

<p>STUDENT SERVICES</p> <p>EMERGENCY EVACUATION AND EMERGENCY SCHOOL CLOSURE PROCEDURES</p>	<p>6000</p> <p>6010</p>
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1. Policy

It is the policy of Lakehead District School Board (LDSB):

- to have comprehensive system plans that outline actions to be taken in emergency situations; and
- 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.

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.

Lockdown refers to a protocol that is used in response to a major incident or threat of violence within a school, or in relation to the school.

Hold and Secure refers to a protocol used in response to an external danger (off school property) which poses no immediate threat to the school. This could be a police pursuit, a crime in progress or an active search by local police for a known dangerous offender. Staff, students and visitors are considered to be safe inside the school, once they do not leave the building.

Shelter in Place, for the purpose of these procedures, refers to a protocol used in response to possible environmental danger in the school neighbourhood and it is safer to remain inside (e.g., a gas leak in the neighbourhood).

Bomb Threat refers to a protocol used for conveyance of a message that is designed to warn and/or alarm people to an impending detonation of an explosive or incendiary device to cause damage, death or injuries, whether or not such a device actually exists.

Concealed Weapon, for the purpose of these procedures, refers to a protocol used in response to information received by school staff or the police about a student(s) carrying a weapon.

3. Guidelines

- 3.1 Senior administration shall establish System Emergency Response Plans 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.

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- 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 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 will be necessary for students and staff requiring assistance. Specialized accommodation plans will be created at the beginning of each year for students and staff identified as needing extra support in emergency situations.
- 3.6 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.
- 3.7 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. 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.

Where hazardous road conditions exist and staff are unable to safely travel, staff are expected to go to the alternate school previously arranged with their principal.

Staff will return to their home school when notified it is open and roads are no longer 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.

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4. Types of Emergency Responses

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SYSTEM 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 School Safety Plan (School Emergency Response Plan) and the school's Fire Safety Plan. Both plans must be submitted to the health and safety officer by September 30 and are valid for a one-year period. Current School Response Team and Emergency Contact List must be available to the school in the event of any emergency situation. The Emergency Response 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 Emergency Response Binder.
- 5.3 Each principal shall ensure that the emergency response plans are communicated with all school staff annually.

6. EMERGENCY RESPONSE BINDER

Each school shall have an Emergency Response Binder that contains the following:

- communication plan;
- system emergency contact information;
- a list of School Emergency Response Team members;
- Emergency Contact List for staff and students;
- transportation plan;
- alternate evacuation site;
- copy of the School Safety Plan (School Emergency Response Plan);
- copy of the school's Fire Safety Plan;
- copy of 6010 Emergency Evacuation and Emergency School Closure Procedures;
- keys (as appropriate), if not on a fob system;
- any other school specific information necessary to maintain communications; and
- laminated school floor plans.

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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:

- liaison and overall school co-ordination;
- reception/egress of students and staff or parents at the site;
- communications;
- issues such as heat, electricity, hygiene, sanitation, etc.;
- transportation liaison and coordination;
- alternate evacuation site plan; and
- 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:

- staff list indicating contact numbers;
- student list including medication needs, phone numbers for parents/guardians;
- senior administration contact list;
- police, fire, ambulance phone numbers;
- phone numbers for transportation - Student Transportation Services of Thunder Bay (STSTB); and
- communications officer, education officer, and property services manager phone numbers.

8.2 Plans need to consider a means of communication for students and 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 communication system may be activated as necessary.

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9.1.1 Schools and departments will establish a method of communicating with staff to notify employees in the event of a school or LDSB-wide shutdown. Each school and department will maintain an up-to-date list of employees' contact telephone numbers in the event that a shutdown decision is made outside of normal business hours. Individuals responsible to implement the communication will need to keep a copy of the communication list available for use after normal business hours.

9.1.2 The method of communicating 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.

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.

9.4 Principal or designate must communicate with the school superintendent as appropriate.

9.5 The superintendent will communicate with the director's office and/or property services department to provide regular situation updates and direction.

9.6 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.

10.3 The transportation plan is to include a designated alternative loading zone in the case that the main pickup area is compromised.

11. ALTERNATE EVACUATION SITE

11.1 The safety of students and staff members will take priority during any emergency situation.

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- 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.
- 11.3 Principals must indicate the location of the alternate evacuation site as part of their school's Safety Plan (Emergency Response Plan).
- 11.4 Prior to evacuation, communication with the alternative evacuation site is necessary in order to confirm that the alternative site is safe to receive students.

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.

13. TRAINING AND PRACTICE

- 13.1 Principals will ensure all staff members are aware of the Threats to School Safety Response procedures, the school's Fire Safety Plan and these administrative procedures 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.

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14. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
See reference section Appendix G	December 1977	Provincial Model for a local Police/School Board Protocol 2015 issued by Ministry of Education 2015
	<u>Date Revised</u> June 24, 2008 June 23, 2015 May 26, 2020 February 28, 2023	Policy/Program Memorandum No. 161 Supporting Children and Students with Prevalent Medical Conditions
		See reference section Appendix G