



## Administrative Procedures Memorandum

**#: APH 013**

### Emergency Planning & Procedures

**DATE OF ISSUE:** May 31, 2004  
*Revised:* June 15, 2009, June 30, 2010

**MEMO TO:** All Staff

**FROM:** Director of Education

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#### **PURPOSE**

To establish system and site-level emergency planning responsibilities and emergency management procedures including the annual conduct of fire, lockdown and tornado drills.

#### **REFERENCES**

- Board Policy IV 007, "Asset Protection"
- APC 013 – School Police Protocol
- APH 022 -- Lockdowns
- Section 265 (1) (j) of the *Education Act* (Care of Pupils and Property).
- Section 6 of Ontario Regulation 298 (Emergency Procedures)
- Section 11 (l) and 11 (o) of Ontario Regulation 298 (Duties of Principals)
- Part V of the *Fire Protection and Prevention Act* (Rights of Entry in Emergencies and Fire Investigations)
- The *Health Protection and Promotion Act*
- Ontario Regulation 388/97 (Ontario Fire Code)
- Regional Municipality of Waterloo By-law 04-026 (Emergency Management Plan)
- WCDSB System Emergency Response Plan
- WCDSB Pandemic Plan

#### **COMMENTS AND GUIDELINES**

The people of Waterloo Region expect their public institutions to be prepared to take immediate action in emergency situations. The 1998 ice storm, the Walkerton water tragedy, the terrorist attacks of September, 2001, the outbreak of SARS, the power blackout of August, 2003, and the H1N1 flu outbreak of 2009 have

made clear the need for appropriate and effective emergency planning and management strategies for large public sector organizations.

Accordingly, this Administrative Procedures Memorandum establishes system and site level emergency management responsibilities and emergency management procedures as part of the Waterloo Catholic District School Board's commitment to ensuring the safety of our students, staff, visitors and facilities.

### **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 senior management, plus the Transportation Supervisor, Safety Officer, Traumatic Events Response Team Lead and Spiritual Animator.
- √ The Director of Education (or designate) has overall responsibility for emergency preparedness. The Director has delegated this responsibility to the Sr. Manager of Public Affairs.
- √ The Director of Education decides what level of emergency response is necessary once an emergency exists. The Sr. Manager of Public Affairs 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 Plan*, and; the school's *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 of the situation. The School Superintendent (or next available Superintendent if the School Superintendent cannot be reached) will immediately inform the Senior Manager of Public Affairs / Executive Officer. 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. Approval will be documented by signing the form contained at the front of each school's Emergency Binder.
- ✓ School Superintendents will by the end of each October file with the Director of Education (via the Senior Manager of Public Affairs / Executive Officer) documentation that all schools in the Superintendent's area of responsibility have complied with the requirements of this policy.

### **Requirements for Annual Fire Drills**

- ✓ Section 2.8.3.2. (1) (b) of Ontario Regulation 388/97 -- the *Ontario Fire Code* – mandates the following: “in schools attended by children, total evacuation fire drills shall be held three times in each of the fall and spring school terms.
- ✓ Section 2.8.3.2. (3) of the *Ontario Fire Code* further requires that “records of a fire drill required by this Article shall be kept for 12 months after the fire drill”.
- ✓ Under Section 2.8.2.1. (1) of the *Ontario Fire Code* mandates that each school's fire safety plan **shall include:**
  - a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the **fire department**, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire;
  - b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties;
  - c) the instruction of **supervisory staff** and other occupants so that they are aware of their responsibilities for fire safety;
  - d) the holding of fire drills including the emergency procedures appropriate to the **building**;
  - e) the control of fire hazards in the **building**;
  - f) the maintenance of **building** facilities provided for the safety of occupants;
  - g) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof; and,
  - h) instructions, including schematic diagrams, describing the type, location and operation of **building** fire emergency systems.

### **Requirements for Annual Lockdown Drills**

- ✓ It is a requirement of the Ontario government that “**Each school shall conduct a minimum of two lockdown drills during each school year**”.
- ✓ Secondary schools should conduct one lockdown drill per semester.

- ✓ Approved procedures for conducting lockdowns, lockdown drills, “hold and secure” procedures and “shelter in place” procedures are described in detail in APH 022 – Lockdowns and APC 013 – School Police Protocol.

### **Requirements for Annual Tornado Drills**

- ✓ Each school principal will develop a tornado awareness program for the school and will review tornado procedures with staff and students twice each school year -- in the months of a) **September** to ensure students new to the school are familiar with procedures and b) **April** to review procedures prior to the start of the season in which most tornadoes occur in southern Ontario.
- ✓ When Environment Canada issues a Tornado Warning (or if it appears a tornado strike may be imminent), the following precautions should be taken:
  - a) Move all students who are outside the school or in portable classrooms into the main school building;
  - b) Move all students into or as near the ground floor as possible. Check all washrooms for students/staff;
  - c) Avoid the use of large enclosed areas as places of refuge (e.g. auditoriums, cafeterias, gyms, etc.). Boiler rooms are not to be used as places of refuge. Select interior rooms without windows in the core area of the building if possible. Select interior hallways that do not open to the outdoors. Keep all people away from the full swing distance of all doors;
  - d) Never seek refuge in a motor vehicle (car or school bus). If caught outdoors, seek refuge in the nearest ditch, hollow or culvert.
- ✓ The above precautions should form the basis of each schools two annual tornado drills.