



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2018	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2023	<i>Page</i> 1 of 7
<i>Contact Person/Department</i> Superintendent Responsible for Safe and Accepting Schools	<i>Identification</i> OP - 6520

EMERGENCY RESPONSE PLAN – 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 through school and worksite 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 Relevant Legislation, Regulations, Guidelines and Agencies

- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

2.2 Relevant Board Policies, Procedures and Protocols:

- [OP 6510 Anaphylactic Reactions Procedure](#)
- [OP 6020 Code of Conduct Procedure](#)
- [OP 6540 Lockdown Emergency Response Plan Procedure](#)
- [HR 4020 Criminal Record Check Procedure](#)
- [BD 2070 Emergency Response Plan- District Procedure](#)
- [OP 6001 Safe Arrival Procedure](#)
- [ES 5060 Safety in Technology Classrooms Procedure](#)
- [BU 3026 Transportation Procedure](#)
- [HR 4203 WHIMIS Procedure](#)

3.0 TERMS AND DEFINITIONS

3.1 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.

3.2 COMMAND CENTRE

The Command Centre is the secure 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 CRISIS

An unfolding situation that has reached a critical phase with the distinct possibility of a highly undesirable outcome, such as a hostage situation or terrorism.

3.4 DISTRICT CRISIS LIST

A confidential list of key contacts that is updated regularly (Director of Education, Superintendents, Facilities Services Personnel, Communications Services Personnel, Student Services/Attendance Counsellors (SSACs), Principals, Vice Principals) for use in emergencies.

3.5 DRILLS

Drills are supervised activities involving all members of the school/worksite community that provide the opportunity to practice, test, develop, and maintain skills in the response procedure as well as the possible interaction with emergency support services and personnel (e.g. police, fire, medical).

3.6 EMERGENCY

An urgent need that calls for immediate action such as:

- a) Deaths – student, staff, parent, or community member
- b) Widespread Emergency – manmade and natural
 - Chemical or hazardous material spills
 - Fires or explosions
 - Severe weather
 - Earthquakes
 - Floods
 - Hurricanes
 - Ice storms
 - Tornadoes
- c) Medical emergencies
 - Pandemics – Asian flu, H1N1, etc.
 - Airplane or train crashes
 - Bus crashes
- d) Traffic Emergencies
 - Airplane or train crashes
 - Bus accidents
 - Other

- e) Utilities emergencies
 - Chemical spill
 - Gas odours
 - Power outages
 - Watermain breaks, nearby or on site
 - Sewer failure

- f) Violent incidents
 - Bomb threats
 - Hostage situations
 - Terrorism or wars

3.7 EMERGENCY KIT

The Emergency Kit is the repository for key information (electronic or print) and supplies that may be needed in an emergency.

3.8 EMERGENCY RESPONSE PLAN

A plan to ensure that schools and worksites are prepared, through proactive planning and training, to respond to crisis or emergency situations. The Emergency Response Plan includes Lockdown information

3.9 HOLD AND SECURE

Hold and Secure is a term used when it is desirable to secure the school due to an ongoing situation outside and not necessarily related to the school (e.g. a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the administrator/manager of the site becomes aware that the situation is resolved.

3.10 LOCKDOWN

Lockdown is a term used when there is a major threatening incident or threat of school violence within the school, or in relation to the school.

3.11 LOCKDOWN EMERGENCY RESPONSE PLAN

A Lockdown Emergency Response Plan will be developed as part of the school Emergency Response Plan (See Emergency Response Plan - Schools and Worksites Procedure OP- 6520) and will include specific information related to the individual school/worksite.

3.12 SCHOOL COMMUNITY

The school community consists of any person who may be on school or board property at the time of a threatening incident (this includes but is not limited to staff, students, parents, volunteers, contractors, maintenance personnel, central office staff, community partners, occasional and casual staff).

3.13 SHELTER IN PLACE

Shelter in Place is a term used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (e.g. chemical spills in the community, blackouts, explosions, or extreme weather conditions)

3.14 STAFF

Any person employed by TLDSB.

3.15 STANDARD REUNIFICATION

A reunification plan will be used when standard dismissal processes cannot be used and students must be returned to their parents/guardians following a critical incident. A standard plan will be followed for all reunification situations.

3.15 THREATENING INCIDENT

For the purposes of this plan, a threatening incident is defined as a situation involving a potentially armed individual or individuals posing an immediate threat to life (i.e. has or may have a weapon).

4.0 ADMINISTRATIVE PROCEDURE

- 4.1 Principals/worksite 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/worksite emergencies.
- 4.2 The School/Worksite Emergency Response Plan must be completed/updated and available in the school/worksite by school opening at the beginning of each school year. A copy of the School/Worksite Emergency Response Plan is to be updated and centrally stored electronically by the beginning of each school year and whenever updates to information are required
- 4.3 A review of the Emergency Response Plan must be completed by the school administrator with staff in September and February of each year and whenever there is a change in school staff.
- 4.4 The School/Worksite Emergency Response Plan template includes fillable sections relevant to each school/worksite
- 4.5 The Specialized Services Department will ensure that board-wide resources, information and reference materials are uploaded and available electronically in a shared file.
 - 4.5.1 TLDSB site-specific plan Emergency Response Templates will be available for completion by each TLDSB school and worksite.

a) Each site-specific plan requires relevant current information on:

- School Name, Date, Address
- Plan Update Author/Date
- Emergency Contact Information
- School Board Contact Information
- Community Emergency Services Contact Information
- Command Centre Information
- Evacuation Location
- Lockdown Plans for Open Areas
- Plans for students with special needs
- Plans for students and staff with medical needs
- Plan to communicate emergency response procedures
- General School/Worksite Access
- Notes
- Floor Plans

4.5.2 Information and Reference materials regarding standard responses to events/emergencies and other resources are available for each school/worksite and are considered part of each Emergency Response Plan.

They are:

- a) Resource/Support Materials:
- Administrator/Manager Planning and Inspection Checklist
 - Additional Emergency Procedure References
 - Quick Reference Flip Chart Template
 - Emergency Procedures Sticker
 - First Aid Kit Contents
 - First Aid Requirements (SO Memo)
 - Proactive Measures Checklist
 - Safety Resources
 - School Access and Security
- b) Emergency/Crisis Response:
- Bomb Threat
 - Emergency Closing and Reopening
 - Evacuation
 - Media Communications
 - Missing Child
 - Plan Emergencies
 - Tornado/Severe Weather Warning
- c) Emergency Situation Response:
- Communicable Diseases
 - First Aid – Staff or Student Injury
 - Student Protest
 - Trespassers/Unarmed Intruder
 - Media Communications

- Fifth Disease (SO memo)
 - Fire Prevention (SO memo)
- d) Other references:
- Lockdown, Hold & Secure and Shelter in Place
 - Police Protocol
 - Tragic Event Response
 - Standard Reunification Plans
- 4.6 A printed copy of the School/Worksite Emergency Response Plan (the school/worksite specific plan and the information and reference materials) will be maintained in a minimum of two locations in the building: the main office area and the “Alternate Command Centre.”
- 4.7 A master copy of the School/Worksite Emergency Response Plan will be maintained and available to administrators and designated central staff via the shared electronic file process.
- 4.8 EMERGENCY KITS
- 4.8.1 In the case of schools, two Emergency Kits will be developed, regularly updated, and kept in the main office and the alternate command centre.
- 4.8.2 A designated staff member will ensure that one Emergency Kit is taken with him/her when the school is evacuated.
- 4.8.3 The Emergency Kits will contain the following:
- a) Emergency Response Plan;
 - b) Plans for evacuating to the off-site Command Centre;
 - c) Access mode for the evacuation location (key or security code);
 - d) Reunification and dismissal protocols;
 - e) Board, bus company and agency contact information;
 - f) Contact information for all students (to be printed September 1 of each year and updated on February 1 of each year);
 - g) Bus lists;
 - h) Floor plan;
 - i) Medical information for students;
 - j) Pertinent emergency information, equipment, and supplies for students with special needs;
 - k) Whistle, markers, paper;
 - l) First Aid Kit (in the vicinity of the Emergency Kit);
- 4.9 COMMAND CENTRES:
- 4.9.1 The Command Centre is the location at which central planning and communication will take place during an emergency. Three Command Centres will be established. The primary Command Centre is the school office or worksite office.

4.9.2 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).

4.9.3 An off-site Command Centre is identified for circumstances when the school/worksite must be evacuated and cannot be re-entered.

4.9.4 The Command Centres should be equipped with:

- a) A regularly updated Emergency Kit (see above)
- b) A First Aid Kit
- c) A megaphone
- d) Caution tape

4.10 EMERGENCY PROCEDURES STICKER

4.10.1 An Emergency Procedures Sticker outlining the standard response for Lockdown, Hold and Secure, Shelter in Place and Bomb Threat responses should be affixed to the back of each classroom and active teaching space door.

4.10.2 A Sample of the sticker can be found in the TLDSB Emergency Response Plan- Lockdown Procedure.

4.11 STANDARD REUNIFICATION

4.11.1 Reunification plans will be used when standard dismissal procedures cannot be followed as a result of an emergency situation and/or when students must be returned to their guardians following a critical incident.

4.11.2 A standard plan will be used for all reunification situations.

4.11.3 Central staff will be made available to assist with enacting the reunification plan.