



File ED

### **EMERGENCY SITUATIONS AND PREPAREDNESS - CRISIS RESPONSE PLAN**

The school administration and the staff shall annually prepare plans to respond appropriately to emergency situations that may affect the students, staff, or facilities of the Division, using the Portage la Prairie School Division **Crisis Response Plan**. A copy shall be submitted to Division Office before October 31.

Copies of the school's **Crisis Response Plan** shall be located at each site and shall be readily available to the staff. A detailed copy of the school's composite floor plan should be included in the Plan. A copy of the floor plan shall be forwarded to appropriate community agencies. (e.g. RCMP, Fire Department, City or Municipal Office).

School administrators and supervisors shall review the **Crisis Response Plan** with their respective staffs at the beginning of each school year and more frequently as may be required.

Staff members are encouraged to suggest improvements to the Plan through usual channels.