



## Administrative Procedure 458 Appendix B

---

### EMERGENCY PREPAREDNESS ADMINISTRATIVE COMMITTEE

The Superintendent has made the decision to form an Emergency Preparedness Administrative Committee. The intent is to provide a venue where information sharing and dialogue can occur regarding initiatives and supports for emergency preparedness planning for schools.

Terms of Reference:

1. To provide an avenue for partner groups within the District to share information and provide input regarding emergency planning for our school community
2. To review ongoing needs of schools and make recommendations to the Superintendent to support school emergency preparedness planning.
3. To provide input into the creation of a long term and sustainable strategy that supports emergency preparedness.
4. The committee will consist of the Assistant Superintendent of Schools, an LTA representative, an LPVPA representative, a DPAC representative, a CUPE 1260 representative, a CUPE 1851 representative, a School Board Trustee, the District Communications Manager, the District Health and Safety Manager, and a representative from the District's Maintenance staff, as well as guest speakers and others as necessary.
5. To review the Terms of Reference at least once on an annual basis.

Reference: Sections 22, 65, 85 School Act  
Collective Agreements

Adopted: February 22, 2016  
Revised: December 15, 2020; March 10, 2023