



TITLE: EMERGENCY PREPAREDNESS

1.0 Roles and Responsibilities

Clearly defined roles, responsibilities and expectations are critical in emergency situations. At a minimum, plans should include expectations of staff, students, parents and emergency responders.

Principal - The principal or designate is responsible for over-all planning, final content of the plan, scheduling of drills, training of students and overall safety of staff and students. The principal is also required to meet police, fire and Emergency Medical Services (EMS) so they are aware of the Emergency Preparedness Plan. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation. The principal or designate shall provide full cooperation with police. The principal must **dialogue** annually with all local emergency responders to establish expectations and understanding of the school's Emergency Preparedness Plan. Details such as response time, crowd control, evacuation sites, parent/guardian communication and staging area, etc. will be discussed at these meetings. The contact information for the Board Communication Officer will also be shared with local services.

Staff - School staff, and in particular administrators, have the overall responsibility for the training, safety and well-being of students. Staff members need to be familiar with the plan and be aware of their specific responsibilities in an emergency situation.

Students - Students have a responsibility to be familiar with the plan and to respond quickly to the direction of staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident is expected to come forward with that information as soon as possible. In the event of an evacuation, students must report to the evacuation site.

Police - Police are responsible to respond to and investigate violent and criminal incidents. During a violent incident, police will assume command and control of the response and investigation, but will work closely with school administration and other emergency services, throughout the process.

Parents/Guardians - Parents and guardians must be aware of the existence of this plan, and their role in the plan, and should reinforce with their children the student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation. **Parents/guardians should not report to the school or evacuation site, but await instructions, as per school plan.**

Lockdown Practices: Such practices will be in addition to any fire drills or other related types of school evacuation procedures. The lockdown practice session will be logged, as a permanent record. **All schools will hold two (2) lockdown practices in each school year.** Schools are encouraged to hold one lockdown practice during transition time or non-instructional time. Students and staff should be given advance notice of these practices, to avoid panic.

Communication: The Emergency Preparedness Plan will be shared with parents on a yearly basis. During a lockdown situation, parents will be kept informed through such outlets and sites as local radio, the Board website (www.dsb1.ca), Twitter (@DSBOnNorthEast), the Board's Official Facebook page (@dsb1.ca) and school messenger, where possible. The official spokesperson for District School Board Ontario North East is the Director of Education or designate, and the Chairperson of the Board of Trustees. School board officials will do all they can during an emergency to notify parents, however, certain emergency situations may preclude this possibility. A parent staging area will be established off school property, where parents can go to learn the most up-to-date information about the situation. This site will be an area away from the immediate emergency or threat. Possible alternate sites are churches, halls and other schools. During a serious emergency, school administration or designate will be in constant communication with emergency personnel at the scene. Only authorized DSB1 personnel may speak to the media. Direct all calls from the media to the Board Communication Officer, at 705-288-6906.

Communication Officer: The Board Communication Officer will provide communication support to schools. The Communication Officer will also provide communications to the community outlining the details of the threat to school safety and other relevant details as they become available.

2.0 Building Requirements

Some emergency situations may prevent the safe evacuation of a school building and may require steps to isolate students and staff from danger by instituting a school lockdown. The school lockdown procedure includes specific plans to keep students, teachers and other school personnel safe in the event of a major incident or threat of violence within or in relation to the school.

Schools must include licensed child care centres, other tenants and community groups using school premises in the development and implementation of their Emergency Preparedness Plan.

Schools that are occupied by more than one Board must jointly develop and implement their plan and procedures. Good communication is paramount.

Building Identification: If there is more than one building or portable, all buildings must be individually labeled on the outside of the building for easy identification. All exterior doors shall be clearly identified such as A, B, C.

Floor Plans: Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint. Floor plans should be posted throughout the school, in every classroom and at every entry point to the school. In multi-level buildings, it is suggested that only the floor plans relevant to a specific level be posted on each level. All exits must be clearly identified.

Lockdown Procedures: Procedures will take into account site specific special needs, such as mechanisms to communicate messages to those who do not adequately hear verbal communications and to those who may not be readily mobile without assistance.

Emergency Preparedness Plan: Plan will be printed and posted in each classroom and common spaces throughout the school. **All occasional staff to the school/site are to be made aware of the contents and location of such plans.** The Emergency Codes and Procedures Plan for each classroom should ideally be written in a checklist format (See Appendix A).

3.0 Responsibilities During a Lockdown

- **Office Responsibilities:**

- (a) For a lockdown, always call the Police at 911 immediately – this will ensure a line of communication is established with police;
- (b) Contact your Supervisory Officer immediately due to potential danger;
- (c) Lock all office doors, if safe to do so;
- (d) Lock all exterior doors, if safe to do so;
- (e) Lifting the Lockdown - In the event of a lockdown, once school officials receive word from emergency personnel that the danger has passed, the lock down would be lifted. Final word on lifting the lockdown will be given by the school administration and by emergency personnel only.

- **Staff Responsibilities:**

Note: schools will modify/adjust based on type of emergency and school specific lockdown procedures.

- (a) Remain calm and reassure students that the emergency is under control;
- (b) If possible, direct students in hallways to seek shelter in the nearest safe area;
- (c) If possible, direct students in outdoor areas to immediately take cover wherever it is safe to do so (nearby house, culvert, evacuation site). If the threat is outdoors on school grounds, all outdoor activities will be cancelled and students must report to the evacuation site, if and when it is safe to do so.
- (d) Keep everyone facing away from the glass and doors where possible. Stay away from open or exposed situations;
- (e) Pull shades or drapes and turn off classroom lights (it is acceptable to leave on partial lighting); Cover the window on the door if there is one (have materials readily available);
- (f) Take attendance in each room and note any additional students who have entered their room;

- (g) Do not release anyone, except by the direction of the principal or designate or the police;
- (h) Do not allow students or staff to use restrooms or lockers;
- (i) Turn off all electronic devices, including radios, televisions and cell phones. However, if you have vital information or need to report a medical emergency, call 9-1-1. During emergency drills, emphasize with students and staff the importance of turning off all devices in an emergency situation;
- (j) Ensure that everyone lies on the floor if gunshots are heard;
- (k) Do not call the office for general information – you will be advised;
- (l) Prepare students for staying in a “lockdown” mode for an extensive period of time;
- (m) Only open the doors when an “all clear” or “release code” is given;
- (n) Ensure that lunchroom supervisors and monitors follow these procedures in the cafeteria or lunch room space if the lockdown occurs during the lunch hour;
- (o) If possible, report to previously designated areas (e.g. Main Office, Library) if they are support staff (including Head Caretaker or designate).

- **Student Responsibilities**

- (a) Follow the directions of school staff and emergency personnel;
- (b) Remain calm and quiet;
- (c) Students in the halls should seek cover wherever it is safe to do so or immediately leave the building and proceed to the evacuation location. **Students will not be admitted into a room once the door is locked.** If outside the school, **do not enter.** Proceed to evacuation location.
- (d) Turn off all electronic devices including cell phones;
- (e) Relay any pertinent information to school staff.

- **Board Responsibilities**

District School Board Ontario North East will:

- (a) Authorized Board staff will communicate with the media, in consultation with appropriate emergency response team members;
- (b) Arrange transportation;
- (c) Notify adjoining schools;
- (d) Notify maintenance;
- (e) Call the evacuation site to advise of pending evacuation;
- (f) Post updates online, as appropriate and available.

4.0 Emergency Alerts

Notification must take into consideration those within a site that may require alternate forms of communication. Building occupants are to be notified as follows:

- **Attention! THIS IS AN EMERGENCY. THE SCHOOL IS NOW IN LOCKDOWN MODE - Repeat 3 times**
- **Attention! THE SCHOOL IS NOW IN SHELTER in PLACE MODE - Repeat 3 times**
- **Attention! THE SCHOOL IS NOW IN HOLD & SECURE MODE - Repeat 3 times**

5.0 Responsibilities During a Hold and Secure or During Shelter in Place

During a Hold and Secure or Shelter in Place, everyone is to remain calm and follow the directions of the Principal or designate.

EMERGENCY CODES & PROCEDURES

SHELTER in PLACE

- 1) Environmental or weather related situation
- 2) No one leaves the school
- 3) School functions as normal

SHELTER in PLACE ends in “All Clear”, “Lockdown”, or “Evacuation”

HOLD & SECURE

- 1) No immediate danger to students
- 2) Lock external doors.
- 3) Everyone remains in school
- 4) School functions as normal

HOLD & SECURE Ends in “All Clear”, “Lockdown, or “Evacuation”

LOCKDOWN

- 1) Danger
- 2) **Lock doors**, turn off lights, lock windows, close blinds, stay low
- 3) **Everyone** remains in room
- 4) **No One** is to be admitted
- 5) Ignore all bells (Including Fire Alarm) if it is safe to do so.
- 6) Cell phones must not to be used other than by staff members to report any **vital** information regarding incidents to **911**.
- 7) Review evacuation procedures and secure all attendance sheets
- 8) Students and staff in the halls should seek cover wherever it is safe to do so or immediately leave the building and proceed to the Evacuation Location. **You will not be admitted into a room once the door is locked.**
- 9) If outside the school, **do not enter**. Proceed to evacuation location.

LOCKDOWN Ends in “All Clear” or “Evacuation”

EVACUATION

- 1) Evacuate the building via designated fire exits or as directed by authorities
- 2) All students and staff **MUST** proceed to evacuation location
- 3) All students and staff **MUST** remain at evacuation location until further notice

FIRE ALARM

- 1) Evacuate the building via designated fire exits

ALL CLEAR

- 1) Return to classroom and resume regular activities

Administrative Responsibilities For Hold & Secure / Shelter in Place Procedures

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Hold & Secure / Shelter in Place Situations: Injury/medical reasons, tragedy, maintenance issue, weather, bomb threat, bank robbery in community, etc.

Procedures	Completed	Time	Initial
1. Make "SHELTER IN PLACE" or "HOLD & SECURE" announcement - Repeat 3 times			
2. Turn off bells or advise staff/students to ignore bells.			
3. If the principal or vice-principal is not in the school, they should be called immediately.			
4. Have the secretary or designate contact shops, gymnasiums, weight room, and music room to confirm announcement was heard.			
5. Notify the Superintendent.			
6. Notify the Communication Officer.			
7. Follow necessary procedures as dictated by the nature of the situation.			
8. Announce "All Clear" or Evacuation. If Evacuation, see Appendix C			

Important Phone #'s	
Principal: _____	Superintendent: _____
Vice-Principal: _____	Principal(s) of Adjoining School(s): _____
Board office: _____	Custodian: _____
	Communication Officer: _____

APPENDIX C

Administrative Responsibilities Leading to an Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Evacuation: Bomb threat, at the completion of a Lockdown

Procedures	Completed	Time	Initial
1. Receiver of call should note time and line number (Refer to Bomb Threat Reference Card – Appendix F)			
2. Call 911- Ask Police to initiate trace on line			
3. Announce “Hold & Secure” or “Lockdown” – Repeat Announcement 3 times			
4. Turn Off Bells if possible			
5. If principal or vice-principals are not in the school, they should be called immediately.			
6. Have secretary/designate contact areas where announcement might not have been heard (Music Room, Gyms), to confirm announcement was heard.			
7. If it is a lunch period – if possible, send staff member to cafeteria/lunch rooms. All students will be required to remain there, remain quiet and to await further instruction. Students in hallways will be directed to the closest classroom or safe area			
8. Refer to <u>attached</u> procedures for students with special needs (Appendix G). Notify teachers working with students with special needs of Hold & Secure or Lockdown that may lead to Evacuation asap			
9. If possible, a principal or designate should meet with available staff to assign duties. Available staff will report to staffroom			
10. Notify Custodians – (Custodians Procedures attached- Appendix J)			
11. Contact Supervisory Officer			
12. Notify Communication Officer.			
13. Announce “Evacuation” (Note: In the event of Bomb Threat, the decision will be to Evacuate)			
14. Call any other necessary sites where our students may be located: i.e. field trips, etc. so they do not return to the school			
15. Search Office Area for anything unusual or suspicious. If something looks suspicious, do not touch, report to appropriate official.			
16. Create documentation of situation at earliest possible convenience			

Principal: _____	Superintendent: _____
Vice-Principal: _____	Principal(s) of Adjoining School(s): _____
Board office: _____	Custodian: _____
	Communication Officer: _____

APPENDIX D

Administrative Responsibilities for Lockdown Procedures

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Lockdown Situations: Armed intruder inside or outside the building

Procedures	Completed	Time	Initial
1. Announce "Lockdown" – Repeat announcement 3 times			
2. Call 911 – Report location, nature, mobility of threat, # of students, description of students, victims needing medical attention, is use of violence random, or targeted?			
3. Turn off or ignore bells.			
4. Have secretary/designate contact shops, and other areas of concern, to confirm announcement was heard.			
5. Refer to procedures for special needs students (Appendix G)			
6. Contact Supervisory Officer (see Board Checklist).			
7. Contact Communication Officer.			
8. Contact custodian if possible			
9. Call any other necessary sites where our students may be located: i.e. field trips, so they do not return to the school			
10. Move to secure location with emergency bag if possible.			
11. If principal or vice-principal are not in the school, they should be called immediately.			
12. Create documentation of situation when possible.			
13. When given the all clear by police, announce "All Clear" or "Evacuation" as advised.			

Important Phone #'s

Principal: _____ Superintendent: _____
 Vice-Principal: _____ Principal(s) of Adjoining School(s): _____
 Board office: _____ Custodian: _____
 Communication Officer: _____

APPENDIX E

Board Responsibilities for Lockdown, Shelter in Place, Hold and Secure

Procedures	Completed	Time	Initial
1. Notify the Director of Education or designate and the Superintendent if danger to students.			
2. Notify Communication Officer.			
3. Notify adjoining school(s) if danger to students.			
4. Notify the local hospital if there are potential injuries that may require medical attention: Phone # _____			
5. Notify maintenance if danger to students.			
6. Call the evacuation site (_____) to advise that students/staff will be evacuating there. Evacuation site personnel should prepare site for students.			
7. Superintendent/designate to make call re: bussing and contact transportation to arrange for bussing at evacuation site.			
8. Handle the media by providing the following information: <ul style="list-style-type: none"> • Evacuation location • Activating the pre-determined message regarding lockdown status • Availability of buses and bus departure time • If Parents and guardians may pick up their children • Nobody is to go to the school until further notice • Nobody is to call the school or 911 looking for information. We need to keep the lines open for emergency services • No details about the incident to be released – only that the school has been evacuated or is in lockdown • The Chair, Vice-Chair and the Director are the official spokespersons for the Board. 			

Important Phone #'s	
Principal: _____	Superintendent: _____
Vice-Principal: _____	Principal(s) of Adjoining School(s): _____
Board office: _____	Custodian: _____
	Communication Officer: _____

Bomb Threat Reference Card

WHEN A BOMB THREAT IS RECEIVED	
Listen Remain Calm and Courteous Do not interrupt the caller Obtain as much information as possible	
Record Exact Wording of the threat: _____ _____ _____ _____ _____ _____ _____	Time of Call: Received: _____ a.m. p.m. Ended: _____ a.m. p.m. # shown on call display? _____ <i>Let the caller end the call. NEVER hang up first.</i>
Any Identifying Characteristics: Male: ____ Female: ____ Estimated Age: ____ Voice: eg...soft, loud, accent, raspy?? _____ rapid/slow/excited speech?? _____ Diction: Lisp? Nasal? _____ Familiar Voice? _____ Who? _____ Emotional State of Caller: Eg... seems to be intoxicated; excited, angry, calm?? _____ Does the caller seem familiar with the area? _____ Are there background noises: eg...traffic, music, laughter? _____	
Questions to Ask: What time will the bomb explode? What kind of bomb is it? What does it look like? Where is the bomb? Where are you calling from? What is your name?	

Emergency Plan for Students With Special Needs

Self-Contained Program

EVACUATION:

- Teachers will ensure students are accounted for.
- Students and staff will walk or be transported to alternate location.
- If possible, students will practice walking to the alternate location (drill) in order to reduce anxiety
- These procedures will be reviewed with students and made available for supply teachers or supply EA's.
- Individual school plans must document exact details for evacuation of all students with high needs.

See chart for examples of procedures

Student	Exceptionality	Procedure	Staff Member Responsible
Student X	Autism	<ul style="list-style-type: none"> • X will walk to the alternate location with his/her EA. They will meet up with self-contained class (see above) • If s/he is in the Cafeteria, or in the halls, teacher on duty will escort him/her to a safe room in the school or the alternate location. 	
Student Y	Behaviour	<ul style="list-style-type: none"> • Y will walk to the alternate location with his/her EA. They will meet up with self-contained (see above) • If s/he is in the Cafeteria, or in the halls, teacher on duty will escort him/her to a safe room in the school or the alternate location. 	
Student Z	Behaviour	<ul style="list-style-type: none"> • Z will be assisted to safety by his/her E.A. If necessary, UMAB techniques and procedures will be utilized to escort Z from the building. 	

APPENDIX H

Staff Duties: Shelter in Place / Hold and Secure / Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Priority	Duty	Staff Assigned	Initial
1	Assist in Cafeteria		
2	Notify Gyms, Weight Room, Music rooms		
3	Notify Tech Rooms		
4	Clear halls and washrooms		
5	Check Outside for classes		
6	Other:		

APPENDIX I

Staff Duties: Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

To be assigned at Evacuation Site

Priority	Duty	Staff Assigned	Initial
1	Process established to take attendance at evacuation site.		
2	Direct students into building / parking lot		
3	Organize Buses on site		
4	Maintain a pick-up area for parents if necessary		
5	Direct Traffic		

Custodian's Responsibilities During an Emergency

Shelter in Place / Hold and Secure / Evacuation

- Report to the office for an update and to determine responsibilities.

Lockdown

- If custodian is in a room, lock doors, remain inside. Close any windows/blinds. Do not admit anyone. Ignore all alarms or bells.
- If custodian is in hall, leave building immediately and report to evacuation location and await updates by cell phone.

Evacuation

Procedures	Completed	Time	Initial
Contact office for further direction.			
Report to Evacuation area			
Administration will contact custodian by cell phone to update him/her re: evacuation			

APPENDIX K

Flowchart for Emergency Codes and Procedures

