



# **SYSTEM EMERGENCY RESPONSE PLAN**









*St. Jerome's High School  
Sunday, November 30, 2003*

**November, 2010**  
(Replaces September, 2009 and all previous versions)

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## 1.0 Definitions and Responsibilities

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**Emergency Operations Centre**  
 The Board's Emergency Operations Centre will be located at the Waterloo Region Catholic Education Centre – 35 Weber St., W., Kitchener. The St. Aloysius Room (2<sup>nd</sup> Floor) will be reserved during a Level 3 emergency response situation. Should the Education Centre be directly affected by the emergency or otherwise inaccessible, the Emergency Operations Center will be established in the Board facility located at 480 Dutton Drive, Waterloo. **Information Technology Services will relocate to the computer room facility at 91 Moore Ave., Kitchener.**
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**System Emergency Response Team**  
 The Waterloo Catholic District School Board System Emergency Response Team directly manages system emergencies (see APPENDIX A). The Director of Education (or designate) is responsible for implementing the System Emergency Response Plan in an emergency situation and directing the System Emergency Response Team.
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**Communications Centre**  
 In a Level 3 emergency, the Board's Communications Centre will be established in the lounge adjacent to the St. Aloysius Room.
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**Media Information Centre**  
 If required, a Media Information Centre will be established at the Waterloo Region Catholic Education Centre (35 Weber St., W., Kitchener) in the St. Mary's Parish Hall.
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**Evacuation Centre**  
 An evacuation centre is a facility used to register and provide care/shelter to persons displaced by an emergency. Board facilities may be used as evacuation centres under municipal emergency plans during a lower-tier municipal or upper-tier Regional emergency and /or emergencies affecting WCDSB's coterminous school boards.
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**Traumatic Events Response Team**  
 The Waterloo Catholic District School Board's Traumatic Events Response Team is a group of specially-trained staff called to address the psychological needs of students following extraordinarily traumatic incidents such as the loss of life due to violence, accident or natural disaster.

## 2.0 Introduction – What Is A Crisis??

- ✦ Crises are defined as "*situations -- or the threat of impending situations -- abnormally affecting lives and property which, by their nature or magnitude, require a coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate officials*". These are distinct from routine operations carried out by agencies as normal day-to-day procedures (e.g. fire-fighting, police activities, normal hospital routines, ambulance routines, routine fire drills).
- ✦ Crises are inevitable. The question is not whether an organization will experience a crisis or emergency -- the questions are when, how serious, and what will be the short and long-term impacts.
- ✦ In any crisis situation the news media and affected interest groups tend to quickly develop symbiotic relationships with the perceived victims or those whose interests appear to have been affected. Therefore, the media and interest groups may immediately demand to know:
  - ❖ *who is to blame and what consequences will they face?*
  - ❖ *what does the organization know, when did it find out, what were the initial reactions and what is being done now?*
  - ❖ *what compensation, trauma team response or other recovery activities are or will be undertaken?*
- ✦ A crisis is not the time to defend or debate the effectiveness or rationale behind policies or established administrative procedures. What matters is bringing the situation under control as quickly and safely as possible.
- ✦ All crises are deepened if there appears to be any level of confusion or lack of control among those responding. It is perfectly acceptable for an organization to acknowledge when it does not have all the answers. It is more important to give factually correct answers than to speculate or provide incomplete information.
- ✦ During the initial stages of a crisis there are often compelling arguments or legal reasons for remaining silent on certain issues (e.g. *Youth Criminal Justice Act*, ongoing police investigations). But every effort must be made to share as much factual information as can reasonably be shared as quickly as possible.
- ✦ While most kinds of peace-time emergencies could conceivably occur within the jurisdiction of the Waterloo Catholic District School Board, those most likely to occur are: fires, floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, radiation fall-out, explosions, breakdown in flow of essential services/supplies, outbreaks of violence, or any combination thereof.

### 3.0 Principles of Response

The Waterloo Catholic District School Board's emergency response philosophy stands on the twin pillars of **No Surprises** and **Safety First**.

#### 3.01 -- No Surprises

If an organization identifies and moves to address an emergency early, it will have a wider range of response alternatives from which to choose. Constraints on future actions will be minimized. The goal is always an honest, timely, credible, caring and socially responsible response. Responsiveness and an early awareness of the organization's vulnerabilities is the key to ensuring a positive outcome. You need to ask: What is the potential for this situation to become worse, and how can we prevent it from happening?

#### 3.02 -- Safety First






If an organization immediately takes steps to ensure the safety and security of everyone and everything involved – and is moving with resolve to ensure it never happens again – the chances of a successful outcome multiply. The longer the delay in action – or the longer an adequate response is deferred – the harder a situation will become to rectify. **If the Waterloo Catholic District School Board is to err in responding to a situation, it will always err on the side of the safety and security of students and staff.**

IT'S NOT A QUESTION OF IF...BUT WHEN!



#### 4.0 Purpose of the System Emergency Response Plan

The purpose of the Waterloo Catholic District School Board System Emergency Response Plan is to facilitate the orderly, timely, efficient deployment and co-ordination of the Board's emergency services and personnel to provide the earliest possible response to an emergency in order to:

-  ensure the safety and security of students, staff and property;
-  assist the area municipalities, coterminous school boards and/or the Regional Municipality, as requested;
-  quickly restore the facilities and services of the Board;
-  inform the community about the status of students, personnel, facilities and services of the Board; and
-  ensure that group crisis intervention services for witnesses and others affected by an incident are provided by the Traumatic Events Response Team in order to manage the emotional and physical reactions to the crisis situation and ensure the availability of spiritual counseling as required.

**The key is mitigation and prevention. It is easier to prevent or guard against negative situations than it is to recover from them.**

## 5.0 Mitigation, Preparedness, Response & Recovery

Emergency management consists of four key components: **mitigation & prevention; preparedness; response; and recovery.** Emergency management is a continuous process whereby the recovery phase of an emergency situation should lead directly into the mitigation phase to begin minimizing the risk of a recurrence or development of a similar emergency situation in the future. An emergency response plan is an evolving document, in need of continuous evaluation and revision.



### 5.01 – Mitigation & Prevention

The goal of mitigation and prevention is to decrease the need for an emergency response as opposed to increasing response capability. Mitigation and prevention is typically a site-level responsibility, owing to the varying characteristics of each site (mainly schools). Schools can assist by:

- + conducting an assessment of each school building and identifying factors that put the building, students and staff at greater risk, such as proximity to rail tracks that regularly transport hazardous materials or facilities that produce or handle toxic materials, and develop a plan for reducing the risk. This can include plans to evacuate students away from these areas in times of crisis;
- + working with businesses and factories, other public institutions and other schools in close proximity to the school to ensure that the school's emergency plan is coordinated with their emergency plans;

- ✚ ensuring a process is in place for controlling access and egress to/from the school;
- ✚ reviewing traffic patterns, and where possible, keeping cars, buses, and trucks away from school buildings;
- ✚ reviewing landscaping features and naturalized areas to ensure buildings are not obscured by overgrowth of bushes or shrubs where contraband can be placed or persons can hide.

## 5.02 – Preparedness

The goal of emergency preparedness is to ensure a rapid, coordinated and effective response is possible when an emergency occurs. Preparation involves an investment of time and commitment of resources, but is irreplaceable when an emergency arises. Again, the majority of the preparation is typically a site-level responsibility, owing to the varying characteristics of each Board facility (mainly schools). Schools can assist by:

- ✚ having a school site emergency plan that puts student and staff safety first;
- ✚ ensuring the site plans for each board facility are readily available;
- ✚ practicing responding to an emergency on a regular basis;
- ✚ ensuring a process is established for communicating during an emergency;
- ✚ regularly inspecting equipment and facilities to ensure they operate during an emergency;
- ✚ ensuring the Principal, Vice-principal and School Secretary are familiar with the System Emergency Response Plan and appropriate incident reporting protocols -- and understand the role of the System Emergency Response Team.





## 5.03 – Response

An emergency is a time to follow an established response plan – not the time to create one. An effective response means:

- ✚ always expecting a level of confusion or disbelief that an emergency is actually happening;
- ✚ assessing the situation quickly and choosing the appropriate response according to the site's Emergency Response Plan;
- ✚ responding within seconds – not minutes;
- ✚ immediately notifying the appropriate first responders via 911 (police, fire, EMS);
- ✚ reporting the incident to the appropriate member(s) of the Board's Senior Administration Team.

#### 5.04 – Recovery

The goal of an effective recovery is to return to the business of teaching and learning and to restore the physical infrastructure of the affected facilities as quickly as possible. This will include:

-  accessing the services of the Board's Traumatic Events Response Team and Spiritual Animator;
-  keeping the stakeholder community fully informed of the current situation and planned next steps;
-  conducting a full de-briefing regarding the events of the emergency and the response;
-  evaluating the effectiveness of the site level Emergency Plan and the System Emergency Response Plan and making necessary adjustments.

## 6.0 Expectations for Board Sites

✚ As outlined in ***Administrative Procedures Memorandum APH 013 -- “Emergency Planning and Procedures”*** -- each school and Board facility shall prepare a functional Emergency Response Plan outlining how that facility will react during an emergency. The plan should be easily accessible at all times. In schools, the plan should be contained in the school’s Emergency Binder.

✚ **APH 013** (available on the web at [www.wcdsb.ca/ap\\_memos/PDF/APH013.pdf](http://www.wcdsb.ca/ap_memos/PDF/APH013.pdf)) is excerpted below:

### ✚ **System Level Emergency Planning and Response**

- The Waterloo Catholic District School Board maintains a System Emergency Response Plan and updates it at least annually (more often if circumstances warrant).
- The System Emergency Response Plan serves as the response blueprint for the members of the System Emergency Response Team. The team consists of all members of WCDSB senior management, plus the Student Transportation Services of Waterloo Region (STSWR) Operations Manager, WCDSB Safety Officer, WCDSB Traumatic Events Response Team Lead and WCDSB Spiritual Animator.
- The Director of Education (or designate) has overall responsibility for emergency preparedness. The Director has delegated this responsibility to the WCDSB Sr. Manager of Public Affairs / Executive Officer.
- The Director of Education decides what level of emergency response is necessary once an emergency exists. The Sr. Manager of Public Affairs / Executive Officer is responsible for coordinating the Board’s system-level response in all emergency situations.
- The System Emergency Response Plan and all site-based plans are consistent with the requirements of all local municipal emergency plans -- including the emergency plan of the Regional Municipality of Waterloo -- as well as all Board policies and by-laws, the *Education Act*, the *Fire Protection and Prevention Act*, the *Health Protection and Promotion Act* and all applicable Ontario Regulations.
- All first responders (police, fire, EMS), local municipalities and board sites receive a copy of the plan following each update.

### ✚ **Site Level Emergency Planning and Response**

- Every school will maintain and update an Emergency Binder on an ongoing basis. The binder may be adapted as necessary to meet individual school needs and Administrators will receive an overview of the contents each August. Each school’s binder must contain: the most recent *System Emergency Response Plan*; the school’s *Lockdown / Hold & Secure / Shelter in Place / Evacuation Plan*, *Tornado Plan* and *Fire Evacuation Plan*.
- Each site level emergency response plan and emergency binder must address the basic requirements of the System Emergency Response Plan, all applicable legislation and the associated Regulations, as well as all Board policies.
- Sections 6 and 7 of the System Emergency Response Plan detail the procedures to be followed by Board sites in emergency situations. In all emergencies it is the responsibility of the school Principal or their designate to as soon as reasonably possible inform the School Superintendent

(or next available Superintendent if the School Superintendent cannot be reached) and the Senior Manager of Public Affairs / Executive Officer of the situation. Situations that involve significant activity by first responders (police, fire, EMS) in the vicinity of a school and that may cause alarm in the school community should be treated as a Level 1 Emergency and the Principal should follow the procedures outlined in Section 7 of the System Emergency Response Plan.

- School Superintendents will review and document their approval of each school's emergency procedures at the first school visit each year.

## 7.0 Emergency Levels

### 7.01 -- Level 1 Emergency:

A Level 1 emergency occurs when it is apparent the issue or event has the potential to seriously affect the organization in a negative way. Information will immediately be shared through normal reporting channels (i.e. reporting the incident immediately to the School Superintendent and the Senior Manager of Public Affairs / Executive Officer). Reports on actions and outcomes will be forwarded as the situation warrants. Proactive communications tools (news releases, parent letters, etc.) may be prepared – recognizing the situation may escalate to Level 2 status with little or no warning. The System Emergency Response Team is not mobilized in a Level 1 emergency.

**(Hypothetical Example: Arrest warrant issued for a student as the result of activities during a school-related event).**

### 7.02 -- Level 2 Emergency:


A Level 2 emergency occurs when it is clear the issue or event is currently seriously affecting the organization in a negative way. Information will immediately be shared through normal reporting channels (i.e. reporting the incident immediately to the School Superintendent and the Senior Manager of Public Affairs / Executive Officer). The Director may assemble the System Emergency Response Team (or selected members as deemed necessary) to manage information or bring the situation under control -- but involvement of the complete System Emergency Response Team is not mandatory. A single spokesperson will be designated (normally the responsible SO, the Director or the Sr. Manager of Public Affairs). All appropriate external authorities will be notified and the Director's designate (normally the Senior Manager of Public Affairs or the responsible SO) will attend the scene if necessary. Proactive communications tools (e.g. news releases, parent letters, etc.) may be prepared. The Traumatic Events Response Team will be deployed, if necessary.

**(Hypothetical Example: Concurrent evacuations of two secondary schools due to coordinated bomb threats).**

### 7.03 -- Level 3 Emergency:

A Level 3 emergency occurs only when there is a clear and present emergency within the organization. The declaration of a Level 3 emergency is made by the Director in consultation with the System Emergency Response Team any time (24 hours per day, seven days per week, and 365 days per year). Such a situation will immediately become top priority for the Board and will supersede all other activities in importance. Response measures will be carried out as under a Level 2 emergency, except:

-  the entire System Emergency Response Team will assemble at the earliest opportunity;

-  an Emergency Operations Centre will be established at the Catholic Education Centre, 35 Weber St., W., Kitchener, or 480 Dutton Dr., Waterloo, as appropriate.

**(Hypothetical Examples: A major natural disaster; a widespread environmental disaster; an outbreak of a deadly infectious disease).**

**Note: As most situations normally encountered by the Board would fall under Level 1 or Level 2 (and would be handled according to existing Board-wide and school-level policies, protocols and site level emergency plans/lockdown procedures), this System Emergency Response Plan deals primarily with Level 3 emergencies. Should the Catholic Education Centre at 35 Weber St., W., (Kitchener) become unavailable in a Level 3 Emergency, the Board facility at 480 Dutton Drive (Waterloo) will serve as the Emergency Operations Centre.**

#### 7.04 -- Assessing the Emergency Level:

In deciding what level of situation is emerging – and in determining the initial appropriate course of action at the Board level -- it is important for the System Emergency Response Team (in consultation with staff on the scene) to determine the following:

- ✚ What is the nature of the incident – what has happened or is happening now?
- ✚ What is the physical location and is it accessible?
- ✚ Have there been injuries or is there imminent or perceived threat to health and safety of anyone?
- ✚ What action (in detail) has been taken so far to deal with the situation? What actions are immediately planned?
- ✚ Are Regional first responders (police, fire, EMS) involved or aware?
- ✚ Are any other authorities (e.g. health unit, municipal authorities, federal/provincial government ministries or agencies, GRCA, etc.) involved or aware?
- ✚ Who has been notified or is aware of the situation at this point?
- ✚ Are any child custody issues involved and/or is Family & Children's Services involved in any way?
- ✚ Is there any indication that the media is aware? Is the media now on the scene? Has there been a media request for an official response?
- ✚ Are the requirements of all pertinent legislation being met (e.g. *Youth Criminal Justice Act*, *FOI*, *Education Act*, etc.)?

## 8.0 Emergency Operations Centre

### 8.01 -- Establishing the Centre

In the event of a Level 3 emergency, the Waterloo Catholic District School Board Emergency Operations Centre will be established in the St. Aloysius Room at the Waterloo Region Catholic Education Centre. The Director of Education is responsible for the co-ordination of all operations within the Board's Emergency Operations Centre. The Board's Communications Centre will be established in the lounge adjacent to the St. Aloysius Room.

### 8.02 -- Location





The Emergency Operations Centre will be located in the Waterloo Region Catholic Education Centre – 35 Weber St., W., Kitchener. Should this facility become unavailable in a Level 3 emergency, the Board facility at 480 Dutton Drive, Waterloo, will serve as the Emergency Operations Centre. **Information Technology Services will relocate to the computer room facility at 91 Moore Ave., Kitchener**

### 8.03 – System Emergency Response Team Meeting Room

The System Emergency Response Team will meet in the St. Aloysius Room when feasible. The Boardroom will be the alternate location as circumstances warrant.

### 8.04 -- Communications Centre

In a Level 3 emergency the Communications Centre will be established in the lounge adjacent to the St. Aloysius Room. The Executive Administrative Assistants to the Director and Superintendents will staff the Centre on a rotating basis under the direction of the Sr. Manager of Public Affairs / Executive Officer. The Communications Centre will be equipped with:


-  maps of suitable scale depicting up-to-date information related to the situation;
-  visual board depicting up-to-date status information on the emergency;
-  chronological log of all significant communications and events related to the emergency;
-  sufficient telephone and computer resources (including cell phones, FAX and Internet access).

## 9.0 Declaration of a Level 3 Emergency

### 9.01 -- Existing Policies/Protocols to be Followed


When a Level 3 emergency exists (but has not yet been declared to exist), Board employees are expected to take any action(s) necessary to protect the Board's staff, students and facilities. This includes lockdown / hold & secure / shelter in place / evacuation procedures in schools. Schools are expected to maintain and follow the guidelines in the school site Emergency Binder, all relevant Administrative Procedures Memoranda (available on the Board's web site at: [www.wcdsb.ca/ap\\_memos.html](http://www.wcdsb.ca/ap_memos.html)) and the site level emergency response plan. **The safety of all individuals is the top priority at all times. Therefore, all staff are authorized to immediately take all reasonable actions to preserve the lives and safety of any students, staff or visitors in danger. This includes calling 911 from a classroom, gym, cafeteria or other location outside of the main office, if necessary.**


### 9.02 -- Declaration of a Level 3 Emergency

 The Director of Education is responsible for declaring that a Level 3 emergency exists within the Board's jurisdiction. This decision is made in consultation with other members of the Board's System Emergency Response Team and any other relevant authorities/jurisdictions.

 Upon such declaration, the Director, or designate, notifies:

- i) the Board of Trustees;
- ii) all appropriate municipal officials (e.g. the Chairperson of the Regional Municipality of Waterloo and the Mayor(s) of the affected municipality(s));
- iii) Ministry of Education;
- iv) local MPP's.


 The Director of Education, or designate, may request assistance from the local Municipality(s) or the Regional Municipality of Waterloo by contacting the mayors/chairperson without activating the Municipal/Regional Emergency Alerting System as described in local municipal emergency response plans.

 If the Board's Level 3 emergency is part of a broader municipal or Regional emergency and the Regional or lower-tier Municipal Emergency Plan has been implemented, the Board's System Emergency Response Team will act as a resource to the Municipal or Regional Emergency Control Group as required.

## 10.0 System Emergency Response Team

### 10.01 – Composition of the System Emergency Response Team

















The System Emergency Response Team is comprised of persons holding the following positions:

-  Director of Education
-  Sr. Manager: Public Affairs/ Executive Officer
-  All Members of Planning & Priorities Committee
-  Student Transportation Services of Waterloo Region (STSWR) Operations Manager
-  Safety Officer
-  Team Lead: Traumatic Events Response Team
-  Spiritual Animator

The System Emergency Response Team may function with only a limited number of persons depending upon the situation at hand (i.e. Level 2 emergency). See APPENDIX A for team member contact information.

### 10.02 -- Team Responsibilities

The responsibilities of the System Emergency Response Team generally include:






-  mobilizing the Board's emergency services and equipment;
-  assisting site staff and first responders (police/fire/EMS) with the evacuation of students and staff considered to be in danger;
-  requesting the discontinuance of utilities or services provided by public or private concerns, i.e. hydro, water, gas;
-  mobilizing the Board's Traumatic Events Response Team;
-  requesting the assistance of the Spiritual Animator;
-  determining if the location and composition of the System Emergency Response Team is appropriate under the circumstances and adding additional staff resources as necessary;
-  advising the Director of Education as to whether the declaration of a Level 3 emergency is recommended;
-  designating any area of the Board as an "emergency area";
-  arranging for services and equipment from local agencies not under the Board's control, i.e. private contractors, volunteer agencies, service clubs, churches;
-  notifying or requesting assistance from and/or liaising with various levels of government and any public or private agencies as considered necessary;
-  determining if additional transportation is required for evacuation or transportation of persons and/or supplies;
-  ensuring that pertinent information regarding the emergency is available for dissemination to the media and public;
-  authorizing expenditure of monies required to deal with the situation;
-  maintaining a log providing a timeline of decisions made and actions taken;
-  participating in the operational debriefing following the emergency;
-  providing required support for all on-site emergency workers/responders during and after the incident, including providing group crisis interventions for all involved.

### **10.03 -- Individual Responsibilities:**

The general responsibilities of WCDSB Senior Administration are described in *APS 036 – “Roles & Responsibilities”* ([www.wcdsb.edu.on.ca/ap\\_memos/PDF/APS036.pdf](http://www.wcdsb.edu.on.ca/ap_memos/PDF/APS036.pdf)).










#### **10.03.1 -- Director of Education**

The Director of Education is responsible for:

-  alerting the Waterloo Catholic District School Board System Emergency Response Team of a potential Level 3 emergency and passing on information as required;
-  requesting that the Board's System Emergency Response Plan be implemented;
-  informing the Board of Trustees and other officials (see 9.02) if a Level 3 emergency exists;
-  determining the provision of any school (as appropriate and available) for use as an evacuation center under relevant municipal emergency plans;
-  contacting legal counsel if necessary.





#### **10.03.2 -- Sr. Manager of Public Affairs/ Executive Officer**

The Sr. Manager of Public Affairs/ Executive Officer -- as the Director's designate -- will co-ordinate activities and communications within the Emergency Operations Centre. Responsibilities include, but are not limited to:

-  providing the Director of Education with reports on the emergency situation and any other pertinent information at regular intervals or as requested;
-  ongoing contact and coordination with local municipal officials, local emergency services personnel, public health authorities and the coterminous public and French school boards / independent schools;
-  ongoing contact with media;
-  coordinating and prioritizing the flow of messages between the Communication Centre and the System Emergency Response Team and other appropriate groups or locations;
-  represent WCDSB on the Region of Waterloo Social Services Emergency Planning Committee (SSEPAC) and the Regional Community Emergency Management Task Group;
-  maintenance of a chronological log of significant communications and events;
-  maintenance of a situation or status board;
-  maintenance of a map(s) containing vital information relative to the emergency; and
-  maintenance of hard copy versions of local municipal emergency plans and WCDSB secondary school lock-down procedure plans.

#### **10.03.3 -- Superintendent of Business Services & Facilities / Sr. Manager of Finance / Sr. Manager of Facility Services**

The Superintendent of Business Services & Facilities (and/or Senior Manager of Finance and/or Senior Manager of Facility Services as appropriate) is responsible for:

-  the provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Board;
-  liaising, if necessary, with the treasurer(s) of the affected municipality(s);
-  providing direction to the Manager of Purchasing;
-  ensuring that records of expenses are maintained for future claim purposes;

- ✚ setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- ✚ working with insurance providers;
- ✚ liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- ✚ providing the Board's vehicles and equipment as required by any other emergency services;
- ✚ rapid restoration (if possible) of damaged facilities and mechanical equipment;
- ✚ ensuring security of the emergency site.

#### **10.03.4 -- Superintendent(s) of Schools**

The Superintendent(s) of Schools of the affected school(s) is/are responsible for:

- ✚ providing the System Emergency Response Team with information on the status of the school, staff and students;
- ✚ liaising with the principal(s) within the affected school(s);
- ✚ serving as spokesperson on the emergency situation if required.

#### **10.03.5 -- Superintendent of Human Resources /Sr. Manager of Human Resources**

The Superintendent of HR (and/or Senior Manager of Human Resources) is responsible for:

- ✚ providing staff contact lists as required;
- ✚ in conjunction with the Executive Officer, coordinating offers of, and appeals for, volunteers;
- ✚ selecting the most appropriate site(s) for the registration of human resources;
- ✚ ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- ✚ liaising with bargaining units, Ministry of Labour, etc.

#### **10.03.6 -- Sr. Manager of Capital Planning**

The Sr. Manager of Capital Planning is responsible for:

- ✚ providing site maps, floor plans and other Board facility documentation, as required;

#### **10.03.7 -- Student Transportation Services of Waterloo Region (STSWR) Operations Manager**

The STSWR Operations Manager is responsible for:

- ✚ coordinating the acquisition, distribution and scheduling of various modes of transportation as required;
- ✚ liaising with Municipal/Regional Transportation Coordinators, if required;
- ✚ ensuring that a record is maintained of drivers and operators involved.

#### **10.03.8 -- Chief Information Officer**

The Chief Information Officer is responsible for:

- ✚ providing personal student information as necessary via Trillium;
- ✚ ensuring the security and functionality of the Board's information technology resources;
- ✚ providing additional IT resources (computers, etc.) as required;

- ✚ developing a data recovery plan in the event the Board's data systems are damaged or destroyed;
- ✚ coordinating web services (including backup personnel) in consultation with the Web Developer and Sr. Manager of Public Affairs / Executive Officer.

### **10.03.9 -- Safety Officer**

The Safety Officer is responsible for:

- ✚ advising the System Emergency Response Team of emerging health and safety issues resulting from the emergency situation and recommending appropriate responses.
- ✚ immediately following a situation, ensuring the safety of board facilities (e.g. air quality testing, safe use of toxic materials, etc.);
- ✚ ensuring first aid and fire safety resources are readily accessible and in working order at all Board facilities;

### **10.03.10 -- Team Lead: Traumatic Events Response Team**

- ✚ mobilize and lead the Traumatic Events Response Team at the request of the System Emergency Response Team;
- ✚ advise the System Emergency Response Team on issues regarding the psychological health and well being of incident victims, witnesses, staff responders, etc.

### **10.03.11 -- Spiritual Animator**

- ✚ advise the System Emergency Response Team on issues regarding the spiritual health and well being of incident victims, witnesses, staff responders, etc.

## 11.0 Municipal Emergencies

Under Section 25 of the Regional Municipality of Waterloo Emergency Plan (Schedule A to Regional by-law 04-026) – or in the event of a chemical, biological, radiological or nuclear incident -- the Waterloo Catholic District School Board and Waterloo Region District School Board are responsible for:

- ✚ the provision of any school (as appropriate and available), through the Director of Education, for use as an evacuation centre, as designated by the Waterloo Regional Police in conjunction with the Commissioner of Social Services for the Region of Waterloo;
- ✚ upon being contacted by the Waterloo Regional Police Service or the Commissioner of Social Services or designate, providing representative(s) of the Board to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation centres; and
- ✚ in the event of an emergency during normal school hours, the principals of the affected schools, until directed otherwise, are responsible for implementing the school emergency / lockdown / hold & secure / shelter in place / evacuation plans.

***NOTE: EMERGENCY RESPONSE PLANS FOR ALL LOCAL MUNICIPALITIES (INCLUDING THE REGIONAL MUNICIPALITY OF WATERLOO) AND ALL SECONDARY SCHOOL LOCKDOWN PLANS ARE KEPT IN THE OFFICE OF THE SR. MANAGER OF PUBLIC AFFAIRS/EXECUTIVE OFFICER AT THE WATERLOO REGION CATHOLIC EDUCATION CENTRE.***

## 12.0 Revision / Update of the Plan

### Revision / Update of the Plan

The Board's System Emergency Response Plan will be reviewed annually by the Sr. Manager of Public Affairs/ Executive Officer and revised/updated as necessary in consultation with the System Emergency Response Team.

## APPENDIX A

### System Emergency Response Team Members (Current to November, 2010)

NAME	POSITION
<b>Roger Lawler</b>	Director of Education ext. 2241 <a href="mailto:roger.lawler@wcdsb.ca">roger.lawler@wcdsb.ca</a>
<b>John Shewchuk</b>	Senior Manager, Public Affairs/ Executive Officer ext. 2236 <a href="mailto:john.shewchuk@wcdsb.ca">john.shewchuk@wcdsb.ca</a>
<b>Rick Boisvert</b>	Superintendent of Learning & Human Resources ext. 2255 <a href="mailto:rick.boisvert@wcdsb.ca">rick.boisvert@wcdsb.ca</a>
<b>Shesh Maharaj</b>	Superintendent of Business Services & Facilities ext. 2288 <a href="mailto:shesh.maharaj@wcdsb.ca">shesh.maharaj@wcdsb.ca</a>
<b>Bruce Rodrigues</b>	Associate Director of Education ext. 2498 <a href="mailto:bruce.rodrigues@wcdsb.ca">bruce.rodrigues@wcdsb.ca</a>
<b>Maria Ivankovic</b>	Superintendent of Learning: School Effectiveness ext. 2281 <a href="mailto:maria.ivankovic@wcdsb.ca">maria.ivankovic@wcdsb.ca</a>
<b>Paul Tratnyek</b>	Superintendent of Learning: Student Success & Faith Development ext. 2496 <a href="mailto:paul.tratnyek@wcdsb.ca">paul.tratnyek@wcdsb.ca</a>
<b>Gerry Clifford</b>	Superintendent of Learning: Parent Engagement ext. 2291 <a href="mailto:gerry.clifford@wcdsb.ca">gerry.clifford@wcdsb.ca</a>
<b>Sandra Quehl</b>	Chief Information Officer ext. 2343 <a href="mailto:sandra.quehl@wcdsb.ca">sandra.quehl@wcdsb.ca</a>
<b>Jason Connolly</b>	Senior Manager: Human Resources ext. 2219 <a href="mailto:jason.connolly@wcdsb.ca">jason.connolly@wcdsb.ca</a>
<b>Laura Isaac</b>	Senior Manager: Finance ext. 2322 <a href="mailto:laura.isaac@wcdsb.ca">laura.isaac@wcdsb.ca</a>
<b>Arnie Wohlgemut</b>	Senior Manager: Facilities ext. 2272 <a href="mailto:arnie.wohlgemut@wcdsb.ca">arnie.wohlgemut@wcdsb.ca</a>
<b>Fred Bittner</b>	Transportation Supervisor 650-4934 ext. 224 <a href="mailto:fred_bittner@stswr.ca">fred_bittner@stswr.ca</a>
<b>Denny Bitovski</b>	Safety Officer ext. 2226 <a href="mailto:denny.bitovski@wcdsb.ca">denny.bitovski@wcdsb.ca</a>
<b>Dave Bennett</b>	Senior Manager: Capital Planning ext. 2355 <a href="mailto:dave.bennett@wcdsb.ca">dave.bennett@wcdsb.ca</a>
<b>Michael Whitehead</b>	Team Lead – Traumatic Events Response Team ext. 2249 <a href="mailto:michael.whitehead@wcdsb.ca">michael.whitehead@wcdsb.ca</a>
<b>Fr. Fred Scinto, C.R.</b>	Spiritual Animator

## APPENDIX B

### Designated Emergency Holding Places For Schools (Current to November, 2010)

<b>Kitchener Schools</b>		
<b>School</b>	<b>Holding Place</b>	<b>Phone #</b>
<b>Blessed Kateri</b>	<b>St. Timothy CES</b> 15 Bechtel Drive, Kitchener	519-748-1874
<b>Blessed Sacrament</b>	<b>Cardinal Leger School</b> 345 The Country Way, Kitchener	519-742-2261
<b>Canadian Martyrs</b>	<b>MacKenzie King Public School</b> 51 Natchez Road, Kitchener	519-745-8694
<b>John Sweeney</b>	<b>W.T. Townshend Public School</b> 245 Activa Ave., Kitchener	519-579-1160
<b>Monsignor Gleason</b>	<b>A.R. Kaufman Public School</b> 11 Chopin Dr., Kitchener	519-745-7312
<b>Monsignor Haller</b>	<b>Trillium Public School</b> 79 Laurentian Dr., Kitchener	519-743-6368
<b>Our Lady of Grace</b>	<b>Alpine Public School</b> 75 Lucerne Dr., Kitchener	519-743-4338
<b>Pope John Paul II</b>	<b>Lackner Woods Public School</b> 151 Zeller Dr., Kitchener	(519) 895-8718
<b>Resurrection CSS</b>	<b>Holy Rosary CES</b> 485 Thorndale Dr., Waterloo	519-747-9005
<b>St. Aloysius</b>	<b>St. Aloysius Church</b> 11 Traynor Ave., Kitchener	519-893-1220
<b>St. Anne</b>	<b>St. Anne Church</b> 268 East Ave., Kitchener	519-745-5302
<b>St. Bernadette</b>	<b>Mill Courtland Community Centre</b> 216 Mill St., Kitchener	519-741-2491
<b>St. Daniel</b>	<b>St. Daniel Church</b> 29 Midland Dr., Kitchener	519-893-6960
<b>St. Dominic Savio</b>	<b>Sandhills Public School</b> 1250 Victoria St. E., Kitchener	519-744-4430
<b>St. John</b>	<b>St. John Church Hall</b> 99 Strange St., Kitchener	519-749-1470
<b>St. Louis – St. Joseph Site</b>	<b>St. Joseph Church</b> Courtland at Madison, Kitchener	519-745-9302
<b>St. Louis – (Main Kitchener Campus)</b>	<b>Kitchener City Hall</b> 200 King St. W., Kitchener	519-741-2286
<b>St. Louis – St. Francis Site</b>	<b>St. Francis Church</b> 49 Blueridge Ave., Kitchener	519-745-7301
<b>St. Mark</b>	<b>Westheights Public School</b> 429 Westheights Dr. Kitchener	519-744-3549
<b>St. Mary's High School</b>	<b>Activa Sportsplex</b> 135 Lennox Lewis Way, Kitchener	519-741-2900 (Press 6)
<b>St. Paul</b>	<b>Southridge Public School</b>	519-576-0940

	1425 Queen's Blvd., Kitchener	
<b>St. Teresa</b>	<b>St. Teresa Church</b> Leonard & Edwin Sts., Kitchener	519-743-4525
<b>St. Timothy</b>	<b>Doon Pioneer Park Comm. Ctr.</b> 150 Pioneer Park Dr., Kitchener	519-741-2641

<b>Waterloo Schools</b>		
<b>Holy Rosary</b>	<b>Westvale Public School</b> 265 Westvale Dr., Waterloo	519-746-6724
<b>Our Lady of Lourdes</b>	<b>Our Lady of Lourdes Church</b> 173 Lourdes St., Waterloo	519-886-0342
<b>Sir Edgar Bauer</b>	<b>Cedarbrae Public School</b> 230 Cedarbrae Ave., Waterloo	519-884-4940
<b>St. Agnes</b>	<b>St. Agnes Church</b> 75 Bluevale St. N., Waterloo	519-885-4480
<b>St. David CSS</b>	<b>Waterloo Pentecostal Church</b> 395 King St., N., Waterloo	519-884-0530
<b>St. Luke</b>	<b>Lester B. Pearson Public School</b> 520 Chesapeake Dr., Waterloo	519-880-0300
<b>St. Matthew</b>	<b>Lexington Public School</b> 431 Forestlawn, Waterloo	519-747-3314
<b>St. Nicholas</b>	<b>Laurelwood Public School</b> 460 Brentcliffe Dr., Waterloo	519-884-9999

<b>Cambridge Schools</b>		
<b>Christ the King</b>	<b>St. Benedict CSS</b> 50 Saginaw Pkwy., Cambridge	519-621-4050
<b>Holy Spirit</b>	<b>St. Vincent de Paul CES</b> 30 Faial Rd., Cambridge	519-740-0678
<b>Monsignor Doyle CSS</b>	<b>Duncan McIntosh Arena</b> Christopher Dr., Cambridge	519-740-4525
<b>Mother Teresa</b>	<b>Saginaw Public School</b> 740 Saginaw Pkwy., Cambridge	519-624-7111
<b>Our Lady of Fatima</b>	<b>Hillcrest Public School</b> 31 Renwick, Cambridge	519-658-5187
<b>St. Ambrose</b>	<b>St. Ambrose Church</b> 210 South St., Cambridge	519-621-2013
<b>St. Anne</b>	<b>Cambridge Vineyard Christian Fellowship</b> 147 Elgin St. N., Cambridge	519-740-8463
<b>St. Augustine</b>	<b>Blair Road Public School</b> 85 Sunset, Cambridge	519-621-5620
<b>St. Benedict CSS</b>	<b>St. Margaret of Scotland CES</b> 210 Cowan Blvd., Cambridge	519-622-6100
	<b>Mother Teresa CES</b> 520 Saginaw Parkway Cambridge, ON	519-624-7115
<b>St. Elizabeth</b>	<b>Hespeler Memorial Arena</b> 640 Ellis Road, Cambridge	519-740-4605
<b>St. Francis</b>	<b>Stewart Avenue Public School</b> 145 Stewart Ave., Cambridge	519-621-4171
<b>St. Gregory</b>	<b>St. Gregory Church</b> 10 St. Gregory Dr., Cambridge	519-621-3111
<b>St. Joseph</b>	<b>Preston High School</b> 550 Rose St., Cambridge	519-653-2384

<b>St. Louis – St. Patrick Site</b>	<b>St. Patrick Church</b> 53 Wellington St., Cambridge	519-623-3773
<b>St. Margaret</b>	<b>St. Benedict CSS</b> 50 Saginaw Pkwy., Cambridge	519-621-4050
<b>St. Michael</b>	<b>William G. Davis Public School</b> 530 Langs Dr., Cambridge	519-653-2384
<b>St. Peter</b>	<b>Avenue Road Public School</b> 40 Gail St., Cambridge	519-623-0860
<b>St. Vincent de Paul</b>	<b>Our Lady of Fatima Church</b> 185 Elgin St. S., Cambridge	519-623-2320
<b>Township Schools</b>		
<b>Holy Family</b>	<b>Holy Family Church</b> 329 Huron St., New Hamburg	519-662-1744
<b>St. Agatha</b>	<b>KidsLink Gym</b> 1855 Notre Dame Dr., St. Agatha	519-746-5437
<b>St. Boniface</b>	<b>St. Boniface Church</b> 1355 Maryhill Dr., Maryhill	519-648-2069
<b>St. Clement</b>	<b>St. Clements Church</b> 27 King St. W., St. Clements	519-699-4425
<b>St. Teresa of Avila</b>	<b>St. Teresa Church</b> 19 Flamingo Dr., Elmira	519-669-3387
	<b>In the event of a major incident at Chemtura:</b>  <b>St. David CSS</b> 4 High St., Waterloo	519-885-1340
<b>St. Brigid</b>	<b>Ayr Curling Club</b> 210 Northumberland St., Ayr (In case of train derailment, students transported to <b>Blessed Sacrament Church</b> – 305 Laurentian Dr., Kitchener)	Ayr Curling Club: 519- 632-7465  Blessed Sacrament Church: 519-742-5061