

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 170

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#### **SUBJECT: SCHOOL EMERGENCY PROCEDURES**

Legal References: *Education Act: Section 265 (1) (j) Duties of Principal: Care of Pupils; Guideline - Ontario Schools Code of Conduct; Occupational Health and Safety Act*

Related References: *Administrative Procedure 160 Access to School Premises; AP 175 Accidents, Incidents and Occupational Illnesses; AP 176 Bomb Threats; AP 178 Inclement/Severe Weather; AP 179 Lockdown and Hold/Secure; AP 180 First Aid and Medical Emergencies; AP 182 Tragic Events Response; AP 314 Medically at Risk Students; AP 357 Violence-Free Schools; AP 364 Search and Seizure Guidelines; AP 404 Violence Prevention in the Workplace; AP 411 Workplace Hazard Notification and Investigation; AP 414 Refusing Unsafe Work; AP 540 Hazardous Materials Disposal; AP 589 Transportation; Police/Board Protocol (Appendix B, AP 351); Ontario Chiefs of Police Report, June 2009.*

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#### **1. Guidelines For School Emergency Plans**

The Avon Maitland District School Board has developed this administrative procedure to provide guidelines for the development of school emergency plans.

#### **2. Emergency Plans**

##### **2.1 Every principal shall develop a School Emergency Plan dealing with:**

- a) Bomb Threats – AP 176
- b) Emergency Evacuation and Relocation – AP 176 and AP 170, Section 5
- c) Fire Drills and False Alarms - AP 170
- d) Inclement/Severe Weather - AP 178
- e) Lockdown – Major Incident or Threat of Violence and Hold & Secure Measures - AP 179
- f) Medical Emergencies - AP 180
- g) Medically at Risk Students - AP 314

Sample School Emergency Plans (Elementary and Secondary) are available from the superintendent responsible for emergency measures.

2.2 Every principal shall maintain an Emergency Measures Binder containing hard copies of the required administrative procedures (see section 2.1 above) and the locally developed individual emergency school plan.

2.3 Every principal shall develop Emergency Response Action Cards and ensure that these cards are posted in the appropriate areas: Principal Action (Principal's and Vice-Principal's Office), Teacher Action (Classrooms, libraries, etc.), Secretary Action (Office Area) and Custodian's Action (Custodial Room). Sample cards are attached as Appendix A.

- 2.4 Every principal shall ensure that emergency plans, evacuation procedures and routes are posted in all occupied rooms of the school (replacement posters are available from the Education Centre).
- 2.5 Every principal shall ensure that emergency plans are updated and reviewed with all staff, shared facility users and students of the school at the beginning of the school year. New or transferred employees must be in-serviced as soon as possible after their start at the school. Principals must also develop a mechanism to share emergency information/plans with occasional staff, volunteers and individuals or groups who make use of the facility.
- 2.6 Principals must ensure that all community partners, especially parents, know the procedures to be followed in emergencies. School newsletters, parent meetings, school websites, etc. are suitable forums. Such communication shall occur annually, early in the school year. For building security reasons, school floor plans and site plans should not be posted on the internet.
- 2.7 Schools are community hubs; therefore, accessibility to guests, volunteers/renters need to be considered and communicated. Building evacuation plans should be provided to renters so they know what to consider in evacuating their members who are disabled.
- 2.8 Principals are to file a current copy of the school emergency plan with the supervisory officer responsible for emergency measures prior to the start of each school year.
- 2.9 Emergency Response Bag
- 2.9.1 Every principal must ensure that an emergency response bag, whose contents are kept up to date, is available in the front office of the school, with the following contents:
- a) School site plan (that indicates exits, fire extinguishers, eye wash stations, safety showers, first aid kits, pull stations)
  - b) Accurate floor plans including command location(s) in event of major incident
  - c) Location and nature of special education classrooms
  - d) Gas and water shut off locations
  - e) Staff list
  - f) Student list and attendance roster
  - g) Location and phone number of emergency relocation site and offsite command post location
  - h) Emergency contact numbers
  - i) Pictures of school areas (e.g., cafeteria, gymnasium, library)
  - j) Medically at-risk student information
  - k) Master key
  - l) Plans for the evacuation of individuals with special needs (students and adults), naming the individuals affected by such plans
- This bag is to be transferred to the community emergency response leader (police, fire, etc.) in an actual emergency.
- 2.9.2 The principal shall ensure that the contents of the Emergency Response Bag are updated at the start of each school year.

### **3. Emergency Drills**

- 3.1. Every principal shall conduct emergency fire drills three times between school opening and December 31<sup>st</sup> and three times between January 1<sup>st</sup> and the last school day of the school year.
- 3.2. Every principal shall conduct emergency Shelter in Place (tornado) drills twice per year.
- 3.3. Every principal shall conduct at least two Lockdown drills each year, one in September or October and one in February or March.
- 3.4. Every principal shall conduct at least one Medical Emergency drill each year.
- 3.5. Every principal shall conduct at least one Bomb Threat drill each year.
- 3.6. Every person in a school building shall take part in all emergency drills.
- 3.7. Consideration should be given to involving local police, fire and emergency medical services (EMS) in training and/or drills.
- 3.8. A record of the emergency drills, Form 170, shall be maintained by the principal, including date and time of drill, length of time to evacuate and any problems. This record will be recorded in the School Emergency Measures binder and forwarded to the superintendent of operations at the end of each school year.

### **4. Emergency Response Team**

- 4.1. Each school will have an emergency response team (ERT) that will consist of the principal, vice-principal (if applicable) and two to four staff members. It is understood that the latter are volunteers.
- 4.2. It is recommended that members of the emergency response team receive training in the use of Automated External Defibrillators (AEDs), where appropriate, first aid and non-violent conflict resolution.
- 4.3. The principal must review the make-up of the emergency response team at the beginning of each school year.

### **5. Emergency Off-Site Evacuation and Relocation**

- 5.1. In all cases of an emergency requiring off-site evacuation and relocation, the principal or delegate will promptly notify the supervisory officer responsible for emergency measures and, if appropriate, call 911.
- 5.2. The emergency off-site evacuation and relocation procedure shall include the name and phone number of the relocation site; procedures for walking or bus transportation; procedures for the vice-principal or delegate in charge of leading the classes to the site; procedures for the dismissal of students from the relocation site; and follow-up, debriefing and communication requirements.
- 5.3. Media communication regarding the emergency off-site relocation shall be directed to the board communications manager.

## **6. In the Case of Accident or Death**

The principal shall follow the procedures outlined in Administrative Procedure 175 Accidents, Incidents and Occupational Illnesses and Administrative Procedure 182 Tragic Events Response.