



Emergency Planning Policy

Saplings Nature School

September 2024

Rationale

To ensure the safety and well-being of the students and staff of Saplings Nature School in the event of an emergency. While most emergencies cannot be predicted, they can be anticipated and planned for in a way that learners and staff are prepared to respond as safely as possible.

Policy

The school will develop and maintain emergency plans that outline reasonable measures to ensure the safety and welfare of students in the event of emergency situations. The Head of School has the prime responsibility for developing a school emergency plan and for informing staff about emergency procedures and their respective roles in an emergency. The Head of School may consult with staff and other members of the school community when developing or updating these procedures.

In addition to plans for emergency situations, learners and employees shall practice emergency procedures that can be done through safety drills as follows:

- **Fire drills:** 6 drills per year
- **Earthquake drills:** 3 drills per year
- **Lock-down (Safe Zone) drills:** 2 drills per year
- **Controlled Release drill:** 1 drill every 2 years
- **Outdoor Drills** (including, Dog bear, cougar, coyote, and lost student): 9 drills per year

The Head of School will review the school's emergency plan annually and update as deemed necessary.

More detailed information in Saplings' [Emergency Plan](#) and Saplings' [Emergency Procedures Manual](#).