and Supervision
AP 311 Fire Safety