



EMERGENCY PREPAREDNESS POLICY 2.1.32

(updated January 2017)

Summary

To ensure the safety and security of all students and staff, District School Board Ontario North East has in place plans and procedures to be implemented in an emergency situation including, but not limited to a serious accident, violent or other incident, or an act of terrorism, in, on, or near school property.

The Emergency Preparedness Policy has clearly defined roles, responsibilities, expectations and procedures for staff, students and families.

The principal is responsible for the overall planning, final content of the plan, scheduling of drills, training of students and overall safety of staff and students. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation. The principal must provide full cooperation with police. The principal must **dialogue annually** with local emergency responders to establish expectations and understanding of the school's Emergency Preparedness Plan. Details such as response time, crowd control, evacuation sites, parent/guardian communication, staging area, etc. will be discussed at these meetings.

The Emergency Preparedness Plan is shared with parents on a yearly basis. During a lockdown situation, parents should keep informed by listening to the radio. School board officials will do all they can during an emergency to notify parents, however, certain emergency situations may preclude this possibility. A parent staging area will be established where parents can go to learn the most up-to-date information about the situation at the school. This site will be an area away from the immediate emergency or threat. Possible alternate sites are churches, halls and other schools.

Parents and guardians must be aware of their role in the plan, and should reinforce with their children the student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation.

The four key components of the policy are:

Lockdown

A lockdown is an emergency situation, which prevents the safe evacuation of a school building and requires steps to isolate students and staff from danger by requiring everyone to remain inside the building. A lockdown is used in an emergency situation where the danger is inside, on, or very near the school property. A lockdown requires that all students be kept in classrooms or other designated locations that are away from the danger. A lockdown minimizes access and visibility and shelters students, teachers, staff and visitors

in secure locations. Staff members within the school/site, including caretaking, teachers, administrative team and other support staff, are responsible for students and for ensuring that no one leaves the safe area. School personnel will also secure building entrances, if it is safe to do so.

School Lockdown Procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. During a Lockdown, lights are turned off in the classroom (a single light may be left on for safety reasons), blinds are closed and if possible all interior windows/glass panes must be covered. **A lockdown always ends with an Evacuation.**

Hold and Secure

A “Hold and Secure” ensures the safety of students when an incident occurs on school property (or close to the school) or in the school. For example: Student with high needs requiring support; injury requiring ambulance; etc. This event poses no immediate danger to students or staff unless they were to leave their classroom or the building; therefore they are kept inside of the building or in their classrooms. In this situation, the school continues to function normally, but students remain in their classrooms, with the exterior doors being locked, until such time as the situation near the school or in the school is resolved.

Shelter in Place

“Shelter in Place” is used for an environmental or weather related situation (i.e. tornado, storm, chemical spill, blackout, explosion) or an external situation (bank robbery) where it is necessary to keep all occupants within the school to protect them from an **external situation**. This event poses no immediate danger to students or staff unless they were to leave the building; therefore they are kept inside of the building to protect them from the external situation. In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation is resolved.

Evacuation

All schools have detailed evacuation plans to remove students and staff in the event of a serious incident where everyone must leave the building. (i.e. fire, bomb threat, after a lockdown)

For more information on the Emergency Preparedness Policy go to:

<http://docushare.dsb1.edu.on.ca/docushare/dsweb/Get/Document-15504/2.1.32.pdf>