

# APPENDIX B

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

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### TYPE II FIRE SAFETY PLAN

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#### 1. PURPOSE

Principals are responsible for Fire Safety 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 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 Plan for the building.
- 2.2 Principals will annually submit an electronic copy of Section A of their School Fire Safety Plan to the health and safety officer by the end of September.
- 2.3 Copies of the Fire Safety 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 Emergency Response 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 (LDSB) 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.
- 4.3 The principal or supervisor and staff shall correct confusions or faults at the time and do a re-run immediately.

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- 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. Individual plans must be created and followed for all students and staff with identified needs (including those who have a temporary need for accommodation) in order to allow for their safe evacuation.
- 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.
- 5.9 Designate staff member to take the Emergency Response Binder with them in each evacuation.
- 5.10 Annually submit an electronic copy of their School Fire Safety Plan to the health and safety officer by the end of September. Include within the plan consideration for refuge areas on each floor where those who are injured or who are otherwise unable to evacuate can gather and wait for assistance.

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#### 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.
- 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.
- 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 marshal 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.

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- 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 LDSB representative.
- 7.8 To ensure that the school is “fire-safe”, principals shall refer to the LDSB 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 and 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 into the building only when it is completely safe to do so after the fire department has given permission.

# Appendix D

## 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

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### TYPE IV MUNICIPAL LEVEL EMERGENCIES

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#### 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 these procedures and the Police School Protocol.

# Appendix D

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### TYPE IV MUNICIPAL LEVEL EMERGENCIES

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#### 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 and 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

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### TYPE V PROPERTY EMERGENCIES

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#### 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 LDSB 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 LDSB'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 Lakehead District School Board's security and monitoring provider receives alarms from an automated system at each building location, including: fire, intrusion, power loss, heat loss and flooding.
- 3.2 Security and 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 and 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 (STSTB), if required.

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### TYPE V PROPERTY EMERGENCIES

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#### 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 LDSB'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

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### TYPE VI WEATHER PRACTICES

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#### 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 LDSB 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 STSTB office of dangerous travel conditions existent or developing.
- 4.2 The 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 LDSB staff.
- 4.3 The director of education or designate will make decisions with respect to school closures.
- 4.4 Where possible, all boards participating in the Transportation Consortia will issue joint announcements.

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### TYPE VI WEATHER PRACTICES

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- 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 LDSB 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.

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#### 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.
- 6.3 The bus drivers will advise the school bus operators of dangerous travel conditions.
- 6.4 The operator will inform the STSTB.
- 6.5 The STSTB 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; and
  - inform appropriate LDSB 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 busing 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.

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#### 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.

#### 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 LDSB 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 workplace 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 travelling 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.

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#### 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.

#### 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 shutdown, custodians are expected to ensure that the building is secure and is ready for the next workday. 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.

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9. PERMIT USE

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

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### REFERENCES

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#### 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's Emergency Response Binder (Communication Protocols, School Emergency Response Plan, Fire Safety Plan, Threat Response, STSTB Emergency Evacuation Plan);
- Lakehead District School Board Police School Board Protocol;
- Lakehead District School Board Practice – Distribution and Collection of Keys;
- STSTB Transportation Emergency Weather and School Evacuation Procedures;
- Resource Guides: Bullying Prevention and Intervention, Code of Conduct, Progressive Discipline; and
- policies and procedures from the following: *Ottawa-Carleton District School Board*, 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.