



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2013	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2018	<i>Page</i> 1 of 44
<i>Contact Person/Department</i> Superintendent of Safe and Accepting Schools	<i>Identification</i> OP - 6520

EMERGENCY PREPAREDNESS – SCHOOLS AND WORKSITES

1.0 PURPOSE

Trillium Lakelands District School Board is committed to ensuring the safety of staff and students in the event of an emergency.

All schools and worksites within Trillium Lakelands District School Board are required to develop Emergency Response Plans which include prevention, intervention and response measures that will facilitate prompt and appropriate responses in an emergency situation.

2.0 REFERENCES AND RELATED DOCUMENTS

2.1 TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD POLICIES AND PROCEDURES

- | | |
|---|---------|
| a) Anaphylactic Reactions | OP 6510 |
| b) Biohazardous Materials | BU 3600 |
| c) Code of Conduct | OP 6020 |
| d) Lockdown Emergency Response Plan | OP 6540 |
| e) Criminal Record Check | HR 4020 |
| f) Board Emergency Preparedness | BD-2070 |
| g) Health and Safety | BU 3050 |
| h) Incident/Accident/Injury Reporting | BU 3555 |
| i) Inclement Weather | HR 4036 |
| j) Safe Arrival | OP 6001 |
| k) Safety in Technology Classrooms | ES 5060 |
| l) Transportation | BU 3026 |
| m) WHIMIS | BU-3570 |
| n) And others as found in TLDSB procedures on First Class email InfoBase and the Board website www.tldsb.ca | |

2.2 TLDSB SUPERINTENDENT MEMOS

- Fifth's Disease SO-0022;
- Fire Prevention SO-0009;

- c) SO-0029;
- d) Safety Notice Boards SO-0024;
- e) Working at Heights SO-0019;
- f) Wheelchair Guidelines SO-0017;
- g) Winter Accident Prevention SO-0013;
- h) And others as found on the TLDSB First Class conferences and TLDSB website.

3.0 TERMS AND DEFINITIONS

3.1 LOCKDOWN EMERGENCY RESPONSE PLAN

A plan to ensure that schools and worksites are prepared, through proactive planning and training, to respond to a situation on school property posing an immediate threat to life.

3.2 COMMAND CENTRE

The Command Centre is the location at which central planning and communication will take place during an emergency. It is the focal point for command and control of the emergency situation.

3.3 ALTERNATE COMMAND CENTRE

The location at which central planning and communication will take place during an emergency if the main office or established Command Centre location is inaccessible.

3.4 EMERGENCY ACTION PLAN

Series of steps used by all user groups in schools and buildings. Provides protocols in first aid treatment of minor and major injuries.

4.0 ADMINISTRATIVE PROCEDURE

- 4.1 Principals/worksites managers must develop prevention, intervention and response measures through a School/Worksite Emergency Response Plan. This plan will prepare staff and students to respond promptly and appropriately to school/worksites emergencies.
- 4.2 The School/Worksite Emergency Response Plan must be completed/updated and available in the school/worksites by school opening at the beginning of each school year. An electronic copy of the School/Worksite Emergency Response Plan is to be forwarded to the area superintendent by the beginning of each school year.
- 4.3 The Table of Contents will include the following sections relevant to the school/worksites. Additional sections and/or information may be added at the discretion of the principal or manager.

Section 1: Proactive Measures

- 1.1 Suggested School/Worksite Safety Practices
- 1.2 Administrator/Manager Checklist
- 1.3 Safety Resources

Section 2: Communications

- 2.1 Emergency Contact Information
- 2.2 Media Communications

Section 3: School/Worksite Floor Plan

- 3.1 Fire Safety Floor Plans
- 3.2 Lockdown Emergency Response Floor Plan

Section 4: Emergency Closing and Re-Opening

- 4.1 General Response
- 4.2 Evacuation
 - 4.2.1 Evacuation to Outside location
 - 4.2.2 Evacuation to Off-site Command Centre

Section 5: School/Worksite Emergency Plans

- 5.1 School/Worksite Fire Safety Plan
- 5.2 School/Worksite Lockdown Emergency Response Plan

Section 6: Additional Emergency Procedures

- 6.1 Anaphylactic Reactions
- 6.2 Bomb Threat
- 6.3 Bus Accident
- 6.4 Communicable Disease
- 6.5 Student Protest
- 6.6 First Aid – Staff or Student Injury
- 6.7 Missing Child
- 6.8 Plant Emergencies: (e.g. chemical spill, failure of electricity, heat, water, sewer, fire alarm)
- 6.9 Weather Warning
- 6.10 Trespassers/Unarmed Intruders

Section 7: School/Worksite Security

- 7.1 Accessing the school or office after hours

Section 8: Appendices

- 8.1 Emergency Procedures Quick Reference Flip Chart
- 8.2 Tragic Event Response Support Material
- 8.3 Emergency Log Template

- 8.4 Staff Accident Form
- 8.5 Student Accident Form
- 8.6 First Aid Kit Contents
- 8.7 Bomb Threat Checklist
- 8.8 Reportable Communicable Diseases – period of isolation
- 8.9 Non-Reportable Communicable Diseases – period of isolation

4.4 A copy of the School/Worksite Emergency Response Plan will be maintained in a minimum of two locations in the building: the main office area and the “Alternate Command Centre” (see 4.6 below). It is a requirement for the principal/manager to keep an electronic copy of the plan and/or a hard copy at a location accessible at all times (e.g. at home, on key chain).

4.5 EMERGENCY KITS

In the case of schools, two Emergency Kits will be developed, regularly updated, and kept in the main office and the alternate command centre. A second copy will be an electronic copy of written documents held within the kit.

A designated staff member will ensure that one kit is taken with him/her when the school is evacuated. The Emergency Kits will contain the following:

- a) Emergency Response Plan;
- b) Plans for evacuating to the off-site Command Centre;
 - location;
 - contact information for location;
 - access mechanisms such as:
 - key
 - security code
 - floor plan:
 - designation of spaces
 - location of phone, washrooms, first aid
 - communication contact information; and
 - dismissal protocols.
- c) Board, bus company and agency contact information;
- d) Contact information for all students;
- e) Bus lists;
- f) Floor plan;
- g) Medical information for students;
- h) Pertinent emergency information, equipment, and supplies for students with special needs;
- i) Whistle, markers, paper;
- j) Recent yearbook or student photos if possible;
- k) Telephone directory;
- l) First Aid Kit (in the vicinity of the Emergency Kit);
- m) An electronic copy of written documents held within the emergency kit.

4.6 COMMAND CENTRES

The Command Centre is the location at which central planning and communication will take place during an emergency. Three Command Centres will be established:

- a) The primary Command Centre is the school office or worksite office.
- b) The alternate Command Centre is established for circumstances when the main office is inaccessible during an emergency; this location should be a secure spot within the school or worksite with access to a telephone, the PA system and washrooms (usually the custodian office).
- c) An off-site Command Centre is identified for circumstances when the school/worksite must be evacuated and cannot be re-entered (see Section 4.2.2 of the Table of Contents / template)
- d) The Command Centres should be equipped with:
 - A regularly updated Emergency Kit (see above)
 - A First Aid Kit
 - A megaphone
 - Caution tape

4.7 EMERGENCY PROCEDURES QUICK REFERENCE CHART

An Emergency Procedures Quick Reference Chart will be developed by each school. A copy of this chart will be provided to each staff member and will be posted in each area of the building in easily accessible/visible locations.

5.0 APPENDICES

- 5.1 Template for School Emergency Response Plan
- 5.2 Template for Worksites Emergency Response Plan

TEMPLATE FOR SCHOOL EMERGENCY RESPONSE PLAN

SCHOOL Emergency Response Plan

(Updated November 2013)

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Section 1: Proactive Measures

1.1 Suggested School Safety Practices

- Annually update and review all school safety practices, including a review of the School Code of Conduct;
- Complete administrator checklist;
- Conduct monthly safety inspections of site (plant and yard) and monthly Joint Occupational Health and Safety Workplace Inspections, in order to recognize and control hazards to students and staff. Take corrective actions. In the meantime, advise staff and students of any potential/actual dangers; including school-wide communications.
- Elementary schools maintain a Safe Arrival Program to ensure that all unaccounted student absences have been checked. Maintain a student sign in/sign out record;
- Have signage at the main entrance, indicating that all visitors must report to the office. Maintain a visitor “sign in” and “sign out” record. Have a badge system for identifying legitimate volunteers/visitors;
- Ensure that all volunteers in schools have participated in the Volunteer Screening Process which includes a Canada-wide (C-PIC) and a local (OMPPAC) police records' check;
- Ensure appropriate on-going training of staff including how school communication works (e.g. WHIMIS, non-violent crisis intervention);
- Promote good housekeeping practices and school communications. This will reduce the possibility of disease and injury, particularly if any type of emergency occurs. As well, this practice eliminates areas to hide explosive devices;
- Implement the regular use and maintenance of school walkie-talkies for quick communication on a secure channel with the office in case of emergencies and in areas where it is difficult to hear alarms or PA announcements;

1.2 Administrator Checklist

	Administrator/Manager Checklist	Completed
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August/September	
Emergency Preparedness Planning	
<ul style="list-style-type: none"> • Update Emergency Response Plan as per Board procedures in binders and distribute information to staff as appropriate 	
<ul style="list-style-type: none"> • Update Lockdown Emergency Response Plan 	
<ul style="list-style-type: none"> • Update Fire Safety Plan and provide copies in specified locations 	
<ul style="list-style-type: none"> a) Update plans for accessing off-site Command Centre (evacuation site off school property) 	
Initial Inspections and Preparations	
<ul style="list-style-type: none"> • Check contents of Emergency Kits and ensure supplies are in place 	
<ul style="list-style-type: none"> • Check contents First Aid Kits and ensure first aid equipment and supplies are in place 	
<ul style="list-style-type: none"> • Inspect fire safety equipment and ensure appropriate signage is in place 	
<ul style="list-style-type: none"> • Ensure inspection of playground equipment 	
<ul style="list-style-type: none"> • Ensure that visitor/volunteer sign-in and identification procedure is in place/nametags available 	
<ul style="list-style-type: none"> • Test portable communication devices, PA system, alarm system, phone systems, b/u systems 	
<ul style="list-style-type: none"> • Inspect and test equipment in technology and science areas 	
<ul style="list-style-type: none"> • Update MSDS binder and make sure it is available 	
<ul style="list-style-type: none"> • Prepare for annual health and safety inspection and report sign off 	
<ul style="list-style-type: none"> • Prepare plans for off-site location for evacuation 	
<ul style="list-style-type: none"> • Test microwave ovens annually 	
Communication and Training	
<ul style="list-style-type: none"> • Review all emergency procedures with staff including critical injury procedures and any safety concerns 	
<ul style="list-style-type: none"> • Ensure effective communication of information about emergency procedures to superintendent, daycare (if applicable), supply teachers, bus 	

drivers, volunteers, parents, visitors, school council	
<ul style="list-style-type: none"> • Post Emergency Response Flip-charts in visible and accessible locations throughout the building 	
<ul style="list-style-type: none"> • Ensure staff are trained on the Fire Safety Plan 	
<ul style="list-style-type: none"> • Update contact lists for students and staff 	
<ul style="list-style-type: none"> • Plan tentative dates for fire drills and Lockdown drills 	
<ul style="list-style-type: none"> • Schedule WHMIS Training for staff 	
<ul style="list-style-type: none"> • Identify staff members who are certified in First Aid/CPR and post certificates 	
<ul style="list-style-type: none"> • Post required Health and Safety information 	
<ul style="list-style-type: none"> • Update medical information for students and post medical protocols 	
<ul style="list-style-type: none"> • Schedule annual bus evacuation drill with operators before December and notify Transportation Department of completion 	
<ul style="list-style-type: none"> • Ensure bus drivers and the Transportation Department are copied on Medical Alert Emergency Protocols for students (Sabrina's Law) 	
<ul style="list-style-type: none"> • Train elementary bus patrols 	
<ul style="list-style-type: none"> • Initiate safe-arrival program (elementary) 	
<ul style="list-style-type: none"> • Update Criminal Reference Checks for staff and volunteers 	
<ul style="list-style-type: none"> • Ensure student safety plans are communicated to appropriate staff 	
<ul style="list-style-type: none"> • Ensure that a wheelchair evacuation plan is in place 	
<ul style="list-style-type: none"> • Review asbestos report floor plan annually with staff 	
<ul style="list-style-type: none"> • Access to central staff contact list 	

Ongoing	
<ul style="list-style-type: none"> • Complete and log 6 fires drills 	
<ul style="list-style-type: none"> • Complete and log 3 Lockdown drills 	
<ul style="list-style-type: none"> • Conduct regular plant and playground inspections 	
<ul style="list-style-type: none"> • Complete monthly Joint Occupational Health and Safety Workplace inspections 	
<ul style="list-style-type: none"> • Include safety information, reminders in school newsletters 	
<ul style="list-style-type: none"> • Include safety information, reminders at staff meetings and on First Class school site 	
<ul style="list-style-type: none"> • Include safety information, reminders at student assemblies 	
<ul style="list-style-type: none"> • Ensure that safety related lessons are taught by teachers (as appropriate – e.g. fire safety, water safety, slips trips and falls, electrical safety) 	

<ul style="list-style-type: none"> • Use the Code of Conduct to respond to infractions of safety rules (e.g. aggressive behaviour, snowballs) 	
<ul style="list-style-type: none"> • Ensure appropriate investigation and follow-up to staff accidents/injuries (e.g. completion of accident forms, notification of Attendance and Disability Officer) 	
<ul style="list-style-type: none"> • Ensure appropriate investigation and follow-up to student accidents/injuries (completion of accident forms, notification of Superintendent of Business office for OSBIE follow-up) 	
<ul style="list-style-type: none"> • Review all custodial log books monthly (i.e. playground equipment, sand and salt) 	
<ul style="list-style-type: none"> • Review fire safety log monthly 	
<ul style="list-style-type: none"> • Ensure that criminal background checks are on file for all volunteers and contractors 	

During an Emergency	
<ul style="list-style-type: none"> • Maintain Emergency Log 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

1.3 Safety Resources

Anaphylaxis Network of Canada	1-416-785-5666 www.anaphylaxis.ca
Canada Safety Council Jack Smith ext. 225	1-613-739-1535 www.safety-council.org
Canadian Centre for Occupational Health and Safety	1- 905-572-2981 www.ccohs.ca
Canadian Children’s Safety Network	1-416-463-9878
Canadian Diabetes Association	1-800-226-8464 www.diabetes.ca
Canadian Food Inspection Agency (Animal Health Branch)	1-800-442-2342 www.inspection.gc.ca
Canadian Institute of Child Health	1-613-230-8838 www.cich.ca
Canadian Medic-Alert Foundation	1-416-696-0267 www.medicalert.ca
Health Canada	1-613-957-2991 www.hc-sc.gc.ca
Kids Help Phone	1-800-668-6868 www.kidshelpphone.ca
Ontario Allergy Society	1-416-633-2215
Ontario Safety League	1-905-625-0556 www.ontariosafetyleague.com
Ontario Block Parent Program	1-800-563-2771 www.blockparent.on.ca
O.P.P. Bear Hug Band	1-888-310-1122
Poison Control	1-800-268-9017 www.ontariopoisoncentre.com
Red Cross	1-613-740-191100 www.redcross.ca
Risk Watch-Fire Safety	1-617-770-3000 www.nfpa.org
Safe Kids Canada	1-647-776-5100 www.safekidscanada.ca
Sick Kids Hospital	1-416-813-1500 www.sickkids.ca

WEBSITES

Canadian Association for School Health	www.safehealthyschools.org
A comprehensive website covering most aspects of a safe and healthy school environment.	
Canadian Safe School Network	www.canadiansafeschools.com
CSSN is a charitable organization committed to building and nurturing youth partnerships which will reduce youth violence and ensure safe schools and communities.	
Child Health Network	www.echn.ca
Your Child's Health is a public website created by ECHN to share valuable child health and wellness information with parents and children.	
Ministry of Labour	www.labour.gov.on.ca
Information from the Ontario government on occupational health and safety, employment rights and responsibilities, and labour relations.	
National Fire Protection Association	www.sparky.org
Download educational materials to teach students about fire safety.	
Office of Critical Infrastructure and Emergency Preparedness	www.ocipep.gc.ca
Public information regarding Emergency Preparedness, as well as library, teacher's corner (activities for various age groups), etc.	
Ontario Allergy Society	www.allergyasthma.on.ca
Information on allergies, asthma, and anaphylactic shock.	
R.C.M.P. Crime Prevention Program	www.rcmp-grc.gc.ca
Kids Beat - useful information about crime prevention and personal safety.	
Workers' Health and Safety Centre	www.whsc.on.ca
Information on the prevention of work-related injuries, illness and death, and the promotion of the well-being of workers and their families	

Section 2: COMMUNICATION

2.1 Emergency Contact Information

	Name	School Tel.	Home Tel.	Cell #	Fax #
Principal					
Secretary					
School Staff					
School Superintendent					
Plant Manager					
Area Custodial Contact					

SCHOOL BOARD CONTACT INFORMATION					
	Worksite Tel.	Home Tel.	Cell #	Fax #	
Director of Education Larry Hope	705-324-6776				705-324-4323
Manager-Director's Office Catherine Shedden	705-324-6776				
Superintendent of Business Bob Kaye	705-324-6776				705-328-2036
Superintendent of Safe and Accepting Schools Kevin Cutler	705-645-8704				705-328-2036
Lindsay Education Centre	(705) 324-6776	888-526-5552			
Muskoka Education Centre	(705) 645-8704	888-526-5552			
Haliburton County Education Centre		866-526-5552			

COMMUNITY EMERGENCY SERVICES CONTACT INFORMATION			
Name	Telephone	Name	Telephone
EMERGENCY OPP FIRE AMBULANCE	911	Ambulance (non-emergency)	
		Radio Station	
		Health Unit	
Security Firm		Hospital	
Police (non-emergency)		Hydro	
Fire (non-emergency)		Ministry of Labour	705-755-4700

2.2 Media Communications

The Communications Manager is responsible for all media relations regarding school related emergencies and will work in cooperation with Emergency Services representatives (police, fire) regarding responses or statements to the media;

- a) All staff on the scene of an emergency MUST direct all media personnel to the Principal or designate;
- b) The Principal will work with the Communications Office before providing information to the media;

c) Initial Media Response

- i) The initial media response is the first information provided to the media. This should be done **as soon as the emergency is known**, even though the details may not be known.
- ii) The Principal or designate will provide the following information:

The Board (or the school) is aware of the situation and our emergency response plan is activated. We will release more information as it becomes available. Further updates will be provided by the Board Communications Office.

d) Subsequent Media Responses

All subsequent media information must receive the approval of the Director of Education before it is released to the media. This will be done by the Communications Office.

Section 3: School/worksite Floor Plans

3.1 Fire Safety Floor Plans

Insert School or Worksite Fire Safety Floor Plan

3.2 Lockdown Floor Plan

Insert School or Worksite Lockdown Floor Plan

Section 4: Emergency Closing and Re-Opening

4.1 General Response – refer to Emergency Preparedness Procedure OP 6520

Before School (Plant Failure - Heat/Hydro/Water)

1. Plant failure issue is communicated between school and plant department.
2. Plant manager determines whether problem can be corrected (as soon as possible) and contacts the principal.
3. If problem cannot be solved quickly, principal calls superintendent to discuss closure.
4. If decision is to close school, then the school superintendent calls the Area Transportation Officer who will contact the bus companies and media. Superintendent will also call the Director's Office / Communications Office.
5. Principal begins "communications tree" to notify staff.

During Day (Plant Failure/Severe Weather Conditions)

1. Plant failure issue is communicated between school and plant department.
2. Plant manager determines whether problem can be corrected (as soon as possible) and contacts the principal.
3. Unless there is a health hazard to students, school will not be closed early, as bus availability and notification of parents make early school closing a time-consuming process.
4. In the event that relocation is necessary, follow emergency re-location procedures.
5. If re-location is not a solution and students need to be removed from school as soon as possible, then the principal will:
 - Contact the Transportation Department to make arrangements for transportation. Parents of elementary students will have to be contacted to ensure that someone is at home or alternate arrangements will have to be made;
 - Staff designates will contact parents and/or emergency contacts, using a standard authorized script, to ensure that someone is home to receive the child(ren);
 - As buses arrive, the students will be called to a central location by route number, and names will be checked off against the bus list;
 - Buses will be loaded when all passengers have been accounted for and parent or guardians have been contacted. Notations will also be made on the bus lists of any students who are picked up by their parent or a designated driver;
 - Communications Officer will contact media to inform them of the situation and procedure(s) for parents to follow (i.e. picking up children, keeping phone lines open, etc.)

Delayed School Closing (Road Conditions)

1. Transportation Department notifies school of delayed buses.
2. Contact area Superintendent.
3. Contact media outlets to inform them of late departure of buses.
4. Students remain in classrooms and teachers remain with their class.
5. Secretary prepares a copy of all bus lists.
6. Students picked up by parents are recorded on bus lists. *No students leave with another parent, unless their parent/guardian has given permission.
7. As buses arrive, students assemble in specified areas according to bus routes.
8. Arrangements for refreshments may be necessary.
9. Maintain contact with municipal roads department/ roads superintendent. Parents may have to be contacted about revised drop-off locations.

4.2 Evacuation

4.2.1 Evacuation to Outside Location

Evacuate by following Fire Drill procedures.

ELEMENTARY TEACHERS MUST HAVE THEIR CLASS LIST WITH THEM.

Designated staff member must have Emergency Kit.

Students

1. Walk quickly and quietly, in single file towards designated exits.
2. Assemble, as a homeroom class, in designated safe outdoor area.
3. First student to an exit door holds door until last person exits.
4. If in hall or washroom, use nearest exit and assemble with homeroom outside.

Teachers

1. Close classroom/exit doors on way out.
2. Check ancillary areas, as assigned.
3. Take attendance and report discrepancies to principal or vice-principal.

Administration

1. Call 911. State whether police/fire/ambulance response is required.
2. Take cell phone and Emergency Kit with Emergency Procedures, Safe Schools and First aid Supplies;
3. Check all areas within the building (i.e. washrooms, gym, library, etc.)
4. Check for any discrepancies in attendance and report to Police/ Fire Chief.
5. Ensure vehicular emergency routes are clear.

6. Direct emergency response team(s) to problem location(s). Provide floor plans of school.
 7. Assess whether relocation to alternate location is necessary. If so, follow procedure for re-location.
- **NO ONE GOES BACK INTO BUILDING, UNTIL SIGNAL FOR RE-ENTRY**

4.2.2 Evacuation to Off-site Location

An off-site location must be identified for use in circumstances when the school cannot be re-entered. Information about the site (access information such as key, security code, location, designation of spaces within the site, location of telephones, etc.) must be included in the Emergency Response Plan.

Evacuate by following Fire Drill procedures as above in 4.2.1. Relocate to off-site command stations.

ELEMENTARY TEACHERS MUST HAVE THEIR CLASS LISTS WITH THEM.

Designated staff member must have Emergency Kit.

Procedure for Relocation

1. As soon as it is feasible, call the Director's Office (705) 324-6776 ext 22118 so that communication assistance (e.g. contact with the media) and other support (e.g. calling of buses, additional personnel to assist) can be expedited. The Director's Office will contact the Area Superintendent and others needed for assistance in the situations.
2. Follow all steps as per evacuation to outside location (4.2.1).
3. Relocate to off-site Command Centre.
4. Assign students and staff to assembly areas, take attendance.
5. Determine immediate needs of students of staff if applicable (e.g. students with special needs, medical concerns).
6. Use predetermined protocol to dismiss students to parent / guardian or buses.
7. Give direction to any off-site trips that may be in progress during the event.

Section 5: School Emergency Plans

5.1 Fire Safety Plan

Indicate location of School Fire Safety Plan (i.e. principal's office, custodian office, staff room, fire safety plan box).

5.2 Insert Lockdown Response Plan

Insert School Lockdown Response Plan.

Section 6: Additional Emergency Procedures

6.1 Anaphylactic Reaction

Please refer to procedure OP-6510 Response to Anaphylactic Reactions section 4.5.2

6.2 Bomb Threat

When a bomb threat is made the following announcement will be made:

“Teachers please evacuate the building”

Administration

1. Obtain as much information as possible from caller - refer to the Bomb Threat Checklist (appendix 8.7). Upon hanging up, follow procedure for call tracing.
NOTE: If there is significant doubt re: the authenticity of the call, consult with police regarding next steps.
2. Notify police 911 and fire department, immediately. Do not use a cell phone.
3. Ensure exits are safe. If necessary redirect traffic.
4. Make announcement.
5. Check ancillary areas, note any unusual objects.
6. Check for any discrepancies in attendance and report to police.
7. Provide police with map of building. Assist with visual search as requested.
8. If necessary, implement procedure to relocate to alternate site.

Students

1. Walk quickly and quietly, in single file towards designated exits.
2. First student to an exit holds door until last person exits.
3. Assemble as a homeroom class in designated safe outdoor area.

Teachers

1. Take Daily Attendance, Emergency Procedures Binder and personal handbags, briefcases, etc.
2. Close classroom door on way out.
3. Check ancillary areas, as assigned. Note location and description of any unusual/suspicious objects.
4. Take attendance and report discrepancies to principal, vice-principal or police.

*** NO ONE GOES BACK INTO BUILDING UNTIL SIGNAL FOR RE-ENTRY**

4.3 Bus Accidents

Please refer to procedure BU-3026 Transportation section 4.8

6.4 Communicable Diseases

Reportable Diseases

(chicken pox, mumps, red measles, German measles, whooping cough, meningococcal meningitis, hepatitis A, C, rabies)

- a) Notify the Haliburton Kawartha Pine Ridge District Health Unit (324-3569) or Simcoe Muskoka District Health Unit (721-7520) by the next working day.
- b) If necessary, request information about cause, symptoms, contagion, incubation, complications and prevention of disease.
- c) Exclude infected pupils for the period of isolation (see Reportable Communicable Diseases – period of isolation)
- d) Notify plant operations supervisor.
- e) If necessary, provide an updated class and/or bus list of children to be assessed by the health unit for exposure to the disease (student name, date of birth, home and work numbers of parents/guardians).
- f) If necessary, provide location information on staff, bus drivers and other adults who were present at the school during the specified period of time.
- g) Contact superintendent to discuss school response, including communication to staff, students and parents.

Non-Reportable Diseases

(Conjunctivitis or pink eye, impetigo, strep throat, scarlet fever, pediculosis or head lice, scabies, ringworm/pinworm, hand-foot-and-mouth, fifth disease, roseola, **etc.**)

- a) **Contact** the Haliburton Kawartha Pine Ridge District Health Unit (324-3569) or Simcoe Muskoka District Health Unit (721-7520).
 - Request information about cause, symptoms, contagion, incubation, and complications.
 - Request advice about how to minimize the risk to others (e.g. immunization, disinfecting premises, destroying contaminated items, recommending exposed individuals for examination / treatment, exclusion of exposed persons, etc.)
 - If necessary, provide an updated class and/or bus list of children to be assessed by the health unit for exposure to the disease.(student name, date of birth, home and work numbers of parents/guardians)
 - If necessary, provide locating information on staff, bus drivers and any other adults who were present at the school during the specified period of time.
 - Inform Health Unit of IMMUNO-COMPROMISED children.
 - Notify Health Unit of students who are absent due to hospitalization
- b) Contact superintendent to discuss school response, including communication to staff, students and parents.
- c) Exclude infected pupils for the period of isolation (see below Non-Reportable Communicable Diseases – period of isolation)
- d) Notify plant operations supervisor

Group illnesses- The sudden appearance of nausea, vomiting and particularly diarrhea-type symptoms in a group of children, stricken at the same time, shall be reported as this may indicate the presence of a viral, bacterial or parasitic illness

Reportable Communicable Diseases – period of isolation

The following diseases **MUST BE REPORTED**. Please call the Health Unit if any of these cases arise.

DISEASES	PERIOD OF ISOLATION
Chickenpox	No need to exclude once diagnosed and well enough to participate in regular activities
Mumps	Until 9 days after onset of disease (swelling)
Red Measles (Rubella)	4 days from onset of rash
German Measles (Rubella)	7 days from onset of rash
Whooping Cough	<ul style="list-style-type: none"> • Until 5th day of a 10-day course of antibiotics has been received • 21 days after onset of cough if no antibiotic treatment given • Family members can return to work/school immediately during their course of antibiotics
Meningococcal Meningitis	From the onset of the disease until 48 hours after the start of appropriate treatment
Hepatitis A	During the first two weeks of illness and for at least one week after onset of jaundice
Rabies	All bites from animals should be reported to the inspection department of the Health Unit. Children should be warned against handling dead or sick animals.

Non-Reportable Communicable Diseases – period of isolation

The following diseases are **NOT** reportable.

ISOLATION PERIOD FOR COMMON COMMUNICABLE DISEASES:

DISEASES	RECOMMENDED SCHOOL EXCLUSION PERIOD
Conjunctivitis (pink eye)	24 hours from start of antibiotic treatment
Impetigo	24 hours from start of antibiotic treatment
“Strep” Throat	24 hours from start of antibiotic treatment
Scarlet Fever	24 hours from start of antibiotic treatment
Pediculosis (head lice)	As per school policy
Scabies	Until after one appropriate treatment
Ringworm/pinworm	Until seen by the family physician and under appropriate treatment
Hand, foot and mouth	Children with blisters in their mouths or weeping lesions on their hands should be excluded and remain home until blisters/lesions clear
Fifth Disease (parvovirus B-14)	Exclude only if fever present, children no longer contagious once rash develops
Roseola	None as long as student is well enough to participate

6.5 Student Protest

Administrator

1. Obtain as much information as possible - who are organizers, what is the issue, where and when is it to take place? Involve parents as early in the process as possible for support
2. Discuss details and action plan with area superintendent.
3. Meet with organizers in an attempt to resolve the problem / offer an alternative solution. If this is unsuccessful, then provide guidance regarding the protest and also clearly outline possible consequences of this action.
4. Inform staff and outline procedures to be followed (i.e. supervision of students and consequences for "walking out").
5. Inform students of procedures to be followed and consequences for their actions.
6. Contact police with details and address possible concerns.
7. Lock exterior doors after students have exited school, leaving only main door unlocked. Place signage on other doors.
8. Assign staff to monitor emergency access to school.
9. Communicate with parents and media in consultation with Communications Manager.

6.6 First Aid/Staff or Student Injury

Emergency Action Plan is developed and posted for each school and worksite

Emergency First Aid – Suspected head/spinal injuries

Teacher / EA

1. Where serious injury has occurred call 911 immediately.
2. Assess injury.
3. DON'T move student if you suspect a head or spinal injury, or any other type of life-threatening injury or condition.
4. Send runner for principal / vice-principal and qualified first aid person.
5. Keep student calm and comfortable.
6. Move other students away from area.

Administration / Teachers / Secretaries / Educational Assistants / Custodians

1. Assess injury; decide whether to call ambulance 911.
 - If ambulance called, assign staff person to direct ambulance to area.
 - Provide only initial, essential first aid. Avoid administration of any medication, unless it has been prescribed for the student for this specific medical emergency.
2. Notify hospital of type of injury.
3. Contact parents, let them know which hospital.
4. Send copy of Student Information Form with ambulance.
5. If critical injury of staff, contact the Board Health and Safety central board office representative

*** STAFF MUST NOT PERSONALLY TRANSPORT INJURED STUDENT**

6.7 Missing Child

In the event that a child has been reported missing the following announcement will be made:

“Would ____ please report to the office”

Teachers

1. Notify office, immediately, about missing student.
2. Query other students about possible reasons for student’s disappearance.
3. Share reason with office.

Administration

1. Make announcement.
2. Make second announcement “We are trying to locate _____. If anyone knows anything about the whereabouts of _____, would they please contact the office”.
3. Organize a search of building. Check auxiliary areas. Pay particular attention to containers with lids.
4. Investigate circumstances around student’s disappearance.
5. Phone home to inform parents and to check whether student is there.
6. Notify police; give description including clothing and location last seen / possible route.

Depending on the age of the student and circumstances, if it is known that a student ran away from school, administration will take appropriate action and will contact parents and the police immediately.

6.8 Plant Emergencies:

A plant emergency is when the building system operations fail or are compromised. This may include chemical spills or the failure of heat, water, fire alarms, electrical or sewage systems.

a) Chemical Spills

- i) Contact the Plant Department
- ii) Contact in the following order:
 - Fire Department
 - Ministry of Environment Spills Action Centre **1-800-268-6060**
 - Health Unit if appropriate

Chemical Spill Definitions

Minor Spill any release of substance which is contained inside the building and in the catchment area.

Serious Spill any release of substance outside the building and into the soil, water or air.

Chemical Spill Action

Minor spill control and cleanup must be done by staff that are trained to use the materials.

Serious spills must be reported to the principal / manager / supervisor who will immediately inform the Superintendent of Education and the Ministry of the Environment as required.

Disposal of hazardous materials and the subsequent waste must be done in keeping with the government regulations.

b) Failure of Water, Heat, Fire Alarm, Electrical, or Sewage Systems

In the event of failure of water system, heat, fire alarm system, electrical system or sewage system that cannot be remedied by staff at the school or worksite, the following steps should be taken:

- i) School or worksite official will contact the Maintenance Supervisor or the Plant Manager;
- ii) The Maintenance Supervisor or Plant Manager will either visit the site immediately or dispatch appropriate Board staff or contractors to the site to assess the cause and extent of the equipment failure;
- iii) When the Plant Manager or Maintenance Supervisor has determined an expected time line to remedy the problem, he shall inform the Principal of the expected down time;

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- iv) The Principal, in consultation with the Area Superintendent, shall determine if the emergency requires school dismissal or cancellation and make appropriate announcements to students, staff and parents;
 - v) Before bus cancellation or early departure is determined, the Area Superintendent shall contact the Area Transportation Officer;
 - vi) Upon arriving at a decision to cancel school classes, the following factors will be considered:
 - Type of emergency
 - Comfort of students and staff
 - Health regulations
 - Fire regulations
 - Time of day / week / year
 - Bus service implications

6.9 Tornado / Severe Weather Warnings

When a severe weather watch is in effect for a school area

- a) Monitor Environment Canada on the web, or the local radio station closely for possible warnings and make regular observations of developments in the weather.
- b) Share the information with appropriate staff.

When a severe thunderstorm warning is in effect for a school area

- a) If a warning is in effect and a thunderstorm is observed at dismissal or recess time, students will be kept in the school until the storm has passed. Portables (if any) may be evacuated.

When a tornado warning is in effect for a school area

- a) Enter immediately into a tornado emergency mode.

Tornado Emergency Mode

Teachers

- a) Walk to safe area with students
- b) Give instructions to students to sit in crouch position with hands over head

Administration

- a) Make announcement.
- b) Check all areas within the building (i.e. washrooms, gym, library, etc.)
- c) Check for any discrepancies in attendance. Locate missing students.
- d) Make an all safe announcement.

Locations

Identification system for area to gather during a tornado:

- Students in classrooms: nearest hallway area.
- Students in portables: gym.
- Students in other locations: return to designated classroom area.

*** NO ONE GOES BACK INTO CLASSROOM, UNTIL SIGNAL FOR RE-ENTRY**

6.10 Trespassers / Unarmed Intruders

All Staff Encountering a Trespasser

- a) In a courteous, calm and assured manner, introduce yourself to the trespasser and ask if you can be of assistance. Avoid a confrontation.
- b) Direct person to the office.
- c) If the trespasser is not immediately co-operative or is openly disrespectful or hostile, ask for his / her name and ask him / her to "Please leave the school / premises". Avoid any situation that allows the trespasser to play to an audience.
- d) If the trespasser refuses to leave, contact the office from the nearest intercom, ask for support and explain the situation. Do not attempt to physically move / restrain the trespasser.
- e) Call the police and ask them to investigate who they are and why they are at the school.
- f) Call 911 if the intruder appears to be or becomes an immediate threat

Administrator Responding to Report of Trespasser

- a) Advise someone in the office where you are going (general area of school) and why.
- b) Take a second person with you (runner / witness).
- c) Attempt to avoid a confrontational situation. In a courteous, calm and assured manner, introduce yourself to the trespasser and ask if you can be of assistance. Attempt to get their name.
- d) If the person is not immediately co-operative or is openly disrespectful or hostile, ask them to accompany you to the office. Avoid any situation that allows them to play to an audience.
- e) **If the trespasser refuses to accompany you** to the office or to leave the school, cite the new Safe Schools Act 2000 - Section 2(1) "Access to School Premises & Section 3(1) "Principal's authority". Advise them that unless they leave immediately that the police will be called and a charge of trespass will be laid.
- f) If this fails, send a third person to the closest intercom or telephone with instructions to (or to have office staff) call the police (911), and to stand by to direct the police (when they arrive) to the area of the incident.

- g) Remain with the intruder until the police arrive. If necessary, follow the trespasser wherever they go on school property. Leave third person to further direct the police.
- h) **If the individual does accompany you** to the office, complete a trespass notice and provide the individual with a copy.
- i) At no time during the procedure should you touch (physically interfere with) the trespasser or allow other staff members / students to physically remove the trespasser. However, should the trespasser become physical you should use only as much force as is necessary to subdue / restrain the individual.
- j) As soon as possible after the incident, complete a Trespass Incident Report. Record details including: names of trespasser and witnesses, as well as any verbal threats, or forms of intimidation or aggressive behaviour. If you do not know the identity of the trespasser, attempt to obtain it from witnesses, or carefully record a description of the trespasser as well as vehicle used.
- k) Immediately following the incident, your area superintendent should be contacted to discuss what further action should be taken.
- l) If Trespass Notice is served, keep a copy on file and provide the police with a copy. Notify staff.
- m) If trespass notice is violated, then police will require a statement. Attach a copy of trespass notice to statement and have the police sign as witness, if they are present when notice is served. Keep a copy of this statement and notice.
- n) If the person appears to be an immediate physical threat to any person, initiate lockdown.

Section 7: School Security

7.1 Accessing the school after hours

- a) School doors are unlocked at (time) a.m. and locked at (time) p.m.
- b) All custodians (names of custodians) have a master key, as does the principal (name), vice principal (name) and head secretary (name) and assistant secretary (name).
- c) All teachers have a key to their classroom. A record of all these keys is kept by the head secretary, in a binder, in a file cabinet in the main office.
- d) Any teacher accessing the school after hours follows this procedure:
 - de-activates the alarm by punching in code when they arrive.
 - records his / her name in the binder or on the white board and signs in the time and date as per site-specific procedures.
 - signs out with the time and date when leaving.
 - the last person to sign out will re-activate the alarm when they leave.
- e) All renters sign a rental agreement and a (School name) Evening User Groups' agreement. A custodian opens the school for rental groups, remains on site while they are in the school, and locks up when they leave.

Section 8: Appendices

8.1 Emergency Procedures Quick Reference Flip Chart Template



Emergency Response Plan Flip Chart

(Template for this chart can be accessed via the Director's Office)

Back to back sheets to be copied, folded, and stapled are available as a separate file.

Lockdown **and** Title Page

Trespassers / Unarmed Intruders **and** Emergency Contact Numbers

Tornado **and** First Aid – Serious

Missing Student **and** Allergic Reactions – Severe

Bomb Threat **and** Fire

8.2 Tragic Event Response Support Material

See Tragic Events Response Checklist and Critical Illness / Injury or Incident Response Checklists (Separate Documents) in the Crisis Response Folder on First Class email Elementary and Secondary Principal Conferences.

8.4 Staff Accident Form

This form is located on the First Class Infobase under “Forms” and school First Class conference and is called “Employee Incident Accident Form”.

8.5 Student Accident form

This form is located on the First Class Infobase under “Forms” and is called “Student Accident Form – OSBIE”.

Student Insurance Accident package is distributed to parents at the beginning of each school and is posted on school websites.

8.6 First Aid Kit Contents

An optimal First Aid Kit will contain (*required items as per Occupational Health and Safety guidelines)

- * Names of school personnel trained in first-aid
- * Current edition of St. John Ambulance First Aid Manual
- * First Aid report Book
- * 10 pair non-latex gloves
- * 12 triangular bandages
- * 1 set of assorted splints
- * 2 rolls splint padding
- * 48 sterile 3 inch square gauze pads
- * 12 rolls 1 inch gauze bandage
- * 8 rolls 2 inch gauze bandage
- * 8 rolls 4 inch gauze bandage
- * 2 rolls 1 inch adhesive tape
- * 48 Adhesive dressings individually wrapped
- * 6 sterile surgical pads suitable for pressure dressings
- * Card of safety pins
- * Stainless Steel Basin
- * 2 blankets
- * 1 stretcher
- Instant cold packs
- Package of assorted Band-Aids
- Pocket masks with valve and case (used for CPR)
- Tweezers
- Scissors
- Washing agent for minor cuts and scrapes
- Biohazard Response Kits (optional)

In the case of schools, two Emergency Kits will be developed, regularly updated, and kept in the main office and the alternate command centre.

AED – Automatic External Defib is recommended for school sites.

POLICE BOMB THREAT CHECKLIST

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____

Age: _____ Length of call: _____

Number at which call is received: _____

Time: _____ Date: _____

BOMB THREAT



Date: _____

Name/Position: _____

Phone number: School Phone Number

School Address

CALLER'S VOICE:

_____	Calm	_____	Nasal
_____	Angry	_____	Stutter
_____	Excited	_____	Lisp
_____	Slow	_____	Raspy
_____	Rapid	_____	Deep
_____	Soft	_____	Ragged
_____	Loud	_____	Clearing throat
_____	Laughter	_____	Deep breathing
_____	Crying	_____	Cracking voice
_____	Normal	_____	Disguised
_____	Distinct	_____	Accent
_____	Slurred	_____	Familiar
_____	Whispered		

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

_____	Street Noises	_____	Factory Machinery
_____	Crockery	_____	Animal noises
_____	Voices	_____	Clear
_____	PA System	_____	Static
_____	Music	_____	Local
_____	House noises	_____	Long distance
_____	Motor	_____	Booth
_____	Office	Other: _____	
_____	Machinery	_____	

THREAT LANGUAGE:

_____	Well spoken	_____	Incoherent
	(educated)	_____	Taped
_____	Foul	_____	Message read by threat maker
_____	Irrational		

REMARKS: _____

Report call immediately to: O.P.P. 911