



**Office of the Director**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5131 Fax (807) 622-0961

**STANDING COMMITTEE**  
**Tuesday, June 9, 2015**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - May 12, 2015	G. Saarinen	1-4
8. Business Arising from the Minutes		
<b><u>MATTERS NOT REQUIRING A DECISION</u></b>		
9. Information Reports		
9.1 Health and Safety Semi-Annual Report (056-15)	D. Wright	5-7

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

		Resource Person	Pages
10.	First Reports		
<b><u>MATTERS FOR DECISION:</u></b>			
11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Review – 7090 Accommodation in the Workplace (058-15)	D. Wright	8-21
	<i>It is recommended that Lakehead District School Board revoke 7090 Accommodation in the Workplace Policy and Procedures (Appendix A) as outlined in Report No. 058-15.</i>		
13.2	Policy Review – 6010 Emergency Evacuation and School Closure (062-15)	C. Kappel/ D. Wright	22-64
	<i>It is recommended that Lakehead District School Board:</i>		
	<ol style="list-style-type: none"> <li><i>1. Approve 6010 Emergency Evacuation and Emergency School Closure Policy, Appendix A to Report No. 062-15; and</i></li> <li><i>2. The policy and procedures be implemented for the 2015-2016 school year.</i></li> </ol>		
13.3	Approval of Appointments to the Supervised Alternative Learning (SAL) Committee 2015-2016 (057-15)	C. Kappel	65-66
	<i>It is recommended that Lakehead District School Board approve the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2015-2016 school year:</i>		
	<ol style="list-style-type: none"> <li><i>1. Colleen Kappel, Superintendent of Education;</i></li> <li><i>2. Kendra Perry, Service Delivery Manager of YES Employment Services, as member; and</i></li> <li><i>3. Wendy Koehler, Executive Assistant of YES Employment Services, as alternate member.</i></li> </ol>		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

		<u>Resource Person</u>	<u>Pages</u>
13.4	2015 to 2023 Policy Review Schedule (040-15)	S. Pharand	67-69
	<i>It is recommended that Lakehead District School Board approve the 2015 to 2023 Policy Review Schedule, Appendix A to Report No. 040-15.</i>		
13.5	Policy Review – 3094 Electronic Meetings (053-15)	S. Pharand	70-72
	<i>It is recommended that Lakehead District School Board approve 3094 Electronic Meetings, Appendix A to Report No. 053-15.</i>		
13.6	Multi-Year Strategic Plan 2015-2018 (067-15)	S. Pharand	73-74
	<i>It is recommended that Lakehead District School Board approve the 2015-2018 Strategic Plan attached as Appendix A to Report No. 067-15.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5131 Fax (807) 622-0961

**STANDING COMMITTEE**  
**Tuesday, June 9, 2015**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:30 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - May 12, 2015	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations Update	S. Pharand	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2015 MAY 12  
7:30 p.m.

**TRUSTEES PRESENT:**

George Saarinen (Chair)  
Deborah Massaro  
Ron Oikonen  
Jack Playford

Trudy Tuchenhausen  
Karen Wilson  
Hannah Smith (Student Trustee)

**TRUSTEES ABSENT, WITH REGRET:**

Marg Arnone  
Ellen Chambers

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Colleen Kappel, Superintendent of Education  
Sherri-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Dave Covello, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Tuchenhausen

Seconded by Trustee Wilson

*"THAT the Agenda for Standing Committee Meeting, May 12, 2015 be approved."*

**CARRIED**

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Wilson

Seconded by Trustee Playford

*"THAT we resolve into Committee of the Whole – Closed Session with Trustee Saarinen in the Chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *April 14, 2015*
- *Negotiations Update*

- *Personnel Matters*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."*

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

- 3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

- 4. Confirmation of Minutes

Moved by Trustee Massaro

Seconded by Trustee Oikonen

*"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, April 14, 2015."*

CARRIED

- 5. Operational Plan 2014-2015 – Facilities Update (048-15)

David Wright, Superintendent of Business, introduced Rod Bessel, Manager of Property Services and Transportation, and Christy Radbourne, Elementary Principal, who presented the report. All Trustees' questions were addressed.

- 6. International Students (050-15)

Sherri-Lynne Pharand, Superintendent of Education, presented the report. All Trustees' questions were addressed.

- 7. Parent Involvement Committee Meeting Minutes – March 2, 2015

Ian MacRae, Director of Education, presented the March 2, 2015 meeting minutes for information.

MATTERS FOR DECISION:

- 8. Policy Development – 3092 Privacy and Information Management (042-15)

Moved by Trustee Wilson

Seconded by Trustee Tuchenhausen

*"THAT Lakehead District School Board approve 3092 Privacy and Information Management Policy, Appendix A to Report No. 042-15."*

CARRIED

9. Policy Review – 8070 Safe Schools System Expectations (045-15)

Moved by Trustee Oikonen

Seconded by Trustee Playford

*“THAT Lakehead District School Board postpone the approval of the revised 8070 Safe Schools-System Expectations Policy, to the September 2015 Standing Committee Meeting.”*

CARRIED

10. Policy Review – 9010 School Accommodation (044-15)

Trustees, by consensus, agreed to strike the word “September” and insert the word “October”.

Moved by Trustee Wilson

Seconded by Trustee Massaro

*“THAT Lakehead District School Board postpone the approval of the revised 9010 School Accommodation Policy, to the October 2015 Standing Committee Meeting.”*

CARRIED

11. Policy Review – 9015 Facility Partnership (049-15)

Trustees, by consensus, agreed to strike the words “as indicated in Report No. 049-15.” and insert the words “to coincide with the 9010 School Accommodation Policy timelines.”

Moved by Trustee Tuchenhausen

Seconded by Trustee Playford

*“THAT Lakehead District School Board approve the review of 9015 Facility Partnership Policy to coincide with the 9010 School Accommodation Policy timelines.”*

CARRIED

12. Policy Review – 6010 Emergency Evacuation and School Closure (043-15)

Moved by Trustee Oikonen

Seconded by Trustee Massaro

*“THAT Lakehead District School Board postpone the approval of the revised 6010 Emergency Evacuation and Emergency School Closure Policy, to the June 9, 2015 Standing Committee Meeting.”*

CARRIED

13. Approval of Standing Committee and Regular Board Meeting Schedule 2015-2016 (046-15)

Moved by Trustee Wilson

Seconded by Trustee Tuchenhausen

*“THAT Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2015-2016, as set out in Appendix A to Report No. 046-15.”*

CARRIED

14. Information and Inquiries

14.1 Chair Saarinen congratulated Student Trustee Smith on her appointment to the Minister's Student Advisory Council.

14.2 Trustee Massaro reported that she attended Nor'wester View Public School's production of Disney's *Beauty and the Beast*.

15. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Wilson

*"THAT we do now adjourn at 8:34 p.m."*

CARRIED



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 056-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: HEALTH AND SAFETY SEMI-ANNUAL REPORT

1. Background

The semi-annual report is to inform the Board of the current status of the Board's Health and Safety Program and significant related activities. The Occupational Health and Safety Act require Directors' and Officers' of Corporations to take all reasonable care to ensure that the Corporation complies with the Act and its Regulations. This report will include a brief update of some recent activities in Health and Safety that ensure compliance with the Act and its Regulations.

2. Situation

2.1 Student Injury Prevention Initiative

The Ministry of Education teamed up with the Council of Ontario Directors' of Education (CODE) to identify and collate a common set of provincial health and safety practices for science and technical shop classes. CODE worked with various school boards across Ontario, including Lakehead District School Board, to share best practices in developing a resource guide for all schools. The Ministry of Education provided funding divided into two components: one for safety and environmental upgrades such as ventilation or fume extraction which were completed in previous years, and the other was to deal with Board-level activities.

2.1.1 This year the Board-level activities included purchasing of:

- membership in the Ontario Council for Technology Education which provides access to health and safety materials, curriculum, and other resources for technology staff;
- elementary level technology learning supplies; and
- safety personal protective equipment supplies.

Various tools are available to continue this program into the future, such as increased workplace inspections of science and technical shops by the school joint health and safety committees. The Health and Safety Resource Guide for Administrators, which highlights best practices and safety checklists, is available at each site, including online, through the CODE website.

## 2.2 Sharps Program

It is important to manage and dispose of needles, lancets, and syringes (sharps) safely to prevent injury and disease transmission from needle-sticks. The sharps waste disposal program helps protect people and the environment to safely dispose of needles and other sharps waste.

2.2.1 Each site is provided with a set of sharps containers and an approved shipping box. When the containers are full they are packaged up and stored until the certified hazardous waste contractor removes them from the site and transports them to a registered disposal site.

## 2.3 Evacuation Floor Plans

Every day, thousands of building occupants in schools, hospitals, hotels and offices rely on emergency evacuation diagrams for building evacuation guidance and fire safety instructions. Posting of an emergency evacuation map allows for greater building occupant safety.

2.3.1 Each school was provided with an 11x17 clip frame and emergency evacuation map developed from their existing fire safety plans. The maps were mounted within close proximity of the fire safety plan box and fire alarm annunciator panel. The maps will better assist occupants and emergency response personnel in the event of an evacuation.

## 2.4 Employee Training

Health and Safety continues to provide a number of important training sessions throughout the year. The cost of training, including supply staff coverage, is funded by the Health and Safety Department.

### 2.4.1 First Aid Training

Standard First Aid and CPR/AED training certificates are valid for three years at which time re-certification is required. First Aid courses were held and a total of 38 employees completed training this school year. Each school is well staffed with individuals certified in First Aid.

### 2.4.2 Online Training

Online training in certain safety related topics is an easy, cost efficient way to provide training to a large number of employees. All new employees to the Board must complete a series of online training before they begin employment. These include WHMIS, Violence in the Workplace and Health and Safety Orientation.

Current online safety training courses offered:

Type of Training	Employee Group/Other
Violence in the Workplace	<ul style="list-style-type: none"><li>• All Employees</li><li>• Lakehead Adult Education Centre Coop Students</li><li>• Storefront Program Students</li></ul>
Safety Awareness Training	<ul style="list-style-type: none"><li>• All Employees</li></ul>
WHMIS	<ul style="list-style-type: none"><li>• All Employees</li><li>• Lakehead Adult Education Centre Coop Students</li><li>• Storefront Program Students</li></ul>
Blood Borne Pathogens	<ul style="list-style-type: none"><li>• New Custodians</li><li>• Student Support Professionals</li></ul>
Driving Awareness	<ul style="list-style-type: none"><li>• Courier Driver</li></ul>

In addition, new Courier Drivers complete in-car training provided by a local driving school. Training focuses on skid steer, and crash avoidance.

#### 2.4.3 Joint Health and Safety Committee Certification Training

According to the Occupational Health and Safety Act, each Board site is required to have a Joint Health and Safety Committee comprised of management and staff members. At least one management and one staff member must be certified. Staff must complete a three day course in order to obtain certification. In 2014-2015, eight staff members successfully completed the certification course.

### 3. Conclusion

Lakehead District School Board is committed to continuous staff development and training for all staff to ensure a safe working and learning environment for all.

Respectfully submitted,

KYLE ULVANG  
Health and Safety Officer

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 058-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 7090 ACCOMMODATION IN THE WORKPLACE

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 27, 2014 Regular Board Meeting, 7090 Accommodation in the Workplace Policy was approved for review on the 2014-2015 policy schedule.
- 1.3 On February 25, 2015 the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 1, 2015.

2. Situation

- 2.1 The wording of the original policy and procedures reflected the implementation of an accommodation program at a time when the concept of accommodating employees was relatively new in the employment field. At the time, this policy was necessary to demonstrate the Board's commitment to the successful return to work of employees who had been involved in an occupational or non-occupational accident.
- 2.2 Accommodation in the Workplace has evolved to a point where it is a routine process for every employee group and has been incorporated into several employee collective agreements as an integral part of the annual staffing process. In accordance with Policy Development and Review Policy 2010, a Board policy is "*A set of organizational statements, values and perspectives...to direct a course of action.*" In the twenty-two years since its inception, employee accommodation has moved well beyond the implementation of a new program and is more in line with a practice since it is now considered more of a "*routine situation*".
- 2.3 The policy and procedures will be re-written as a Board practice to meet the requirements of the Accessibility for Ontarians with Disabilities Act including statements on general recruitment and communication of supports for present and prospective employees.

## RECOMMENDATION

It is recommended that Lakehead District School Board revoke 7090 Accommodation in the Workplace Policy and Procedures (Appendix A) as outlined in Report No. 058-15.

Respectfully submitted,

TRISH GLENA  
Coordinator of Organizational Development

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

~~APRIL 14, 2015 - DRAFT~~**ACCOMMODATION IN THE WORKPLACE  
POLICY****7090**

---

**1. Rationale**

Lakehead District School Board is committed to the success of every student.

Lakehead District School Board recognizes the valuable contributions that all employees of varying capabilities bring to the educational organization. This includes the skills and abilities of employees who may be unable to perform all of their duties due to injury, illness, or disability.

The Board will make every reasonable effort to arrange meaningful and appropriate accommodation for any employee on an individual basis, in keeping with legislative requirements.

**2. The Policy**

It is the policy of the Lakehead District School Board to maintain a fair and consistent procedure for supporting employees who require accommodation because of illness, injury, or disability, and to assist employees to remain at work or return to work. This is achieved through processes for reasonable accommodation and modified work plans with a focus on preserving the employee's dignity, self-respect, and self-worth. All information will be kept confidential and, in accordance with legislation, limited to those parties necessary to facilitate the process.

**3. Definitions — (*definitions in both policy and procedures*)**

3.1 Accommodated Work/Modified Work Program — a strategy which gives structure and organization to the activity of allowing employees with disabilities to remain in or return to the workplace. It is a system-wide plan that recognizes our responsibility for effective participation in the rehabilitation of our employees to minimize injury and illness-related absences. It involves participation, cooperation, and intervention of management, the employee, unions, and health care providers.

3.2 Accommodation — that which is needed in the circumstances to provide equitable access to employment. It may require modification of job duties, work schedules, policies, procedures, equipment, or the workplace environment itself.

The duty to accommodate requires the employer, unions, and employees to act reasonably and cooperatively in the process of looking for, fashioning, and implementing accommodations.

The purpose of accommodation is to enable an employee to perform the essential duties of their job.

**7000**

Appendix A to Report  
No. 058-15

~~APRIL 14, 2015 - DRAFT~~

## **~~ACCOMMODATION IN THE WORKPLACE~~** **~~POLICY~~**

~~7090~~

#### 4. Guidelines

~~4.1 Accommodation strategies are developed that:~~

- maintain the employee needs as the primary focus;
- are accessible to all employees whenever possible;
- provide a safe plan for return to work;
- involve the positive attributes, skills and abilities of the employee and matches those qualities to realistic, meaningful employer needs;
- meet or exceed all legislative requirements;
- provide a fair and consistent approach to the rehabilitation of all injured or ill employees; and
- can be managed effectively by the employer.

## ~~4.2 Administrative Responsibilities~~

~~It is the responsibility of Administration to:~~

- ensure that employees understand the policy and their rights and responsibilities under the policy; and
- administer the policy according to the procedures.

## ~~5. Review~~

~~This policy will be reviewed in accordance with Policy Development and Review Policy 2010.~~

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	March 23, 1993	_____
_____	<u>Date Revised</u>	_____
_____	April 28, 2009	_____

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

**1. Rationale**

Lakehead District School Board recognizes the valuable contributions that employees of varying capabilities bring to the educational organization. We benefit from the skills and abilities of employees who may be unable to perform all of their duties due to injury, illness, or disability. The Board will make every reasonable effort to arrange meaningful and appropriate accommodation for any employee on an individualized basis.

The accommodation should preserve the employee's dignity, self-respect, and self-worth. All information will be kept confidential and limited to those parties necessary to facilitate the process.

The Board recognizes and accepts its responsibilities under the Ontario Human Rights Code, Workplace Safety and Insurance Act, Occupational Health and Safety Act, and the Ontarians with Disabilities Act.

**2. Eligibility**

2.1 Employees who are off work because of injury or illness, on paid or unpaid sick leave, long-term disability benefits, or Workplace Safety and Insurance Board benefits, and who have been declared suitable for modified employment by either:

- a health care professional;
- the long-term disability carrier; or
- Workplace Safety and Insurance Board

will be eligible for the Accommodation in the Workplace/Modified Work Program.

2.2 Employees who may require accommodation to eliminate barriers based on temporary or permanent disabilities.

The Board has a reasonable expectation that the essential duties of the job will be accomplished. The purpose of the accommodation is to enable the employee to perform the essential duties of the job.

**3. Definitions**

3.1 Accommodated Work/Modified Work Program—This is a strategy which gives structure and organization to the activity of allowing employees with disabilities to remain in or return to the workplace. It is a system-wide plan that recognizes our responsibility for effective participation in the rehabilitation of our employees to minimize injury and illness-related absences. It involves participation, cooperation, and intervention of management, the employee, unions, and health care providers.



~~APRIL 14, 2015~~**ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

- 3.2 ~~Accommodation~~ Accommodation is that which is needed in the circumstances to provide equitable access to employment. It may require modification of job duties, work schedules, policies, procedures, equipment, or the workplace environment itself.

The duty to accommodate requires the employer, unions, and employees to act reasonably and cooperatively in the process of looking for, fashioning, and implementing accommodations.

The purpose of accommodation is to enable an employee to perform the essential duties of their job.

Following are some examples of accommodations that may be implemented:

- providing work hardening programs, e.g., light duty gradually increased in intensity and/or reduced hours with a gradual step-up and self-paced work;
- modifying the duties of the position;
- allowing frequent breaks and stretch periods;
- assigning temporary helpers;
- coaching/mentoring;
- providing adaptive technology/assistive devices;
- reassigning the employee to another available position if he/she has the necessary skills and abilities to perform the essential duties at that position;
- removing physical barriers, upgrading facilities, i.e., ramps, handrails; and
- re-assigning to another work location to meet restrictions.

- 3.3 ~~Modified Work Program~~ The objectives of the Modified Work Program (Early and Safe Return to Work) are:

- to provide a progressive and supportive graduated return to regular duties;
- to provide suitable, gainful employment for employees who are temporarily or permanently disabled; and
- to minimize injury and illness-related absences.

Modified Work is an effort to alter an employee's normal duties in length or nature for a defined period of time in order to accommodate return to work, where this is practical.

Modified Work is applicable to those employees who have become incapable of fully performing the essential duties of their own classification but who have the functional abilities to perform modified duties in their own or another classification.

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

- 3.4 ~~Essential Duties~~ The duties necessary to produce the actual job outcome. The job outcome is the production or provision of the final product or service required. The overall objective of the position constitutes job outcome. Consideration should be given to:
- ~~how often each duty is undertaken;~~
  - ~~proportion of time spent at each specific duty; and~~
  - ~~contents of any current and relevant job posting.~~
- 3.5 ~~Functional Abilities~~ Functional abilities are a listing of what an employee can do and restrictions that apply based on objective medical information provided by a health professional.
- 3.6 ~~Physical Demands Analysis~~ The process by which job tasks are analyzed to understand the physical, sensory and psychological demands of the job.
- 3.7 ~~Health Professional~~ Health care providers governed by the Regulated Health Professions Act: chiropractor, physician, physiotherapist, occupational therapist, psychologist, audiologist, dentist, nurse practitioner, and other health professionals as applicable.

Occupational specialists recommend modified return to work as soon as possible even though an individual is still recovering from a medical condition, as long as the work assignment is within the medical restrictions identified by a health professional.

Reasons:

- ~~return to work prior to being able to perform the entire job benefits both physical and emotional health as well as financial well-being;~~
- ~~modified work plans result in quicker recovery, i.e., strengthening muscles and increasing stamina;~~
- ~~employees stay involved rather than become isolated from the workplace; and/or~~
- ~~it is more cost effective to pay an employee to perform value-added duties rather than pay an employee to remain off work.~~

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

**4. — Procedure**

The following steps will occur when an employee has informed the Principal/Manager/Supervisor of any medical condition that might interfere with their ability to attend work or perform his/her duties.

- 4.1 — Request the employee seek medical attention and have the health care professional provide a detailed letter indicating the medical restrictions and expected duration of disability and/or complete a Lakehead Public Schools Attending Physicians Report/Medical Fitness Certificate or WSIB Functional Abilities Form.

Medical information must be objective and focus on restrictions and capabilities.

Health care providers are welcome to make specific recommendations for accommodation; however, it is up to the Employer, in consultation with the employee and/or Union, to determine whether or what kind of accommodation will be implemented.

The documentation should be submitted to the Principal/Manager/Supervisor and then forwarded to the Disability Management Officer.

- 4.2 — If the medical documentation is inadequate or not supplied by the employee, the employee will be required to contact his/her doctor for the required medical information or the Disability Management Officer may contact the health care professional on behalf of the employee. A Physical Demands Analysis and/or job description, if available, may be provided to the health professional for review.

When functional abilities information is not provided for work related injuries, the WSIB Standard Precautions may be used as a guide for developing an appropriate return to work plan.

- 4.3 — In both work and non-work related injuries/illnesses/disabilities, the employee may be asked to participate in an assessment by a health care provider to confirm accurate and reasonable functional abilities or limitations. This information will be used to develop an appropriate work plan.

- 4.4 — Identify the barriers that prevent the employee from performing the essential duties of his/her job and determine if the employee can be accommodated within his/her regular job.

- 4.5 — The Employee, Principal/Manager/Supervisor, Disability Management Officer, and Union work together to identify supports and/or resources to assist the employee to remain at work and develop a modified work plan.

- 4.6 — Principal/Manager/Supervisor and Disability Management Officer and Union will monitor the accommodation.

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

**5. Accommodation/Modified Work Options****5.1 Modified Regular Job**

The initial process will be to modify the duties of the regular job and within a specified time frame, gradually increase to full regular duties. Consideration will also be given to modifying the work schedule, if appropriate.

An employee who is capable of returning to his/her regular duties, must provide medical authorization from a health professional indicating the employee is medically fit to return to regular duties.

**5.2 Temporary Modified Job**

If the employer is not able to sufficiently modify the duties of the regular job, attempts will be made to reassign the employee to temporary modified work within the same bargaining unit.

A temporary assignment will be considered if the medical prognosis indicates that the employee is disabled from performing his/her normal duties for a defined period but is expected to resume normal duties at the completion of the rehabilitation period.

While participating in the temporary modified work program, the employee will receive 100% of his/her regular hourly rate for hours worked.

**5.3 Permanent Modified Job**

On receipt of information from the health professional that the employee has permanent restrictions, a review of the employee's regular job will be conducted to determine if he/she is capable of performing the essential duties of the position with provision of reasonable accommodation.

If the employee is not capable of performing the essential duties of his/her regular job with reasonable accommodation, the employer will assist the employee to identify a suitable existing position as may become available.

If no alternate job is available, the employee will be assisted to access appropriate benefits, i.e., sick leave, LTD, WSIB, EI Disability.

**5.4 Suitable Permanent Job**

Any available job within the same bargaining group for which the employee has the necessary skills, is medically able to perform, and which does not pose a health or safety hazard to the employee or any other co-employee. Placement in the job would be in accordance with normal hiring procedures.

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

Employees who accept a suitable permanent job as result of no longer being able to perform the essential duties of their pre-disability job will be subject to the normal probationary period and will be paid at the wage rate for the new position.

If applicable, placement in another bargaining group will be done only with mutual agreement of both bargaining groups.

**6. Accommodation/Modified Work Participants**

A team approach increases the likelihood that all interests are taken into consideration while achieving the outcome of a successful rehabilitation plan.

Each plan is individualized and the specific participants involved may vary.

Participants could include:

- Employee;
- Principal/Manager/Supervisor;
- Disability Management Officer; and/or
- Union Representative.

Additional consultation may be sought from:

- Health Professional(s);
- Rehabilitation Caseworker (i.e., WSIB or LTD); and/or
- Other agreed upon resource individuals.

**7. Accommodation and Modified Work Expectations**

The primary focus of the Accommodation and Modified Work Program is to assist in the early and safe return to work and rehabilitation of employees who have been injured on the job, are returning from a major illness, or have self-identified with a disability that affects their ability to perform their job duties.

7.1 Employee co-operation, support, and participation are essential and are legislatively mandated when there is a Workplace Safety and Insurance Board (WSIB) claim.

The employee must:

- report promptly all work-related injuries and/or all illnesses that might interfere with their ability to attend work or perform duties to their Principal/Manager/Supervisor;
- obtain immediate medical attention and continue medical rehabilitation as necessary to recover;
- in a timely manner, provide detailed medical documentation outlining functional abilities to their Principal/Manager/Supervisor and/or Disability Management Officer;
- maintain contact with Principal/Manager/Supervisor, Disability Management Officer and Workplace Safety and Insurance Board/Insurance carrier, if applicable;

~~APRIL 14, 2015~~**ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

- ~~report all absences related to WSIB claims to their Principal/Manager/Supervisor and the Disability Management Officer;~~
- ~~participate in exploring accommodation or modified work opportunities and developing a return to work plan;~~
- ~~cooperate in the accommodation process – includes maintaining regular contact as requested with the Principal/Manager/Supervisor and/or the Disability Management Officer and providing updated medical information;~~
- ~~ensure work performed is within medically supported capabilities and restrictions;~~
- ~~communicate any difficulties regarding the performance of duties outlined in the return to work plan to the Principal/Manager/Supervisor; and~~
- ~~schedule medical appointments outside of work hours whenever possible, so that they do not interfere with the return to work plan.~~

**7.2 Principal/Manager/Supervisor**

~~The Principal/Manager/Supervisor has a major role in the successful rehabilitation of our employees. Their knowledge of the job, the workplace environment, and the employee is critical to the development and implementation of a successful return to work plan.~~

~~The Principal/Manager/Supervisor must:~~

- ~~investigate any workplace accident/injury; complete the Supervisor's Incident Report and fax the form to Employee Relations within 24 hours;~~
- ~~provide the employee with the WSIB Reporting Package with instruction to return the Functional Abilities Form as soon as possible;~~
- ~~request medical documentation for any non-work related absence longer than five days;~~
- ~~maintain contact with the employee to monitor his/her suitability to return to work and update the Disability Management Officer;~~
- ~~work with the employee and Disability Management Officer to develop a return to work program and establish realistic goals;~~
- ~~modify the work or workplace, if possible, to accommodate the employee's functional abilities;~~
- ~~provide training, if necessary;~~
- ~~promote the Accommodation/Modified Work Program to staff and mitigate with co-workers if problems arise;~~
- ~~monitor the employee's performance and progress in relation to the functional abilities;~~
- ~~ensure that job duties performed are within the employee's capabilities and restrictions;~~
- ~~problem solve effectively in the management of the return to work plan;~~
- ~~report any issues or concerns regarding the modified work performance to the Disability Management Officer;~~
- ~~refer to the Disability Management Officer any employee who may be a candidate for accommodation;~~

~~APRIL 14, 2015~~**ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

- ~~examine all systems to identify any barriers to employees with disabilities and remove those barriers, if possible; and~~
- ~~consult employees with disabilities with respect to design, changes, or upgrades to physical structures or equipment.~~

**7.3 Disability Management Officer**

~~The Disability Management Officer:~~

- ~~co-ordinates the Accommodation/Modified Work process;~~
- ~~provides support to the employee and Principal/Manager/Supervisor;~~
- ~~liaises with health care providers, Workplace Safety and Insurance Board, and insurance carriers.~~

~~To fulfill those obligations, the Disability Management Officer must:~~

- ~~provide support to the employee;~~
- ~~maintain confidentiality of personal health information;~~
- ~~contact the employee promptly and advise them of their obligations and the procedures;~~
- ~~request appropriate medical information to obtain the employee's functional abilities and limitations;~~
- ~~seek clarification of medical documentation as required;~~
- ~~advise Principal/Manager/Supervisor of medical restrictions and explore meaningful work options;~~
- ~~meet with employee to review medical restrictions and identify realistic return to work goals;~~
- ~~work with all parties involved to foresee any problems that might arise due to an accommodation and help with solutions;~~
- ~~prepare the offer of modified work;~~
- ~~maintain regular contact with the employee to monitor and evaluate the progress in the program;~~
- ~~review plans and progress with management and the union~~
- ~~complete all required documentation;~~
- ~~maintain effective communication with all parties, including Unions, WSIB, insurance carriers;~~
- ~~act as a resource to Principal/Manager/Supervisor;~~
- ~~promote awareness and safe work practices when appropriate; and~~
- ~~act as advocate for employee when appropriate.~~

**APRIL 14, 2015****ACCOMMODATION IN THE WORKPLACE  
PROCEDURES****7090**

---

**7.4 — Unions**

The Union representatives fulfill a vital role by participating and assisting the accommodation and modified work process, thereby supporting their members to remain at or return to work if they become injured or ill, or identify a disability that impacts the ability to perform the duties of their job.

The Union must:

- advise members as to their rights and obligations;
- appoint competent representatives to review accommodations and modified work plans;
- cooperate in finding and supporting reasonable accommodations in the workplace;
- communicate the goals and purposes of accommodation/modified work to their membership;
- monitor the effectiveness of the program;
- participate effectively in the mediation of disputes;
- partner with the employer to identify prevention needs.

**7.5 — Modified Work Committees**

CUPE Modified Work Committee is responsible to:

- monitor modified work plans; and
- make recommendations for practices and protocols related to modified work.

LETO Modified Work Committee is responsible to:

- monitor modified work plans; and
- oversee annual job placement of employees who require accommodation for medical restrictions.

OSSTF-EA Modified Work Committee responsible to:

- monitor modified work plans; and
- oversee annual job placement of employees who require accommodation for medical restrictions.



**7000**

Appendix A to Report  
No. 058-15

~~APRIL 14, 2015~~

## ACCOMMODATION IN THE WORKPLACE PROCEDURES

~~7090~~

8. Review

~~These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.~~

<u><b>Cross Reference</b></u>	<u><b>Date Approved</b></u>	<u><b>Legal Reference</b></u>
_____	March 23, 1993	_____
_____	<u><b>Date Revised</b></u>	_____
_____	April 28, 2009	_____

G:\POL\7090\_accom\_wkplc\_proc.doc

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 062-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE

1. Background

- 1.1 On June 24, 2008 the 6010 Emergency Evacuation and School Closure Policy was revised.
- 1.2 At the May 27, 2014 Regular Board Meeting, the 6010 Emergency Evacuation and School Closure Policy was approved for review during the 2014-2015 school year as part of the policy development and review cycle.

2. Situation

- 2.1 In Fall 2014, a committee was established to thoroughly review 6010 Emergency Evacuation and School Closure Policy and Procedures.
- 2.2 The committee was comprised of the following members:
  - David Wright, Superintendent of Business;
  - Colleen Kappel, Superintendent of Education;
  - Rod Bessel, Manager of Property Services and Transportation;
  - Leslie Hynnes, Education Officer;
  - Jeff Upton, Education Officer;
  - Bruce Nugent, Communications Officer; and
  - Kyle Ulvang, Health and Safety Officer.
- 2.3 Draft policy and procedures were created and on April 7, 2015 posted to the Board website and distributed to constituent groups for review and comment with input to be received by April 29, 2015.
- 2.4 The draft policy was presented to the Success Advisory Committee and the Special Education Advisory Committee and their input was incorporated into the new policy and procedures. Additional input was received from one constituent.
- 2.5 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.6 Administration is recommending the policy and procedures be implemented for the 2015-2016 school year.

## RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve 6010 Emergency Evacuation and Emergency School Closure Policy, Appendix A to Report No. 062-15; and
2. The policy and procedures be implemented for the 2015-2016 school year.

Respectfully submitted,

JEFF UPTON  
Education Officer

COLLEEN KAPPEL  
Superintendent of Education

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

**STUDENT SERVICES****6000***JUNE 9, 2015 - DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE POLICY****6010**1. Rationale

***Lakehead District School Board is committed to providing a safe environment for all members of the school community and is committed to establishing principles and directives for occasions when a school or schools must be evacuated and/or closed due to unforeseen emergency.***

***This policy is designed to assist in preparing for an emergency and maximize the efficiency with which schools' Emergency Response Teams and local emergency services can respond.***

***The nature of a crisis incident or emergency demands that preparations, communication and planning is a priority. Thus,*** emergency situations require preplanning, preparation, promptness, communication, co-ordination, and understanding in order that appropriate action may be initiated with confidence ***and that the*** safety of students and personnel will be of the highest ***priority*** degree possible with the least ***amount of*** disruption to the education program.

2. The Policy

It is the policy of Lakehead District School Board to:

- (a) ~~to~~ have comprehensive system plans that outline actions to be taken in emergency situations; and
- (b) ~~It is also the policy of Lakehead District School Board~~ that each school must have in place a comprehensive emergency plan appropriate for the school's particular situation, and be prepared to act accordingly. The school plan should be formulated to allow for the school's uniqueness but also meet the need for the school to act in concert with the system.

3. Guidelines Guiding Principles3.1 System ***Emergency Response Plans (ERP)*** Plans:

The plans should provide for prompt action and understanding by all concerned. They should be made known through the school to staff, students, and parents/***guardians***. Adherence to the procedures is essential to avoid confusion or misunderstanding.

3.2 School ***Emergency Response Plans (ERP)*** Plans:

Each school is required to develop a plan to meet emergency situations. This plan should incorporate awareness of alternative accommodation, communication with parents, safety of students and staff, and security of premises. This plan should be clear and communicated to staff, students, and parents/***guardians***, as early in the school year as possible, and available for implementation when necessary.

**STUDENT SERVICES****6000***JUNE 9, 2015 - DRAFT***EMERGENCY EVACUATION AND *EMERGENCY*  
SCHOOL CLOSURE POLICY****6010**

- 3.3 ~~School and System Plans will concern actions to be taken in case of: evacuation drills, fire, flood, inclement weather, bomb threats, firearms, chemical spills, etc.~~
- 3.43 The development of a high level of consciousness concerning security and safety by all staff members is important.
- 3.54 The principal, ***as appropriate will***, in consultation with a supervisory officer and an appropriate agency or department, ~~will~~ make the decision whether or not to evacuate the school.
- 3.65 The Director of Education or designate will make the decision to close schools.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	December, 1977	_____
_____	<u>Date Revised</u> June 24, 2008	_____

G:\POL\6010\_emerg\_pol.doc

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND *EMERGENCY*  
SCHOOL CLOSURE PROCEDURES****6010**1. The Policy

It is the policy of Lakehead District School Board to:

- (a) ~~to have develop~~ comprehensive system plans that outline actions to be taken in emergency situations; and
- (b) ~~It is also the policy of Lakehead District School Board~~ that each school ***must have in place*** ~~develop~~ a comprehensive emergency plan appropriate for the school's particular situation, and be prepared to act accordingly. The school plan should be formulated to allow for the school's uniqueness but also meet the need for the school to act in concert with the system.

2. Definitions

Emergency

Is a situation requiring evacuation or closure of schools, or cancellation or delay of transportation etc., due to fire, flood, inclement weather, bomb threats, firearms, chemical spills, etc.

3. Guidelines

- 3.1 ***Senior Administration shall establish*** System Emergency ***Response Plans*** ~~must be in place~~ to assist schools in the development of school emergency planning.
- 3.2 Every principal shall establish a School ***Emergency Response Plan*** that shall be followed in the event of emergency situations.
- 3.3 Every principal shall hold emergency drills pertaining to evacuation of the school in accordance with the School ***Emergency Response Plan*** to ensure a smooth evacuation process and compliance with all legislative requirements i.e. Ontario Fire Code requires three drills in the fall and three in the spring.
- 3.4 Principals should notify school crossing guard's ***supervisor*** of an early dismissal due to emergency situations.
- 3.5 Each principal shall distribute to parents or guardians, early in September, a letter addressing the subject of Emergency ***School Closure of Schools procedures*** and a copy of the school's plan to meet emergency situations. Each plan where necessary, should address ***transportation, alternate evacuation sites***, the use of an escort system for younger pupils and under some severe conditions to retain pupils in the school to await parental pick-up. Special arrangements may be necessary for students requiring assistance.

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010**

The letter to parents/*guardians* must clearly point out that parents/*guardians* may decide not to send their children to school if they deem weather conditions too severe.

- 3.6 When buses are cancelled, schools are not closed unless authorized by the Director of Education or designate. Staff will report for work and engage in meaningful activities whether students are present or not. Employees are not expected to travel on roads which are in hazardous condition, i.e. warnings to stay off roads have been made by Police authorities, roads are closed, or in the opinion of the employee roads are too dangerous for driving.

Principals must attempt to have some staff present during the entire school day in order that any student arriving at school or unable to return home has safekeeping.

~~4. Implementation Procedures Related to Inclement Weather Emergencies~~

~~4.1 Situation Prior to School Opening~~

~~4.1.1 The bus drivers will advise the School Bus Operators of dangerous travel conditions.~~

~~4.1.2 The Operator will inform the Student Transportation Services of Thunder Bay Office.~~

~~4.1.3 The Student Transportation Services of Thunder Bay Office will~~

- ~~• gather additional data from other sources, OPP, MTO, local roads boards, municipalities, City of Thunder Bay, etc.,~~
- ~~• make decisions regarding route delays, alterations and/or cancellations,~~
- ~~• inform appropriate school board staff.~~

~~4.1.4 The Director of Education or designate will make a decision with respect to any closure.~~

~~4.1.5 Where possible all boards participating in the Transportation Consortia will issue joint announcements.~~

~~4.2 Situations Arising During School Hours~~

~~4.2.1 The bus driver, operator, or Principals will advise the Student Transportation Services of Thunder Bay Office of dangerous travel conditions existent or developing.~~

~~4.2.2 The Student Transportation Services of Thunder Bay Office will~~

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND *EMERGENCY*  
SCHOOL CLOSURE PROCEDURES****6010**

- ~~• gather additional data from other sources, OPP, MTO, local roads boards, municipalities, City of Thunder Bay, etc.,~~
- ~~• make decisions regarding route delays, alterations and/or cancellations, and~~
- ~~• inform appropriate school board staff.~~

~~4.2.3 The Director of Education or designate will make decisions with respect to school closures.~~

~~4.2.4 Where possible all boards participating in the Transportation Consortia will issue joint announcements.~~

~~4.2.5 Decisions affecting staff shall be applicable to all staff.~~

~~Note: Every effort will be made to allow lead time for schools to put into action their emergency plans.~~



**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010****4. Types of Emergency Responses*****Table of Contents***

<b><i>Emergency Response Planning Outline</i></b>	<b><i>Section 5-13</i></b>
<b><i>Procedure 6010-A Type I – Threat Response Plan</i></b>	<b><i>Appendix A</i></b>
<b><i>Procedure 6010-B Type II – Fire Safety Evacuation Plan</i></b>	<b><i>Appendix B</i></b>
<b><i>Procedure 6010-C Type III – Situations Requiring Consultation with Police</i></b>	<b><i>Appendix C</i></b>
<b><i>Procedure 6010-D Type IV – Municipal Level Emergencies</i></b>	<b><i>Appendix D</i></b>
<b><i>Procedure 6010-E Type V – Property Emergencies</i></b>	<b><i>Appendix E</i></b>
<b><i>Procedure 6010-F Type VI – Weather Practices</i></b>	<b><i>Appendix F</i></b>
<b><i>References</i></b>	<b><i>Appendix G</i></b>

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010****EMERGENCY RESPONSE PLANNING OUTLINE****5. SCHOOL EMERGENCY RESPONSE PLANS**

- 5.1** *The school principal is responsible for the annual update and submission of the school's Threat Response Plan and the school's Fire Safety/Evacuation Plan. Both plans must be submitted to the Health and Safety Officer by March 31<sup>st</sup> and are valid for a one year period. Current School Response Team and Emergency Contact lists must be available to the school in the event of any emergency situation. The Safe Schools Binder shall be updated annually, and as necessary, and located in the main office.*
- 5.2** *Each principal shall ensure that the school develops emergency response plans that are stored in the school Safe Schools Binder.*

**6. SAFE SCHOOLS BINDER**

*Each school shall have an Safe Schools Binder that contains the following:*

- a) communication plan;*
- b) system emergency contact information;*
- c) a list of School Emergency Response Team members;*
- d) emergency Contact list for staff and students;*
- e) transportation plan;*
- f) alternate evacuation site;*
- g) copy of the School Emergency Response Plan;*
- h) copy of school's Threat Response Plan; and*
- i) copy of the school's Fire Safety/Evacuation Plan;*
- j) copy of Procedure 6010: Emergency Evacuation and Emergency School Closure Procedures;*
- k) keys (as appropriate); and*
- l) any other school specific information necessary to maintain communications.*

**7. SCHOOL EMERGENCY RESPONSE TEAM**

- 7.1** *The School Emergency Response Team shall include the principal and/or vice principal, secretary, custodian and other staff as required. The principal or their delegated team members shall be assigned the following roles:*
- a) liaison and overall school co-ordination;*
  - b) reception / egress of students and staff or parents at the site;*
  - c) communications;*
  - d) issues such as heat, electricity, hygiene, sanitation, etc.;*
  - e) transportation liaison and coordination;*

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010**

- f) *alternate evacuation site plan; and*
- g) *property protection.*

- 7.2 *Alternate staff members must be assigned to carry out the above roles in the absence of the originally assigned staff member.*

**8. EMERGENCY CONTACT LIST**

- 8.1 *Each School Emergency Response Plan shall include an emergency contact list with the following information:*

- a) *staff list indicating contact numbers;*
- b) *student list including medication needs, phone numbers for parents/guardians;*
- c) *Senior Administration contact list;*
- d) *police, fire, ambulance phone numbers;*
- e) *phone numbers for transportation - Student Transportation Services of Thunder Bay; and*
- f) *Communications Officer, Education Officer, and Property Services Manager phone numbers.*

- 8.2 *Plans need to consider a means of communication for students and the staff to contact families if retention is for an extended period.*

**9. COMMUNICATION PLAN**

- 9.1 *Each school shall have in place an Emergency Response Communication Plan in order to contact persons listed in the Emergency Contact List. An emergency phone tree system may be activated as necessary.*

- 9.1.1 *Schools and departments will establish a “phone tree” to notify employees in the event of a school or Board-wide shut down. Each school and department will maintain an up-to-date list of employees’ home telephone numbers in the event that a shutdown decision is made outside of normal business hours. Individuals responsible to implement the phone tree will need to keep a copy of the call list available for use after normal business hours.*

- 9.1.2 *The “phone tree” should include designated alternative personnel to follow through with the notification procedure in the event of absence of the primary person.*

- 9.2 *Principal and staff will be familiar with emergency operation of telephone systems in the event of power failure or loss of one or more telephone lines.*

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010**

- 9.3 *The principal and staff members shall consider alternate forms of communication if telephone lines are out of commission, such as cell phones, two-way radios, or a neighbour's telephone. Note that cell phones are not considered a reliable communication means in an emergency.*
- 9.4 *Principal and staff must include communication with the school Superintendent, Property Services Department and Director's Office to allow regular situation updates and direction.*
- 9.5 *Consideration must be given for a means of communication for students and the staff to contact families if retention is for an extended period.*

**10. TRANSPORTATION PLAN**

- 10.1 *Schools must develop a plan for transportation (walking and or bussing) of students and staff in the event of an evacuation to another site or to home in co-ordination with Student Transportation Services of Thunder Bay and the Transportation Manager.*
- 10.2 *If communications fail, and Student Transportation Services is unable to be contacted, schools will need to contact the appropriate Superintendent for direction.*

**11. ALTERNATE EVACUATION SITE**

- 11.1 *The safety of students and staff members will take priority during any emergency situation.*
- 11.2 *Plans must include provision of shelter for the staff and students, evacuation of the school, first aid measures and continued care until students and staff may return safely to their homes. Evacuation of the school may include relocation to another site such as a school or any other community or private facility that will provide safe accommodation. Evacuation may include transportation by ground vehicles such as buses.*

**12. PROPERTY PROTECTION**

*It is vital that after concerns for the safety of students and staff members have been addressed, that building systems be protected and the building made secure.*

**STUDENT SERVICES****6000***JUNE 9, 2015 – DRAFT***EMERGENCY EVACUATION AND EMERGENCY  
SCHOOL CLOSURE PROCEDURES****6010****13. TRAINING AND PRACTICE**

**13.1** *Principals will ensure all staff members are aware of the school's Threat Response Plan, the school's Fire Safety/Evacuation Plan, and this administrative procedure by including the information in a staff meeting agenda before the end of September.*

**13.2** *After staff members are familiar with the plans, the principal shall arrange appropriate drills (see Threat Response Plan and Fire Safety/Evacuation Plan for frequency and timing of drills).*

**14. Review**

*These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.*

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	December, 1977	_____
<b>See reference section Appendix G</b>	<u>Date Revised</u> June 24, 2008	<b>See reference section Appendix G</b>

# Appendix A

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

#### 1. PURPOSE

*The level of preparedness to deal with Threat Response by school staff members, students and police will have a major impact on the final outcome. Practices for Lockdown, Hold and Secure and Shelter in Place will be held twice during the school year at all schools and at all Board sites.*

#### 2. DEFINITIONS

##### *Lockdown*

*Lockdown is a response to a major incident or threat of school violence within the school, or the immediate area of the school. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations. All staff members within the school are responsible for ensuring that no one leaves the secure locations until the Lockdown is removed by the principal or police. Staff and students take immediate precautions to ensure safety, taking cover in the closest secure location. The principal or designate will call 911 and will notify the Director's Office.*

##### *Hold and Secure*

*Hold and Secure is a response to an ongoing situation inside or outside the school when it is desirable to secure the school. In this situation staff and students will remain in classrooms or will report to the closest classroom/ secure location until such time as the situation is resolved. Classroom doors are locked however, classroom activities continue. External doors are locked and monitored. Signs are placed on external door windows with school phone number and website. (See Form #6010-A-1). A call is placed to the Director's Office by the principal or designate.*

##### *Shelter in Place*

*Shelter in Place is a response to an external situation which may or may not be related to the school (e.g., an environmental situation such as a chemical spill or an extreme weather related situation in the neighbourhood). Staff and students move freely within the school. The external doors are locked and monitored. Signs are placed on external door windows with school phone number and website. (See Form # 6010-A-2) A call is placed to the Director's office by the principal or designate.*

#### 3. SYSTEM COMMUNICATION

*In the case of a Lockdown, Hold and Secure, or Shelter in Place, the Director's Office will issue a communication to all employees regarding the emergency status and will issue a further communication when the emergency status has been removed.*

# Appendix A

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

#### POSTER (FORM #6010-A-3)

LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<ul style="list-style-type: none"> <li>• Response to a major incident or threat of school violence within school or school area</li> <li>• Staff and students report to closest classroom or secure locations</li> <li>• No one leaves secure locations until Lockdown is removed by principal or Police</li> <li>• Classroom doors are locked</li> <li>• Where there are curtains and blinds, they are closed, lights turned off, and classroom door windows covered</li> <li>• Staff and students assume safe position away from windows and sightlines</li> <li>• Cell phones and text messaging are not to be used unless staff have vital information and call 911</li> <li>• Staff and students in washrooms will evacuate if safe to do so or remain until Lockdown is over</li> <li>• Staff and students must not answer door</li> <li>• Disregard fire alarm and bells unless fire or smoke are obvious</li> <li>• Students and staff who are outside report to a predetermined location outside</li> <li>• Students and staff will remain silent</li> </ul>	<ul style="list-style-type: none"> <li>• Response to ongoing situation inside or outside the school</li> <li>• Staff and students remain in locked classrooms or report to closest classroom/secure location</li> <li>• External doors locked and monitored</li> <li>• Where there are curtains and blinds, they are closed</li> <li>• Classroom activities may continue</li> <li>• Staff and students who are outside will be brought into the school prior to exterior doors being locked if appropriate and safe to do so</li> </ul> <p>Post signs at exits with school phone number and website</p>	<ul style="list-style-type: none"> <li>• Response to an external situation which may or may not be related to the school</li> <li>• External doors are locked and monitored</li> <li>• Windows are closed</li> <li>• Staff and students move freely within the school and classrooms</li> <li>• Students and staff who are outside are brought into the school</li> </ul> <p>Post signs at exits with school phone number and website</p>
<p>Announcement: This is _____ (give name) the _____ (state role e.g. principal) "name of school" is now in Lockdown. I repeat "name of school" is now in Lockdown.</p>	<p>Announcement: This is _____ (give name) the _____ (state role e.g., principal) "name of school" is now in Hold and Secure. I repeat "name of school" is now in Hold and Secure.</p>	<p>Announcement: This is _____ (give name) the _____ (state role e.g., principal) "name of school" is now in Shelter in Place. I repeat "name of school" is now in Shelter in Place.</p>
<p>Off-site Evacuation Location:</p> <p>School Site Specific Information</p>		

# Appendix A

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

## LOCKDOWN

### 4. LOCKDOWN PROCEDURES IN CLASSROOMS AND WASHROOMS

- 4.1 *Staff members will direct students out of hallways to the closest secure classroom, remain with the students, and lock doors to the room. If the door does not lock, the staff will bar the door or move furniture against it. Staff members will assess whether anyone is injured and the severity of the injuries and take appropriate measures to assist the injured without jeopardizing their own safety or that of others. Classroom doors should be kept in the locked position throughout the day as a matter of regular practice.*
- 4.2 *Where there are curtains or blinds, they will be closed and the lights turned off. Students are to move away from doors and windows. In consideration of sight lines into the room, students are usually safest when sitting along the length of the inside wall of the classroom. Students must remain quiet and follow staff or police instructions. The classroom should look and sound empty. Staff members must prepare students for staying in a Lockdown situation for an extensive period of time.*
- 4.3 *Individuals are to contact the office ONLY with vital information regarding the incident; for example: "I see the intruder in the southwest hallway".*
- 4.4 *Cell phones and text messaging are NOT to be used by the staff or by students unless communicating vital emergency information about the incident or calling 911. A ringing cell phone may alert an intruder to a particular location.*
- 4.5 *Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.*
- 4.6 *Students will not be allowed to use washrooms or lockers. No one will be released, except by direction of the principal or police when the "Lockdown is over" message is given.*
- 4.7 *Staff and students need to be moved from washrooms into classrooms/secure areas but not if it means moving into immediate danger.*
  - 4.7.1 *For elementary schools, it is recommended that plans identify an adult who normally works in close proximity to student washrooms, to check the washroom(s) prior to locking down themselves, if it is safe to do so. This adult would quickly check both male and female washrooms to which they have been assigned in the planning phase, and take any students found in the washrooms in their classroom(s)/closest secure area to lock down.*



## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

**4.7.2** *For secondary schools, it is recommended that training include an explanation to students that they are responsible to get out of the washrooms immediately upon hearing a Lockdown announced, and get to the nearest classroom or other area which has been identified as a safe area. As a last resort, staff or students trapped in a washroom, should attempt to somehow secure the washroom door, enter a stall, lock the stall door and climb on top of the toilet. Staff members will attempt to collect students from the washroom when Lockdown has been removed and it is safe to do so.*

**4.8** *Students and staff must not answer the door. If necessary, the principal will use the master key to enter classrooms and other sites.*

**4.9** *All occupants of the building will disregard the fire alarm system and school bells unless fire or smoke is obvious. If fire poses an imminent danger, all occupants will evacuate.*

#### **5. LOCKDOWN PROCEDURES IN OPEN AREAS**

**5.1** *Lunchroom supervisors will follow these procedures in the cafeteria or lunch room if the Lockdown occurs during the lunch hour or during class changes.*

**5.2** *Depending on the individual school plan and the locations and actions of the intruder, consideration must be given to staying inside and hiding, or to the controlled evacuation of students from the cafeteria, library, gymnasium and other open areas of the school to secure areas or to outside of the school, especially if there are doors or windows leading directly to the exterior. Open areas are the most vulnerable during an emergency situation. The school must have a contingency plan for a Lockdown during a lunch period or class changes when many students are in open areas of the school. It is critical during staff and student training, that everyone understands what to do and where to go in the event that a Lockdown is called and they are in an open area.*

#### **6. LOCKDOWN PROCEDURES OUTSIDE THE BUILDING**

**6.1** *Staff members will direct students in outdoor areas to immediately take cover. Students must be aware of a pre-planned designated location a safe distance from the school.*

**6.2** *Students and staff SHALL NOT ENTER the school. Staff members' who are with students, whether conducting an outdoor class, supervising at recess, or the lunch break, shall endeavor to have students remain in the designated area outside and take attendance.*

**6.3** *It is also important to have a pre-determined location for parent/guardians and the media away from the school building.*

## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

- 6.4 *When the Lockdown is over, students may be released to parents/guardians, and the staff will attempt to monitor student departures.*

## 7. **CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING LOCKDOWN**

- 7.1 *Anyone observing a violent incident or threat to school safety must notify the school office immediately. After confirming that a violent incident / threat to school safety is in progress, the office staff will immediately implement the Lockdown and focus on remaining calm.*
- 7.2 *When a violent incident or threat is reported, the staff member in the school office needs to obtain as much detail about the incident or threat as possible from the initial observer. The priority is to confirm that a violent incident is occurring, and then to be able to direct police quickly to the correct location.*
- 7.3 *If it is safe to do so, the observer should obtain the following details for the report to the office:*
- 7.3.1 *location and number of suspects;*
  - 7.3.2 *if the suspect is moving or stationary;*
  - 7.3.3 *the identity or description of the suspect (build, clothing, etc.)*
  - 7.3.4 *description of weapons;*
  - 7.3.5 *possible motive or threats made; and*
  - 7.3.6 *any known injuries and location of casualties.*
- 7.4 *The observer shall not confront an armed intruder or suspect.*
- 7.5 *If gunshots are heard, or a weapon such as a knife is seen, the staff and students should know to go immediately into Lockdown. A staff member or student would then notify the office to initiate the Lockdown, if possible to do so.*

## 8. **ANNOUNCING LOCKDOWN FROM OFFICE PA SYSTEM**

- 8.1 *All staff, especially those working in the main office, should be trained that when information is received in the office of a situation requiring a Lockdown (e.g., a violent incident in progress or weapon observed), whoever receives that information will immediately activate the school's Public Address (PA) system, announcing the Lockdown.*

## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

- 8.2 *The staff member receiving the report shall activate LOCKDOWN, call 911, and notify the principal or designate as quickly as possible, by assigning tasks to different office staff members, if possible.*
- 8.3 *If there is only one person available in the office, LOCKDOWN shall be initiated before calling 911.*
- 8.4 *The person receiving the report of a violent incident or threat initiates the LOCKDOWN procedure as follows:*
  - 8.4.1 *activates all public address (PA) systems inside and outside the building; and*
  - 8.4.2 *announces clearly and calmly on the public address system  
"This is \_\_\_\_\_ (give name) the \_\_\_\_\_ (state role e.g., principal).  
"Name of School" is now in LOCKDOWN. I repeat "Name of School" is now in LOCKDOWN. (It is recommended that this announcement be pre-printed and placed on or near the microphone)*
- 8.5 *Upon hearing the LOCKDOWN announcement, the staff will immediately initiate Lockdown procedures. The staff must take into consideration those within a site that may require alternate forms of communication.*

#### 9. THE 911 CALL DURING LOCKDOWN

- 9.1 *A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.*
- 9.2 *The person calling 911 will remain on the line and provide the following information as prompted by the operator:*
  - 9.2.1 *the caller's name , the school name and full address;*
  - 9.2.2 *a description of the situation;*
  - 9.2.3 *whether anyone is injured and the severity of the injuries; and*
  - 9.2.4 *a safe route to the building and a safe entrance for police, where police will be met by the principal or designate (if it is safe to do so).*

#### 10. NOTIFICATION OF LOCKDOWN

- 10.1 *The principal or designate will notify the Director's office who will notify the school Superintendent, Property Services, and Student Transportation Services of Thunder Bay.*

## Appendix A

### 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

#### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

**10.2** *As per the school plan, the Director's Office will contact the local fire department as well as alternate sites outlined on the school site specific information.*

#### **11. ENDING A LOCKDOWN**

**11.1** *Plans to end a Lockdown will vary depending on the incident. Conclusion may involve a general announcement via the PA system by the principal, or may involve a room to room visit from police / school administration with some sort of identification process so that occupants of locked rooms know the Lockdown conclusion is authentic.*

**11.2** *Lockdown plans should include procedures for ending Lockdowns at other sites (e.g., twinned schools, alternate / adult education sites, elementary / secondary shared sites). In all cases where police have responded, plans should clearly indicate that the decision to end a Lockdown shall only be made after approval from the on-scene police supervisor.*

#### **12. THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN LOCKDOWNS**

**12.1** *The police are responsible for responding to and investigating Lockdowns. During a Lockdown, the police will assume command and control of the response and investigation but will liaise and work closely with school administrators throughout the process.*

**12.2** *Police services are required to ensure that all members who may be dispatched to a call for service at a school are fully trained in this Lockdown procedure. Police will be met by the principal or designate at the entrance recommended during the 911 call (if it is safe to do so) and have immediate access to the school plan, including a floor plan of the school.*

**12.3** *Police will implement the immediate rapid deployment method to stop the threat. This means that police officers will enter the building immediately.*

**12.4** *Police will make the decision as to whether controlled evacuation of a school under Lockdown is a viable option (e.g., in the event of a prolonged situation or a situation where the threat has been contained). Police will direct the controlled evacuation process.*

**12.5** *A police command post is the focal point for command and control of the emergency situation by police. This will not be a communication area for parents/guardians.*

**12.6** *Staff members, students and other occupants of the building need to be aware that any site may contain crime scene evidence. They should avoid tampering*

## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

*with or disturbing evidence. All objects, to the greatest extent possible, should be left exactly as they are found, to assist with law enforcement investigations.*

- 12.7** *The police will set up a media relations centre in the designated area outside the incident site. The police will be responsible for media relations regarding the incident and police response. The Director of Education or designate will be responsible for media relations regarding issues dealing with the students and school. It is recommended that media personnel from police and the Board share press releases prior to release to the media so that both police and school officials are each aware of what the other is saying.*

### **13. FOLLOW-UP TO THE LOCKDOWN INCIDENT**

- 13.1** *Actions taken following Lockdowns can have a major impact on the well-being of the staff, students and the broader school community. Debriefing should occur in all situations following a Lockdown. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Lockdown which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the Lockdown and that communication to parents be sent home at the conclusion of the school day or as soon as possible.*
- 13.2** *Follow-up procedures may include the following:*
- 13.2.1** *involving the Tragic Events Team to provide counselling for the staff and students;*
  - 13.2.2** *providing appropriate and timely information to parents/guardians, the staff, students and school community regarding the incident;*
  - 13.2.3** *follow-up by police of school administrators present at the time of the incident;*
  - 13.2.4** *coordinating police and Board news releases;*
  - 13.2.5** *evaluating the adequacy of the Lockdown plan and making modifications as necessary;*
  - 13.2.6** *identifying lessons learned and developing further preventative measures;*
  - 13.2.7** *maintaining close contact with any injured victims and families;*
  - 13.2.8** *maintaining close cooperation with police services to facilitate completion of investigations; and*

## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

*13.2.9 completing all necessary legal, insurance and administrative forms and documents as required.*

#### **LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PREPARATION, COMMUNICATION, PRACTICE DRILLS, TRAINING AND PREVENTION**

#### **14. PLANNING AND PREPARATION FOR LOCKDOWNS, HOLD AND SECURE, SHELTER IN PLACE**

- 14.1** *This administrative procedure provides a recommended plan of action for use in all schools of Lakehead District School Board. All schools must follow this administrative procedure as printed and not change the plan except to customize it for site specific needs with Superintendent approval.*
- 14.2** *Each school shall conduct a minimum of two Lockdown drills during each school year as mandated by the Ministry of Education.*
- 14.3** *Schools and all Board sites shall prepare up-to-date floor plans outlining safe areas that can be locked and open areas (e.g., cafeterias, gymnasiums, libraries) in the school and shall familiarize staff, students and the police with these areas. It is essential to involve the school custodian in the development of the school plan because of the custodian's detailed knowledge of the building.*
- 14.4** *It is recommended that floor plans be posted throughout the school and at least at every entry point to the school. Other buildings existing on the school grounds, portables and off-site evacuation locations should also be identified and included with the floor plans. Hard copies of floor plans and if possible, electronic copies should be provided to the police in advance of a Lockdown.*
- 14.5** *The police will be involved in consulting on the school Lockdown plan, including the provision of feedback on Lockdown drills. The school Superintendent must approve any modifications to the Lockdown plan once the plans are on file with the Superintendent and police.*
- 14.6** *Site specific needs include mechanisms to communicate messages to those who may not adequately hear verbal communications and those who may not be readily mobile without assistance. If a school has a child care centre, other tenants, or community groups using school premises, it is important that principals ensure that staff members from those organizations are included in the development and implementation of Lockdown procedures.*
- 14.7** *If a school has other sites (e.g., twinned schools, alternative / adult education sites, elementary / secondary shared sites) the principal will include*

## Appendix A

### 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

#### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

*representatives from these sites in the development and implementation of Lockdown procedures.*

- 14.8** *Administrators must have their mobile device with them and turned on at all times during the school day.*

#### **15. COMMUNICATING THE PLAN**

- 15.1** *Each school must develop a simple and concise school plan outlining the procedures to be followed for Lockdown, Hold and Secure, and Shelter in Place. All occasional staff members, volunteers and school visitors must be made aware of the school plans and be provided with a poster version of the plans. They must wear visitor name tags at all times and understand that they will be expected to respond quickly to the direction of the principal or designate in an emergency situation.*
- 15.2** *A system poster shall be printed and posted in each classroom, washroom, staff room, cafeteria, gymnasium, library, office, computer lab and all other pertinent areas in the school.*
- 15.3** *School site specific information may be added to the bottom of school posters.*
- 15.4** *Principals will annually submit electronic copies of their school poster (Form # 6010-A-3) and plan (Form # 6010-A-5) to the Health and Safety Officer. These copies will be placed in a shared drive by the end of March, for review by the Communications Officer and appropriate Superintendent.*
- 15.5** *Students must be familiar with the plan and aware of their responsibility to respond quickly and quietly to the direction of the staff during a crisis. Students must be informed that in the event of a Lockdown or Hold and Secure, all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. If they are outside at the time of the Lockdown, they must not enter the building.*
- 15.6** *Parents and guardians need to be aware of the Lockdown, Hold and Secure, and Shelter in Place plans and must reinforce with their children the responsibilities of students to follow directions during an emergency. Parents and guardians should encourage their children to disclose any information they may have that could pose a threat to school safety. It is recommended that Lockdown, Hold and Secure, and Shelter in Place plan information and the importance of parental support for the plans be sent home in a newsletter at the beginning of the school year.*

## Appendix A

### 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

#### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

- 15.7 *Members of School Councils can support the school plans and assist school administrators in promoting awareness of Lockdown, Hold and Secure, and Shelter in Place procedures throughout the broader school community.*
- 15.8 *Parents/guardians and community members must understand that they are not to call the school during a Lockdown. They will not be permitted access to the building or to students until it is determined that it is safe for them to enter.*
- 15.9 *Emergency plans are of little value in a crisis situation if the plan is not exercised on a regular basis. School administrators are required to review this administrative procedure and the school Lockdown, Hold and Secure, and Shelter in Place plans with the staff at least twice during each school year.*

#### 16. **LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE DRILLS**

- 16.1 *Implementation of the Lockdown, Hold and Secure and Shelter in Place plan is the school's responsibility. Although police will assist with training and drills, the police are unlikely to be in the school at the outset of an incident. The entire staff must be prepared to implement the school plan quickly and effectively. The extent of the impact of the incident will be dependent on the ability of the school to respond as quickly as possible.*
- 16.2 *Elementary and secondary schools are required to have two practice Lockdown, Hold and Secure, and Shelter in Place drills each school year. These practice drills can be held at the same time going from Lockdown to Hold and Secure to Shelter in Place. It is an effective practice to conduct one drill with the fire alarm ringing at the time of the drill to reinforce the need to ignore a fire alarm or school bells once a Lockdown is initiated (unless fire or smoke are obvious in which case evacuation should take place).*
- 16.3 *The principal will plan the Lockdown, Hold and Secure, and Shelter in Place drills, ensuring that there are no surprise drills and no secret codes. Drills should be announced as practice drills. The focus is on open sharing of every detail of the school plan so that students can be expected to follow staff directions promptly.*
- 16.4 *Police should be invited to attend practice drills to monitor proceedings and participate in providing feedback following the drill. The school is entirely responsible for implementing the Lockdown.*
- 16.5 *Each school's Lockdown procedure should include a plan to alert neighbouring schools of Lockdown drills especially if Fire and Police have been invited to participate.*
- 16.6 *Each school is required to keep a record of the date of the Lockdown, Hold and Secure, and Shelter in Place drills. This record shall be appended to the fire drill*



## Appendix A

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

*log required at each school site. A template is attached to this procedure. (See Form # 6010-A-4).*

#### **17. LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE TRAINING**

- 17.1** *Schools must establish a method to conduct Lockdown, Hold and Secure, and Shelter in Place training for all staff, students and visitors each school year.*
- 17.2** *Schools should consider assemblies to train secondary students on Lockdown, Hold and Secure and Shelter in Place procedures. Due to the young age of some elementary students, it is suggested that classroom teachers be responsible for training students at the elementary level.*

#### **18. PREVENTION**

*All staff and students must be proactive in identifying students who may be at risk of involvement in a violent incident so that action can be taken before a crisis develops.*

#### **19. BUILDING KEYS AND DOOR LOCK MANAGEMENT**

- 19.1** *In any lockdown situation and for general building security, it is critical to ensure that keys are only available to persons with a specific need to access the building and classrooms.*
- 19.2** *Principals must develop and maintain a system to track the assignment of building keys to staff, including itinerant or occasional staff.*
- 19.3** *Principals must ensure that staff are aware that they must report any misplaced or stolen keys immediately to the principal.*
- 19.4** *Principals must ensure that staff are aware that keys must be returned to the principal when relocating or retiring from the building.*
- 19.5** *Board Practice, Collection of Keys From Transferring Staff, addresses specific details about key and lock standards used in all Board facilities.*

**Appendix A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES**

---

**TYPE I**  
**THREAT RESPONSE PLAN**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE**

---

Form 6010-A-1  
Door Sign

Name of School

We are currently in

# **“HOLD AND SECURE”**

**Hold and Secure** – Hold and Secure is a response to an ongoing situation inside or outside the school, when it is desirable to secure the school. In this situation staff and students will remain in classrooms or will report to the closest classroom/ secure location until such time as the situation is resolved. Classroom doors are locked however, classroom activities continue. External doors are locked and monitored. Signs are placed on external door windows with school phone number and website.

**Please call the school at #####**

**Or go to our school website at \_\_\_\_\_**

**Appendix A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES**

---

**TYPE I**  
**THREAT RESPONSE PLAN**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE**

---

Form 6010-A-2  
Door sign

**Name of School**

**We are currently in**

**“SHELTER IN PLACE”**

**Shelter in Place** – Shelter in Place is a response to an external situation which may or may not be related to the school (e.g., environmental or weather related situation in the neighbourhood). Staff and students move freely within the school. The external doors are locked and monitored. Signs are placed on external door windows with school phone number and website.

**Please call the school at #####**

**Or go to our school website at \_\_\_\_\_**

# Appendix A

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

Form 6010-A-3

**SCHOOL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<ul style="list-style-type: none"> <li>• Response to a major incident or threat of school violence within school or school area</li> <li>• Staff and students report to closest classroom or secure locations</li> <li>• No one leaves secure locations until Lockdown is removed by principal or police</li> <li>• Classroom doors are locked</li> <li>• Where there are curtains and blinds , they will be closed, lights turned off and classroom door windows covered</li> <li>• Staff and students assume safe position away from windows and sightlines</li> <li>• Cell phones and text messaging are not to be used unless staff have vital information and call 911</li> <li>• Staff and students in washrooms will evacuate if safe to do so or remain until Lockdown is over</li> <li>• Staff and students must not answer door</li> <li>• Disregard fire alarm and bells unless fire or smoke are obvious</li> <li>• Students and staff who are outside report to a predetermined location outside</li> <li>• Students and staff will remain silent</li> </ul>	<ul style="list-style-type: none"> <li>• Response to ongoing situation inside or outside the school</li> <li>• Staff and students remain in locked classrooms or report to closest classroom/ secure location</li> <li>• External doors locked and monitored</li> <li>• Where there are curtains and blinds, they will be closed</li> <li>• Classroom activities may continue</li> <li>• Staff and students who are outside will be brought into the school prior to exterior doors being locked if appropriate and safe to do so</li> </ul> <p>Post signs at exits with school phone number and website address</p>	<ul style="list-style-type: none"> <li>• Response to an external situation which may or may not be related to the school</li> <li>• External doors are locked and monitored</li> <li>• Windows are closed</li> <li>• Staff and students move freely within the school and classrooms</li> <li>• Students and staff who are outside are brought into the school.</li> </ul> <p>Post signs at exits with school phone number and website address</p>
<p><b>Announcement:</b> This is _____ (give name) the _____ (state role i.e., principal) "name of school" is now in Lockdown. I repeat "name of school" is now in Lockdown.</p>	<p><b>Announcement:</b> This is _____ (give name) the _____ (state role i.e., principal) "name of school" is now in Hold and Secure. I repeat "name of school" is now in Hold and Secure.</p>	<p><b>Announcement:</b> This is _____ (give name) the _____ (state role i.e., principal) "name of school" is now in Shelter in Place. I repeat "name of school" is now in Shelter in Place.</p>
<p><b>Off-Site Evacuation Location:</b>  School Site Specific information:</p>		

**Appendix A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES**

---

**TYPE I**  
**THREAT RESPONSE PLAN**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE**

---

Form 6010-A-4

**PRACTICE DRILL RECORDING FORM**

**NAME OF SCHOOL** \_\_\_\_\_

<b>DATE</b>	<b>TYPE OF DRILL</b>	<b>COMMENTS</b>	<b>PRINCIPAL'S SIGNATURE</b>

# Appendix A

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE I THREAT RESPONSE PLAN LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE

---

Form 6010-A-5

#### SCHOOL PLAN

NAME OF SCHOOL \_\_\_\_\_ DATE: \_\_\_\_\_

Washroom and other areas to be checked by staff, if <b>safe to do so</b> , during Lockdown, Hold and Secure, Shelter in Place	Responsibility (Staff member in room #/ alternative staff member)

Doors locked, doors monitored and door signs posted during Hold and Secure or Shelter in Place	Responsibility (Staff member in room #/ alternative staff member)

#### School Plan Checklist:

- Off-site Evacuation location (including contact person and phone number if applicable)
- Parent gathering location
- School Poster (Form 6010-A-3) submitted to Health and Safety Officer by Sept. 30th
- School Plan (Form 6010-A-5) submitted to Health and Safety Officer by Sept. 30th
- School Poster and School Plan placed in staff handbook
- School Poster and School Plan in occasional staff folders
- System Poster placed in each classroom, instructional area, office and at each door
- School Poster, School Plan and school floor plans prepared to give to police during practice drills

## Appendix B

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE II FIRE SAFETY/EVACUATION PLAN

---

#### 1. **PURPOSE**

*Principals are responsible for Fire Safety/Evacuation Plan for their school. Fire safety and evacuation in other district buildings is the responsibility of the Director of Education and/or site supervisor.*

#### 2. **FIRE SAFETY/EVACUATION PLAN**

- 2.1 *Each principal or supervisor shall have a program in actual practice and a formal document on record outlining the detailed Fire Safety/Evacuation Plan for the building.*
- 2.2 *Principals will annually submit an electronic copy of Section A of their School Fire Safety/Evacuation Plan to the Health and Safety Officer by the end of September.*
- 2.3 *Copies of the Fire Safety/Evacuation Plan will be kept in the Fire Safety Plan box in the main office, custodial office, on the second floor (if multiple floor building) and in the school's Safe Schools Binder.*
- 2.4 *Every teacher/staff member and pupil must know all exits, corridors, and routes of traffic. With these precautions no one need ever be lost in an emergency.*
- 2.5 *All rooms in the school, all fire stations, exits, and routes must be clearly marked with the appropriate printed cards provided by Lakehead District School Board and approved by the local fire departments.*
- 2.6 *Every teacher/staff member and every student must be familiar with all signals, horns, electric bells and hand bells.*

#### 3. **INSTRUCTION**

- 3.1 *Classroom procedures must be thoroughly explained, perhaps diagrammed and rehearsed in slow motion with possible stops to check procedures.*
- 3.2 *Routes in hallways and outdoors must be similarly explained and learned.*
- 3.3 *Drills should be held by individual teachers with their own classes.*

#### 4. **FIRE DRILLS**

- 4.1 *Regulations under the Fire Code require the principal or supervisor to hold fire drills at least three times during the fall term and at least three times during the spring term.*
- 4.2 *The principal or supervisor may make the situation simulate genuine emergencies by the blocking of a corridor, a staircase or an exit.*

## Appendix B

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE II FIRE SAFETY/EVACUATION PLAN

---

**4.3**    *The principal or supervisor and staff shall correct confusions or faults at the time and do a re-run immediately.*

**4.4**    *Staff members must be appointed to check all washrooms, change rooms, and other ancillary spaces.*

#### **5.    DUTIES OF THE PRINCIPAL/SUPERVISOR**

*The principal/supervisor shall:*

**5.1**    *appoint staff members to check all washrooms, locker rooms, ancillary spaces, and someone to call the fire department;*

**5.2**    *determine that all doors are kept unlocked and unobstructed;*

**5.3**    *assign staff to assist pupils who are incapable of walking out with the class;*

**5.4**    *ensure that the needs of students with special needs are addressed in all emergency evacuation plans;*

**5.5**    *ensure occasional staff and visitors are aware of evacuation procedures;*

**5.6**    *ensure that all persons evacuate the building;*

**5.7**    *assign the shortest route from classrooms and alternate routes in case of obstruction;*

**5.8**    *provide for clearance of all vehicular approaches for firefighting crews; and*

**5.9**    *designate staff member to take the Safe Schools Binder with them in each evacuation; and*

**5.10**   *annually submit an electronic copy of their School Fire Safety/Evacuation Plan to the Health and Safety Officer by the end of September.*

#### **6.    DUTIES OF TEACHERS AND OTHER STAFF**

*Staff shall:*

**6.1**    *know the location of every alarm signal, traffic route, stairwell and exit which will be used by the pupils under their care;*

**6.2**    *be responsible for the direction and deportment of the class;*



## Appendix B

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE II FIRE SAFETY/EVACUATION PLAN

---

- 6.3 *ensure that all motors and other equipment in the immediate area are shut off immediately after the alarm is sounded if teaching a technology or laboratory class. Note: custodians are also responsible for shutting off all motors and other equipment;*
- 6.4 *close the classroom windows;*
- 6.5 *ensure that the classroom is evacuated;*
- 6.6 *close the classroom door;*
- 6.7 *carry the class register or class list of the class the teacher is with at the time of the fire drill when leaving the building;*
- 6.8 *know the absentees; and*
- 6.9 *check the attendance roll for the class as soon as possible after evacuation and then send or take a written report to the principal or designate.*

#### 7. GENERAL

- 7.1 *The use of student monitors may be necessary to hold doors until evacuation is complete.*
- 7.2 *Staff members shall ensure doors and windows are closed and not locked in their immediate working area.*
- 7.3 *Some drills must be conducted with hand bells to prepare for possible power failures.*
- 7.4 *The minimum distance of evacuation from the school must be 40 feet.*
- 7.5 *The Fire Marshall may ask a staff member unannounced and at random to sound an alarm.*
- 7.6 *The principal, or designate, shall be positioned outside the building to receive all class reports. The principal/designate will choose a location which will be convenient for the receipt of class reports, and also to be able to meet and pass on information to the incoming fire department.*
- 7.7 *NOTE: During a time other than regular school hours, there may be Community Use functions taking place in a school building in the absence of the principal. In this case, it is important to understand that the custodian on duty is designated the on-site Board Representative.*

## Appendix B

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE II FIRE SAFETY/EVACUATION PLAN

---

**7.8**    *To ensure that the school is “fire-safe”, principals shall refer to the Lakehead District School Board Fire Safety Plan.*

**7.9**    *Secretary or designate should report to the principal with a visitor list (i.e. sign in list) at the time of the fire drill when leaving the building as per 6.7, 6.8, 6.9.*

#### **8.    DUTIES OF CUSTODIAL AND MAINTENANCE STAFF**

*Custodians/maintenance staff shall:*

**8.1**    *be familiar with and follow the fire safety program for the building(s) in which they work.*

**8.2**    *In case of fire, activate the fire alarm immediately and contact the fire department.*

**8.3**    *Treat any fire as “the real thing”.*

**8.4**    *When the fire alarm is sounded check the areas in which they are working, close the windows and doors and proceed to the nearest exit.*

**8.5**    *After the building is evacuated, report to the person designated in the fire safety program or to the custodian in charge at the pre-arranged safe outside location.*

**8.6**    *Be responsible for shutting off all motors/equipment.*

**8.7**    *Report incidents of refusal to evacuate to the person designated or custodian in charge who shall report the person to the proper authorities.*

**8.8**    *Together with a back-up person, and only if it is safe to do so, go to the annunciator panel to determine where the alarm originated. The area identified is to be checked.*

**8.9**    *Notify the fire department when there is a false alarm or faulty equipment. Only after the fire department has given permission can the alarm system be re-set.*

**8.10**   *Extinguish a fire that the custodian feels competent to extinguish. If the size or nature of the fire is beyond the custodian’s control, the fire is to be left to the fire department.*

**8.11**   *Allow people back in to the building only when it is completely safe to do so after the fire department has given permission.*

## Appendix C

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE III SITUATIONS REQUIRING CONSULTATION WITH POLICE

---

#### 1. PURPOSE

*Lakehead District School Board recognizes that there will be situations in which it is unknown whether the best course of action is to evacuate or lockdown. An example of such a situation would be a bomb threat. In these types of situations principals will exercise their best judgment in the interest of the safety of students and staff in consultation with local police, as required.*

#### 2. DUTIES OF THE PRINCIPAL

- 2.1 *The principal or designate shall ensure that all staff are aware of Administrative Practice, Police School Protocol, at the beginning of each school year.*
- 2.2 *Principals are to familiarize themselves with the Bomb Threat Protocol found in the Police School Protocol.*

## Appendix D

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE IV MUNICIPAL LEVEL EMERGENCIES

---

#### 1. **PURPOSE**

- 1.1 *In the event of a municipal emergency declared by municipal authorities, the municipality may, through the Director of Education, request the use of a school building as an evacuation shelter. The municipality has the authority to commandeer the building and will be responsible for administration of the site as a shelter including reception, food, sleeping accommodation and first aid.*
- 1.2 *Lakehead District School Board will retain responsibility for operation of building heating, electricity, lighting, water, wherever and whenever possible.*
- 1.3 *In the event of a municipal level emergency, the Director, Superintendents and Manager of Property Services must be contacted.*

## Appendix E

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE V PROPERTY EMERGENCIES

---

#### 1. **PURPOSE**

*In the event of an emergency such as fire, flood, intrusion, natural disaster, failure of a utility service or other event that impacts the operation or integrity of a building or property, the Board's Emergency Operations Committee will take steps to respond to the emergency and notify necessary Board staff, municipal officials and authorities having jurisdiction. Such emergency response services will be in effect 24 hours per day, each day of the year. The intent of this procedure is to ensure appropriate emergency response after normal school hours through the year, however certain events may have an impact on the Board's ability to maintain operation of day school programs.*

#### 2. **GENERAL**

*2.1 Property Services maintains an alarm monitoring service with a security service provider. A Property Services Supervisor is designated on a rotating basis to respond to calls from the alarm monitoring service as alarms are received.*

*2.2 The Property Services Supervisor will contact the Manager of Property Services regarding the nature of the alarm and level of emergency action required.*

#### 3. **PHONE TREE**

*3.1 The Board's security & monitoring provider receives alarms from an automated system at each building location, including: fire, intrusion, power loss, heat loss and flooding.*

*3.2 Security & monitoring provider notifies the head custodian, police or fire departments, or Property Services Supervisor depending upon the nature of the alarm. The Property Services Supervisor makes a decision to call others based on the nature of the emergency.*

*3.3 The Property Services Supervisor notifies the Manager of Property Services. The Emergency Operations Committee then co-ordinates contacts to the Director of Education, Superintendents, School Administrators & other necessary officials.*

*3.4 The Manager of Property Services provides Senior Administration with status updates and the nature of the emergency to assist in preparation of appropriate action.*

*3.5 The Manager of Transportation informs Student Transportation Services of Thunder Bay, if required.*

## Appendix E

### 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

#### TYPE V PROPERTY EMERGENCIES

---

#### 4. RESPONSE

- 4.1 *Depending on the nature of the emergency, decisions regarding school closure will be forwarded to the Director of Education or designate.*
- 4.2 *Property Services will take every reasonable action to protect the building and property and restore services as soon as possible.*
- 4.3 *Property Services will contact municipal authorities and utility suppliers to determine estimated times for restoral of services.*
- 4.4 *The Manager of Property Services will advise the Board's Emergency Operations Committee on the status of the emergency situation on an ongoing basis for the duration of the event.*

## Appendix F

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE VI WEATHER PRACTICES

---

#### 1. PURPOSE

*It is the responsibility of the Director of Education, to make decisions with respect to the early and/or temporary shutdown of schools and Board buildings. The safety and well-being of the students and employees are the main criterion in establishing and implementing this procedure.*

#### 2. DEFINITIONS

*Inclement weather*

*Inclement weather is a severe weather condition such as high winds, tornado, rain storms, high volume snow storms, extended freezing rain event, or flooding conditions. Inclement weather may be isolated to some regions of the district and may or may not result in bus cancellations.*

#### 3. AWARENESS

- 3.1 *All supervisory personnel are to be aware of the need to pay careful attention to potentially inclement weather conditions.*
- 3.2 *A weather watch may be initiated when inclement weather conditions are forecast.*
- 3.3 *Student Transportation Services of Thunder Bay will monitor weather services for the latest information such as severity of the inclement weather event and expected time of arrival.*

#### 4. EARLY DEPARTURE - Situations Arising During School Hours

- 4.1 *The bus driver, operator, or principal will advise the Student Transportation Services of Thunder Bay Office of dangerous travel conditions existent or developing.*
- 4.2 *The Student Transportation Services of Thunder Bay (STSTB) Office will monitor and:*
  - *gather additional data from other sources, Ontario Provincial Police (OPP), Ministry of Transportation (MTO), local roads boards, Municipalities, City of Thunder Bay, etc.; and*
  - *inform appropriate Board staff.*
- 4.3 *The Director of Education or designate will make decisions with respect to school closures.*

## Appendix F

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE VI WEATHER PRACTICES

---

**4.4** *Where possible all Boards participating in the Transportation Consortia will issue joint announcements.*

**4.5** *Decisions affecting staff shall be applicable to all staff.*

*Note: Every effort will be made to allow lead time for schools to put into action their emergency plans.*

**4.6** *If conditions warrant, following consultation with appropriate employees, the Director of Education or designate may send students home early.*

**4.6.1** *Should it be necessary to send bused students home due to weather conditions, schools will be notified no later than 11:00 a.m.*

**4.6.2** *In the event of an emergency school closure, the principal shall contact their Superintendent, the Communications Officer, and STSTB. Appropriate action will be coordinated between the Board and STSTB.*

**4.6.3** *It may be necessary to dismiss bused students early while students living within walking distance may be required to remain at the school.*

**4.6.4** *In the case of elementary school students, principals must be completely satisfied that someone will be at home watching for the students when the students are dismissed.*

## **5. DECISION PROCESS**

**5.1** *When the decision is made to send students home early, the decision may involve the entire district or parts of the district.*

**5.2** *Decision for early dismissal*

*If local inclement weather conditions or a facility failure warrant sending a specific school's students home, the principal will contact the appropriate Superintendent for permission to dismiss students.*

**5.3** *Safety considerations*

*Schools shall ensure that a responsible person will be at home when elementary students are sent home early.*

## **6. BUSES CANCELLED - Situation Prior to School Opening**

**6.1** *Circumstances may warrant a decision not to operate buses in the morning.*

**6.2** *Decision to operate buses begins by 5:30 a.m.*



## Appendix F

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE VI WEATHER PRACTICES

---

- 6.3**    *The bus drivers will advise the School Bus Operators of dangerous travel conditions.*
- 6.4**    *The Operator will inform the Student Transportation Services of Thunder Bay Office.*
- 6.5**    *The Student Transportation Services of Thunder Bay Office will*
- *gather additional data from other sources, OPP, MTO, local roads boards, Municipalities, City of Thunder Bay, etc.,*
  - *make decisions regarding route delays, alterations and/or cancellations,*
  - *inform appropriate Board staff.*
- 6.6**    *The Director of Education or designate will make a decision with respect to any closure or bus cancellations. Such decisions will be made before 7:00 a.m.*
- 6.7**    *Where possible all Boards participating in the Transportation Consortia will issue joint announcements.*
- 6.8**    *Notification*
- 6.8.1**    *The Director of Education or designate will be responsible for notifying Superintendents and the Communications Officer of the decision to terminate bussing or to close schools.*
- 6.8.2**    *Superintendents will be responsible for notifying principals. Principals will be responsible for notifying their school staff.*
- 6.8.3**    *Media notification of school closures or bus cancellations due to weather will be communicated by STSTB before 7:00 am where possible.*
- 6.9**    *Afternoon Process*
- When a bus does not travel a route in the morning due to ice or snow conditions, it will not do so in the afternoon.*

## **7.    EMERGENCY PLANS**

- 7.1**    *It may be necessary to implement emergency plan procedures if conditions warrant due to inclement weather or facility failure.*
- 7.2**    *Retention of students at school*
- Each school shall have an emergency plan in place in the event that severe weather conditions make it not possible or safe to send students home.*

## Appendix F

### 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

#### TYPE VI WEATHER PRACTICES

---

#### 7.3 *Jim McCuaig Education Centre*

**7.3.1** *The Jim McCuaig Education Centre shall have an emergency plan in place in the event that inclement weather conditions make it not possible for employees to return home.*

**7.3.2** *It may be necessary for certain employees to remain on site to ensure school emergency plans are activated and respond to calls related to an emergency event.*

#### 7.4 *Designated Building Monitor*

*School emergency plans shall include the designation of a Board employee (such as the principal, custodian or teacher) who lives within the vicinity of the school to monitor the building in the case of arrival of students, employees or the public who are either unaware of the shutdown, or are seeking refuge from inclement weather. The person may be assigned a set of keys and security system codes.*

#### 8. **RESPONSIBILITIES OF EMPLOYEES**

##### 8.1 *Expectation*

*It is expected that employees will arrive at the job site and remain at the school, Jim McCuaig Education Centre, or work place until the end of their regularly scheduled shift unless a shutdown has been declared.*

##### 8.2 *Site-based decision*

**8.2.1** *Employees are responsible for their own safety when traveling from home to the work base during inclement weather. In the event of inclement weather, an employee should inform the immediate supervisor of his/her status.*

**8.2.3** *Supervisors are responsible for consulting the appropriate Collective Agreement for information with regard to absence coding.*

##### 8.3 *Safety*

*Differentiated decision-making by the principal or supervisor is necessary to deal with individual exceptional cases of requests by employees to leave early, based on safety and distance to be travelled. If permission is given, the lost hours of work will not be deducted from the employee's pay or sick leave credits.*

## Appendix F

# 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

---

### TYPE VI WEATHER PRACTICES

---

#### 8.4 Early release

*In some circumstances where safety is a major concern, it may be advisable to release employees early. It may be necessary for some employees to remain on site until all students have been safely dispatched home. These decisions shall be made in consultation with the Superintendent.*

#### 8.5 Work sites

**8.5.1** *In some circumstances an employee may report to an alternate work site. This arrangement may only occur with the prior consent of the supervisors and in consultation with the employee. These arrangements shall be discussed with employees at the beginning of each school year.*

**8.5.2** *Facility failures may occur that require a building or school to shut down or limit occupation. In consultation with Property Services, employees, and the Superintendent, the principal will decide the best course of action to ensure the safety of students and employees.*

**8.5.3** *In the event of a shutdown of a site(s) by the Director of Education or designate as a result of a facility failure, inclement weather or other circumstances, those employees who, as a result of the shutdown, are notified by their supervisor not to report to work and those employees directed by their supervisor not to remain at the work site will not have their pay or sick leave plan reduced by the number of hours absent from work.*

#### 8.6 Custodian responsibilities

*In the event of a total shut down, custodians are expected to ensure that the building is secure and is ready for the next work day. If possible, the custodian in charge should report the closing to the Property Services department so that others, including late shift personnel, can be notified.*

#### 8.7 Communication

*Refer to Emergency Response Planning Outline, Section 9, for communication information.*

### 9. PERMIT USE

*Groups scheduled to use the building after hours must be notified if the school is shut down.*

## **Appendix G**

# **6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES**

---

### **REFERENCES**

---

### **References**

#### **Legal References:**

- Education Act, section 265 Duties of Principal; section 285 Duties of Supervisory Officers; section 286 Duties of Supervisory Officers; Part XIII Behaviour, Discipline and Safety
- Ontario Regulation 298—Operation of Schools, section 6 Emergency Procedures
- Regulation 454 of the Revised Regulations of Ontario, 1990 (Fire Code)

#### **Resources:**

- Ministry of Education Document – Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario;
- Lakehead District School Board Safe Schools Binder (Communication Protocols, School Emergency Response Plan, Fire Safety Plan, Threat Response Plan, STSTB Emergency Evacuation Plan);
- Lakehead District School Board Police School Protocol;
- Lakehead District School Board Practice – Distribution and Collection of Keys;
- Lakehead District School Board Emergency Plan – Emergency Operations Committee;
- STSTB Transportation Emergency Weather and School Evacuation Procedures;
- Resource Guides: Bullying Prevention and Intervention, Code of Conduct, Progressive Discipline.
- Emergency Response Quick Reference guide; and
- Policies and Procedures from the following: Hastings and Prince Edward District School Board, Grand Erie District School Board, District School Board Ontario North East, Simcoe County District School Board, and Upper Grand District School Board.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 057-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: APPROVAL OF APPOINTMENTS TO THE SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE 2015-2016

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
  - 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
  - 1.1.2 The members of the SAL Committee shall include: a Trustee of the Board; a Supervisory Officer; and at least one person who is not an employee of the Board.
  - 1.1.3 Trustee appointments to the SAL Committee are approved at the Inaugural/Annual meeting in December.
- 1.2 During the 2014-2015 school year, members of the committee included:
  - Trustee Jack Playford;
  - Trustee Alternate Marg Arnone;
  - Colleen Kappel, Superintendent of Education;
  - Jeff Upton, Education Officer, (Alternate);
  - Kendra Perry, Service Delivery Manager of YES Employment Services; and
  - Wendy Koehler, Executive Assistant of YES Employment Services (Alternate).

2. Situation

The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least fourteen (14) years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.

## RECOMMENDATION

It is recommended that Lakehead District School Board approve the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2015-2016 school year:

1. Colleen Kappel, Superintendent of Education;
2. Kendra Perry, Service Delivery Manager of YES Employment Services, as member; and
3. Wendy Koehler, Executive Assistant of YES Employment Services, as alternate member.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 040-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: 2015 to 2023 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review identifies that “Senior Administration prepares an annual plan of action that outlines the process for managing policies for development and for review.”
- 1.2 Section 5.4 states “The Standing Committee considers policies annually for development or review.”
- 1.3 Section 4.1 *Policy Review* of Procedures 2010 Policy Development and Review states “A specified review date will be established for all policies.”
- 1.4 Section 4.2 states “The Standing Committee shall annually review the status of current policies.”

2. Situation

- 2.1 Section 5.5 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2015 to 2023 review schedule (Appendix A) is attached for the Standing Committee’s consideration.

RECOMMENDATION:

It is recommended that Lakehead District School Board approve the 2015 to 2023 Policy Review Schedule, Appendix A to Report No. 040-15.

Respectfully submitted,

IAN MACRAE  
Director of Education

<b>ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN</b> <b>September 2015 to June 2023</b>			
<b>Year</b>	<b>Policy #</b>	<b>Title</b>	<b>Superintendent</b>
<b>1</b> <b>2015-2016</b>	3072 8050	Advocacy Naming and Opening of New or Consolidated Schools	I. MacRae
	6020 6021 8013 8040	Extended Field Trip Day Field Trip Visitation in the Schools Trespass to Schools	C. Kappel
	4040	French Immersion	S. Pharand
	3026 3061 3091 7011 7040	Budget Variance Reclamation of Properties Security Teacher Performance Appraisal Violence in the Workplace	D. Wright
<b>2</b> <b>2016-2017</b>	3005 3020 8015	Ontario Student Record Legal Representation Display of Flags	I. MacRae
	8071	Bullying Prevention and Intervention	C. Kappel
	4005	English Language Learners	S. Pharand
	3010 7010 7080 8014	Fees Police Record Checks Health & Safety Advertising in the Schools	D. Wright
<b>3</b> <b>2017-2018</b>	2010 8080	Policy Development and Review School Council	I. MacRae
	4045 6040	Environmental Reporting of Children in Need of Protection	C. Kappel
	4022 4023	Prior Learning Assessment & Recognition Prior Learning Assessment & Recognition for Mature Students	S. Pharand
	8011	Use of School Buildings, Facilities and Grounds	D. Wright
<b>4</b> <b>2018-2019</b>	3001	Governance	I. MacRae
	5010 6050 6070	Special Education Food and Beverage Video Surveillance	C. Kappel
	4030	Territorial Student Program – Transportation & Services	C.Kappel/ D. Wright
	4035 8061	Board and Lodging – Payment Aboriginal Education Advisory Committee	S. Pharand
	3030 8010 9030	Purchasing Fees for Learning Materials and Activities Playground Structures	D. Wright



Year	Policy #	Title	Superintendent
<b>5</b> <b>2019-2020</b>	3090	Use of Board Logo	I. MacRae
	6061	Administration of Oral Medication	C. Kappel
	6062	Anaphylaxis and Medical Emergency Management	
	4021	Assessment & Evaluation	S. Pharand
	8073	Dress Code	
	3073	Corporate Credit Card	D. Wright
<b>6</b> <b>2020-2021</b>	3074	Expense & Travel Reimbursement	
	6022	Kingfisher Outdoor Education	
	1020	Equity & Inclusive Education	C. Kappel
	3100	Accessibility Standards For Customer Service	
	4020	Alternative Schools	
	8072	Sexual Orientation & Gender Identity	
<b>7</b> <b>2021-2022</b>	3080	Research	S. Pharand
	7030	Harassment and Human Rights	D. Wright
	8012	Fundraising in the Schools	
	3095	Student Trustee	I. MacRae
	8091	Use of Volunteers in Schools	C. Kappel
	4010	Program Implementation	S. Pharand
	3040	Transportation	D. Wright
	3060	Leasing of Space	
<b>8</b> <b>2022-2023</b>	3071	Advertising	
	3093	Information Security	
	3096	Information/Communication Technology Use	
	7020	Equitable Employment	
	8090	Community/Education Partnerships	
	3094	Electronic Meetings	I. MacRae
	8070	Safe Schools – System Expectations	C. Kappel
	1011	Access to System Programs	S. Pharand
	7060	Staff Training	
	8062	Voluntary Aboriginal Student Self-Identification	
	8065	Voluntary Aboriginal Staff Self-Identification	
	9020	Library Resource Centre	
	3092	Privacy and Information Management	D. Wright
	3070	Allowance for Use of Personal Vehicle	
	6010	Emergency Evacuation and School Closure	
	8074	Concussions	
	7090	Accommodation in the Workplace	
	9010	School Accommodation	
	9015	Facility Partnership	

May 20, 2015

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 053-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 3094 ELECTRONIC MEETINGS

1. Background

- 1.1 On June 8, 1998, the Electronic Meetings Policy 3094 was approved.
- 1.2 At the June 24, 2014 Regular Board Meeting, the Electronic Meetings Policy 3094 was approved for review during the 2014-2015 school year as part of the policy development and review cycle.
- 1.3 On April 29, 2015, the draft policy was posted on the Board website and distributed to constituent groups for review with input to be received by May 27, 2015. There was no further input received.

2. Situation

- 2.1 Administration has reviewed the existing policy. Recommendations for revision are attached in Appendix A.
- 2.2 Upon final approval, the policy will be implemented according to Board Policy Development and Review Procedures 2010.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3094 Electronic Meetings, Appendix A to Report No. 053-15.

Respectfully submitted,

IAN MACRAE  
Director of Education

**JUNE 9, 2015 - DRAFT**

---

**ELECTRONIC MEETINGS POLICY****3094**

---

1. Rationale

Ontario Regulation 268/06 Section 2(1) requires:

*Every district school board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board.*

2. The Policy

It is the policy of Lakehead District School Board that Trustees and Student Trustees who participate in a meeting through electronic means in accordance with Ontario Regulation 268/06 of the Education Act shall be deemed to be present at the meeting.

3. Guidelines

- 3.1 No later than 24 hours prior to a meeting, the Secretary of the Board shall be notified of a Trustee's or Student Trustee's requirements for electronic communication at the meeting.
- 3.2 Trustees and Student Trustees shall have copies of the meeting agenda and package while participating electronically.
- 3.3 Electronic connection to the meeting shall ensure clear communication.
- 3.4 Trustees and Student Trustees participating in electronic meetings in closed session shall ensure confidentiality and this shall be noted by the secretary. Student Trustees participating in electronic meetings in closed session shall not participate in any closed session under section 207(2) (b) of the Education Act.
- 3.5 The Procedural By-Law and the most current edition of Robert's Rules of Order shall apply to electronic meetings of the Board.
- 3.6 The Chair of the Board, or designate, one additional Trustee, and the Director of Education, or designate, must physically be present in the meeting room of the Board at every meeting of the Board or ***Standing*** Committee of the Whole Board (including closed session) at which there is a quorum.
- 3.7 At every ***committee*** meeting of a committee of the Board, except Committee of the Whole, the Chair of the Committee, or designate, and the Director of Education, or designate, shall be physically present in the meeting at which there is a quorum.

# BUSINESS AND BOARD ADMINISTRATION

JUNE 9, 2015 - DRAFT

**3000**

Appendix A to  
Report No. 053-  
15

## ELECTRONIC MEETINGS POLICY

**3094**

### 4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<hr/>	<u>June 16, 1998</u>	<hr/>
<hr/>	<u>Date Revised</u>	<hr/>
	February 27, 2007	

G:\POL\3094\_electronic\_mtgs\_pol.doc

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JUN 09  
Report No. 067-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: MULTI-YEAR STRATEGIC PLAN 2015-2018

1. Background

- 1.1 The Education Act, Section 169.1, outlines the Board's responsibility for student achievement and effective stewardship of resources.
- 1.2 A recommendation was passed by the Board at the May 27, 2014 Regular Board Meeting to extend the 2011-2014 Strategic Plan to include the 2014-2015 school year due to the appointment of a new Director commencing September 1, 2015.

2. Situation

- 2.1 Input into the current plan was provided by the Board.
- 2.2 Stakeholder groups will have an opportunity in the Fall to provide feedback into the Operational Plan that determines how the goals of the Strategic Plan will be achieved.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the 2015-2018 Strategic Plan attached as Appendix A to Report No. 067-15.

Respectfully submitted,

IAN MACRAE  
Director of Education

# 2015-2018 STRATEGIC PLAN

June 9 2015  
**DRAFT**

## OUR MISSION

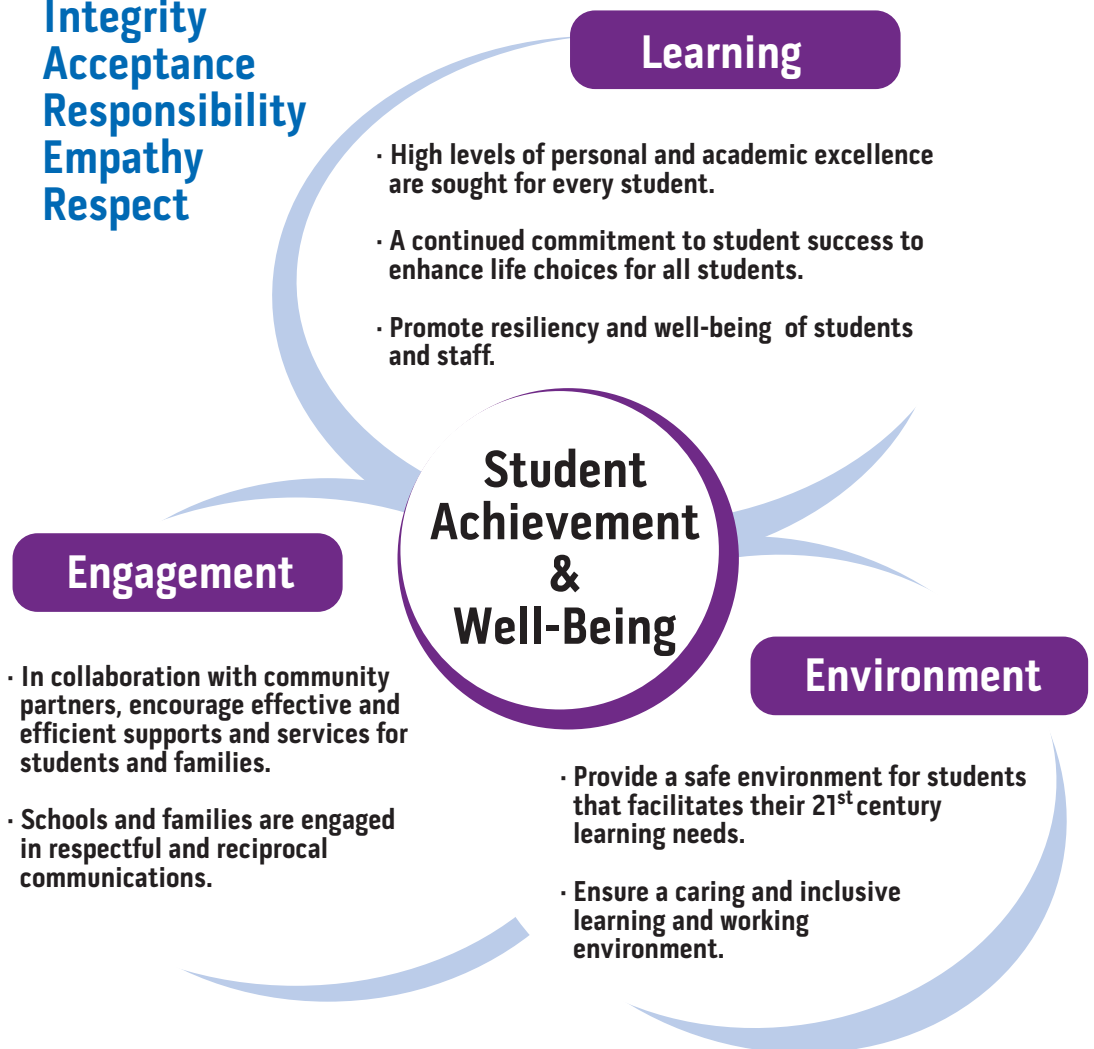
**Lakehead Public Schools is committed to the success of every student.**

## OUR VISION

**Your Children Our Students The Future**

## OUR VALUES

**Integrity  
Acceptance  
Responsibility  
Empathy  
Respect**



**Building an equitable and inclusive community together.**

Trustees  
2014 - 2018

Chair  
**Jack Playford**

Vice Chair  
**George Saarinen**

**Marg Arnone**

**Ellen Chambers**

**Deborah Massaro**

**Ron Oikonen**

**Trudy Tuchenhausen**

**Karen Wilson**

Student Trustee  
**Hannah Smith**

