

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Emergency Response Protocol

School Operations D – 31

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

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POLICY STATEMENT

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP) in conjunction with Emergency Services (ES) to provide a protocol that reflects a clear and consistent approach in responding to various emergency situations.

PURPOSE STATEMENT

To provide direction for procedures to be followed in the event of any emergency involving staff and/or students on board property or while on school sponsored events.

ADMINISTRATIVE PROCEDURES

The PSSBP requires that the Principal of Burkevale Protestant Separate School has plans in place to respond to a wide range of emergency situations to provide for the safety of staff and students.

1. TYPES OF EMERGENCY RESPONSES

Type I – Lockdown, Hold and Secure, Shelter in Place

Type II – Evacuation for Fire or Other Threats

Type III – Situations Requiring Consultation with Police - Bomb or Other Threats

Type IV – Municipal Level Emergencies

Type V – Facility Emergencies

2. EMERGENCY RESPONSE PLANS

The Principal and/or designate, in collaboration with the School Emergency Response Team, shall ensure that the school develops emergency response plans, (based on Board Policy D-31 Emergency Response Protocol) that are stored in the school Emergency Response Bags, located in the office and updated annually.

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3. SCHOOL EMERGENCY RESPONSE TEAM

The School Emergency Response Team shall include the Principal, Vice/Principal and/or designate Administrative Assistant, Custodian and a minimum of two Teaching staff. The Principal or their delegated team members shall be assigned the following roles:

- 1) liaison and overall school co-ordination;
- 2) reception/departure of students and staff or parents/guardians at the site;
- 3) communications;
- 4) issues such as heat, electricity, hygiene and sanitation, etc.;
- 5) transportation liaison and coordination;
- 6) alternate evacuation site plans; and
- 7) property protection.

Alternate staff members must be assigned to carry out the above roles in the absence of the originally assigned staff member.

4. EMERGENCY RESPONSE BAG

The school shall have two Emergency Response Bags that each contain the following:

- a list of School Emergency Response Team members;
- emergency contact list for staff and students;
- alternate evacuation sites;
- communication plan;
- transportation plan;
- copy of the 'flipchart' titled "Booklet for Emergencies"
- keys for school and evacuation sites, as required
- portable air horn or other approved device;
- battery pack and charging cord;
- orange vest for the primary division bag;
- Student Prevalent Medical Conditions Forms
- other items necessary to maintain communications

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5. EMERGENCY CONTACT LIST

The school plan shall include an emergency contact list with the following information:

- staff list indicating phone numbers;
- student list including medication needs e.g., inhalers, EpiPens, etc., phone numbers for parents/guardians;
- senior administration contact list and phone numbers;
- police, fire, ambulance phone numbers (911);
- phone numbers for transportation (bus company)

6. COMMUNICATION PLAN

- 1) The school shall have in place an Emergency Communication Plan in order to contact persons listed in the Emergency Contact List above. Principal and staff will be familiar with emergency operation of communication systems in the event of power failure
- 2) Communication must include contacting the Board I Supervisory Officer and Board office staff to provide situation updates and obtain direction.

7. TRANSPORTATION PLAN

The school must develop a transportation plan for students and staff where transportation home is required from a location and/or at a time that must be altered from the regular schedule. The plan will include coordination with Board office staff and the bus company.

8. ALTERNATE EVACUATION SITES

Plans must include:

- 1) provision of shelter for the staff and students;
- 2) evacuation of the school to another site that will provide safe accommodation;
- 3) first aid measures;
- 4) continued care until students, parents/guardians assume care.
- 5) evacuation may include transportation by ground vehicles e.g. buses.

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9. PROPERTY PROTECTION

It is vital that after concerns for the safety of students and staff members have been addressed, that building systems be protected and the building made secure.

10. TRAINING AND PRACTICES

- 1) At the September Board Leads meeting, review the “Booklet for Emergencies” to ensure the information is current.
- 2) Principal, Vice-Principal and/or designate will ensure all staff members are aware of the school’s Lockdown, Hold and Secure, Shelter in Place Plan and the school’s Fire Safety/Evacuation Plan and this administrative policy by including them in a staff meeting agenda at the first staff meeting in October. Lunch supervisors, office administration and custodial staff will be invited to this meeting.
- 3) After staff members are familiar with the plan, the Principal shall arrange appropriate drills (see Lockdown, Hold and Secure, Shelter in Place Plan and Fire Safety/Evacuation Plan for frequency and timing of drills.)

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TYPE I

LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN

1) PURPOSE

The level of preparedness to deal with **Lockdown, Hold and Secure, Shelter in Place** by staff members, students and police will have a major impact on the final outcome. Practices for Lockdown, Hold and Secure and Shelter in Place will be held a minimum of twice during the school year.

2) DEFINITIONS

Lockdown - Lockdown is a response to a major incident or threat of school violence within the school, or the immediate area of the school. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building and/or portables in secure locations. All staff members within the school are responsible for ensuring that no one leaves the secure locations until the Lockdown is removed by the Principal/Designate or police. Staff and students take immediate precautions to ensure safety, taking cover in the closest secure location. The Principal/Designate will call 911 and will notify the Board office.

Hold and Secure – Hold and Secure is a response to a threat in the general vicinity of a school and not related to the school. This could be a police pursuit, a crime in progress or an active police search. Staff, students and visitors are considered to be safe inside the school. The school continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building when safe to do so. Signs indicating a Hold and Secure status must be posted until such time as the situation near the school is resolved. Occupants do not leave the building. The Board office must be notified immediately if the school is placed in a Hold and Secure status.

Shelter in Place - Shelter in Place is a response to an external situation, where it is necessary to keep all occupants within the school, to protect them from the external risk (e.g., an environmental situation such as a chemical spill or an extreme weather-related situation in the neighborhood).

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Staff and students move freely within the school. Signs are placed on external door windows with the school phone number to indicate a Shelter in Place. The Board office must be notified immediately if a school is placed in Shelter in Place status.

LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<ul style="list-style-type: none"> • Response to a major incident or threat of school violence within school or school area. • Staff and students report to closest classroom or secure locations. • No one leaves secure locations until Lockdown is removed by Principal/Designate or police. • Classroom doors are locked. • Where there are curtains and blinds, they are closed, lights turned off, and classroom door windows covered. • Staff and students assume safe position away from windows and sightlines. • Cell phones and text messaging are not to be used unless staff have vital information and call 911. • Staff and students in washrooms will evacuate if safe to do so or remain until Lockdown is over. • Staff and students must not answer door. • Disregard fire alarm and bells unless fire or smoke is obvious. • Students and staff who are outside report to a predetermined location outside. • Students and staff will remain silent. 	<ul style="list-style-type: none"> • Response to ongoing situation outside the school that is not related to the school. • External doors locked. • Where there are curtains and blinds, they will be closed. • Staff and students who are outside will be brought into the school prior to exterior doors being locked if appropriate and safe to do so. • Staff and students will not leave the building. • Staff and students may move freely around the school <p>Post signs at exits with school phone number.</p>	<ul style="list-style-type: none"> • Response to an external situation which may or may not be related to the school. (e.g., and environmental situation or an extreme weather-related situation in the neighborhood) • Windows are closed. • Staff and students move freely within the school and classrooms. • Students and staff who are outside are brought into the school. • The school is considered a safe haven where it is necessary to keep all occupants inside, to protect them from the external situation. <p>Post signs at exits with school phone number.</p>

NOTE: The Board will notify the Ministry of Education, Field Services Branch in the event of any of the above.

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**3) LOCKDOWN PROCEDURES IN CLASSROOMS, PORTABLES AND
WASHROOMS**

- A) Staff members will direct students out of hallways to the closest secure classroom, remain with the students, and lock doors to the room. If the door does not lock, the staff will bar the door or move furniture against it. Staff members will assess whether anyone is injured and the severity of the injuries and take appropriate measures to assist the injured without jeopardizing their own safety or that of others

- B) Where there are curtains or blinds, they will be closed and the lights turned off. Students are to move away from doors and windows. In consideration of sight lines into the room, students are usually safest when sitting along the length of the inside wall of the classroom. Students must remain quiet and follow staff or police instructions. The classroom should look and sound empty. Staff members must prepare students for staying in a Lockdown situation for an extensive period of time.

- C) Individuals are to contact the office ONLY with vital information regarding the incident; for example: "I see the intruder in the southwest hallway".

- D) Cell phones and text messaging are NOT to be used by the staff or by students unless communicating vital emergency information about the incident or calling 911. A ringing cell phone may alert an intruder to a particular location.

- E) Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.

- F) Students will not be allowed to use washrooms or lockers. No one will be released, except by direction of the Principal/Designate, or police.

- G) Staff and students need to be moved from washrooms into classrooms/secure areas but not if it means moving into immediate danger.

For elementary schools, it is recommended that plans identify an adult who normally works in close proximity to the student washrooms, to check the washroom(s) prior to locking down themselves, if it is safe to do so. This adult would quickly check both male and female

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washrooms to which they have been assigned in the planning phase, and take any students found in the washrooms in their classroom(s)/closest secure area to lock down.

- H) Students and staff must not answer the door. If necessary, the Principal/Designate will use the master key to enter classrooms and other sites.
- I) All occupants of the building will disregard the fire alarm system and school bells unless fire or smoke is obvious. If fire poses an imminent danger, all occupants will evacuate.
- J) Please note that in the event of an emergency or crisis, public health advice related to COVID-19 may not be achievable based on the response required.

4) LOCKDOWN PROCEDURES IN OPEN AREAS

Depending on the school plan and the locations and actions of the intruder, consideration must be given to staying inside and hiding, or to the controlled evacuation of students from the, library, gymnasium and other open areas of the school to secure areas or to outside of the school, especially if there are doors or windows leading directly to the exterior. Open areas are the most vulnerable during an emergency situation. The school must have a contingency plan for a Lockdown during a lunch period or class changes when many students are in open areas of the school. It is critical during staff and student training, that everyone understands what to do and where to go in the event that a Lockdown is called and they are in an open area.

5) LOCKDOWN PROCEDURES OUTSIDE THE BUILDING

- A) Staff members will direct students in outdoor areas to immediately take cover. Students must be aware of the pre-planned designated locations a safe distance from the school.
- B) Students and staff SHALL NOT ENTER the school. Staff members who are with the students, whether conducting an outdoor class or supervising at recess or the lunch break, shall endeavor to have students remain in the designated area outside and take attendance.

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- C) When the Lockdown is over, students may be released to parents/guardians, and the staff will attempt to monitor student departures.

6) CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING LOCKDOWN

- A) Anyone observing a violent incident or threat to school safety may initiate the Lockdown, or must notify the school office immediately to initiate the Lockdown.
- B) When a violent incident or threat is reported, the staff member in the school office needs to obtain as much detail about the incident or threat as possible from the initial observer. The priority is to confirm that a violent incident is occurring, and then to be able to direct police quickly to the correct location.
- C) If it is safe to do so, the observer should obtain the following details for the report to the office:
- 1) location and number of suspects;
 - 2) if the suspect is moving or stationary;
 - 3) the identity or description of the suspect (build, clothing, etc.);
 - 4) description of weapons;
 - 5) possible motive or threats made; and
 - 6) any known injuries and location of casualties.
- D) The observer **shall not confront an armed intruder or suspect.**
- E) If gunshots are heard, or a weapon such as a knife is seen, the staff and students should know to go immediately into Lockdown. A staff member would then notify the office to initiate the Lockdown, if possible, to do so.

7) ANNOUNCING LOCKDOWN FROM OFFICE PA SYSTEM

- A) All staff, especially those working in the main office, should be trained that when information is received in the office of a situation requiring a Lockdown (e.g., a violent incident in progress or weapon observed), whoever receives that information will immediately activate the school's Public Address (PA) system, announcing the Lockdown.

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- B) The staff member receiving the report shall activate LOCKDOWN, call 911, and notify the Principal/Designate as quickly as possible,
- C) If there is only one person available in the office, LOCKDOWN shall be initiated before calling 911.
- D) The person receiving the report of a violent incident or threat initiates the LOCKDOWN procedure as follows:
- activates all public address (PA) systems inside and outside the building; and
 - announces clearly and calmly on the public address system.

“EMERGENCY, EMERGENCY! This is _____(give name). INITIATE LOCKDOWN. I REPEAT, “EMERGENCY, EMERGENCY! This is _____(give name). INITIATE LOCKDOWN.

- E) Upon hearing the LOCKDOWN announcement, the staff will immediately initiate Lockdown procedures. The staff must take into consideration those within a site that may require alternate forms of communication.

8) THE 911 CALL DURING LOCKDOWN

- A) A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.
- B) The person calling 911 will remain on the line and provide the following information as prompted by the operator:
- 1) the caller’s name, the school name and full address;
 - 2) a description of the situation;
 - 3) whether anyone is injured and the severity of the injuries;

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4) a safe route to the building and a safe entrance for police, where police will be met by the Principal/ Designate (if it is safe to do so).

9) NOTIFICATION OF LOCKDOWN

The Principal and or designate will notify the Board Office who will notify the Bus Company, the After School Program and any user groups, if applicable.

10) ENDING A LOCKDOWN

- A) Plans to end a Lockdown will involve a room to room visit from police/school administration with some sort of identification process so that occupants of locked rooms know the Lockdown conclusion is authentic. A general announcement will then be made indicating that the announcement is over.
- B) In all cases where police have responded, plans should clearly indicate that the decision to end a Lockdown shall only be made after approval from the on-scene police supervisor.

11) THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN LOCKDOWNS

- A) The police are responsible for responding to and investigating Lockdowns. During a Lockdown, the police will assume command and control of the response and investigation but will liaise and work closely with school administrators throughout the process.
- B) Police services are required to ensure that all members who may be dispatched to a call for service at a school are fully trained in this Lockdown procedure. Police will be met by the Principal/Designate at the entrance recommended during the 911 call (if it is safe to do so) and have immediate access to the school plan, including a floor plan of the school.
- C) Police will implement the immediate rapid deployment method to stop the threat. This means that police officers will enter the building immediately.
- D) Police will make the decision as to whether controlled evacuation of a school under

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Lockdown is a viable option (e.g., in the event of a prolonged situation or a situation where the threat has been contained). Police will direct the controlled evacuation process.

- E) A police command post is the focal point for command and control of the emergency situation by police. This will not be a communication area for parents/guardians.
- F) Staff members, students and other occupants of the building need to be aware that any site may contain crime scene evidence. They should avoid tampering with or disturbing evidence. All objects, to the greatest extent possible, should be left exactly as they are found, to assist with law enforcement investigations.
- G) The police will set up a media relations centre in the designated area outside the incident site. The police will handle media relations regarding the incident and police response. The Supervisory Officer or designate will handle media regarding issues dealing with the students and school. It is recommended that media personnel from police and school board share press releases prior to release to the media so that both police and board / school officials are each aware of what the other is saying.

12) FOLLOW-UP TO THE LOCKDOWN INCIDENT

- A) Actions taken following Lockdowns can have a major impact on the well-being of the staff, students and the broader school community. Debriefing should occur in all situations following a Lockdown. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Lockdown which was not a drill, it is recommended that communication with all staff be made at the conclusion of the Lockdown and that communication to parents/guardians be sent home at the conclusion of the school day or as soon as possible.
- B) Follow-up procedures may include the following:
 - 1) involving the supports available noted in Policy D-30 (Tragic Event Preparedness and Response)
 - 2) providing appropriate and timely information to parents/guardians, the staff, students and school community, board and ministry regarding the incident;

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- 3) follow-up by police of school administrators present at the time of the incident;
- 4) coordinating police and school district news releases;
- 5) evaluating the adequacy of the Lockdown plan and making modifications as necessary;
- 6) identifying lessons learned and developing further preventative measures;
- 7) maintaining close contact with any injured victims and parents/guardians;
- 8) maintaining close cooperation with police services to facilitate completion of investigations; and
- 9) completing all necessary legal, insurance and administrative forms and documents as required.

**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE
PREPARATION, COMMUNICATION, PRACTICE DRILLS,
TRAINING AND PREVENTION**

13) PLANNING AND PREPARATION FOR LOCKDOWNS, HOLD AND SECURE, SHELTER IN PLACE

- A) This procedure provides a recommended plan of action for use at Burkevale Protestant Separate School. The school must follow this administrative procedure as printed and not change the plan except to customize it for site specific needs with approval by the supervisory officer.
- B) The school shall conduct a minimum of two Lockdown drills during each school year as mandated by the Ministry of Education.
- C) The Board shall provide up-to-date floor plans and the school shall outline safe areas that can be locked and open areas (e.g., gymnasium, library) in the school and shall familiarize staff, students and the police with these areas. It is essential to involve the school custodian in the development of the school plan because of the custodian's detailed knowledge of the building.
- D) It is recommended that floor plans be posted throughout the school and at least at every entry point to the school. Other buildings existing on the school grounds,

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portables and off-site evacuation locations should also be identified and included with the floor plans. Hard copies of floor plans and if possible, electronic copies should be provided to the police in advance of a Lockdown.

- E) The police will be involved in consulting on the school Lockdown plan, including the provision of feedback on Lockdown drills. The Supervisory Officer must approve any modifications to the Lockdown plan once the plans are on file with the board office and police.
- F) The school's needs include mechanisms to communicate messages to those who may not adequately hear verbal communications and those who may not be readily mobile without assistance. If the school has a child care centre, other tenants, or community groups/individuals using school premises, it is important that the Principal/Designate ensure staff members from those organizations are included in the implementation of Lockdown procedures.

14) COMMUNICATING THE PLAN

- A) The school will develop a simple and concise plan outlining the procedures to be followed for Lockdown, Hold and Secure and Shelter in Place. All occasional staff members, volunteers and school visitors must be made aware of the school plans and be provided with poster version of the plans. They must wear visitor name tags at all times and understand that they will be expected to respond quickly to the direction of the Principal/Designate in an emergency situation.
- B) A *Booklet for Emergencies* shall be printed and posted in each classroom, staff room, portables, gymnasium, library (stage), office, and all other pertinent areas in the school.
- C) School site specific information will be included in the *Booklet for Emergencies*.
- D) The I Board level Leads Team will review annually, and if necessary, update the *Booklet for Emergencies*.
- E) Students must be familiar with the plan and aware of their responsibility to respond quickly and quietly to the direction of the staff during a crisis. Students must be

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informed that in the event of a Lockdown all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. If they are outside at the time of the Lockdown, they must not enter the building.

- F) Parents and guardians need to be aware of the Lockdown, Hold and Secure and Shelter in Place plans and must reinforce with their children the responsibilities of students to follow directions during an emergency. Parents and guardians should encourage their children to disclose any information they may have that could pose a threat to school safety. The Lockdown, Hold and Secure and Shelter in Place plan information and the importance of parental support for the plans be sent home at the beginning of the school year. Parents/guardians must acknowledge reviewing Policy D-31.
- G) Parents/guardians and community members must understand that they are not to call the school during a Lockdown. They will not be permitted access to the building or to students until it is determined that it is safe for them to enter.
- H) **The Principal/Designate is required to review this administrative procedure and the school Lockdown, Hold and Secure, and Shelter in Place plans with the staff annually.**

15) LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE DRILLS

- A) Implementation of the Lockdown, Hold and Secure and Shelter in Place plan is the school's responsibility. Although police will assist with training and drills, the police are unlikely to be in the school at the outset of an incident. The entire staff must be prepared to implement the school plan quickly and effectively. The extent of the impact of the incident will be dependent on the ability of the school to respond as quickly as possible.
- B) The school is required to have a minimum of two practice Lockdown, Hold and Secure, Shelter in Place drills each school year.
- C) The Principal and/or designate will plan the Lockdown, Hold and Secure, Shelter in Place drills, ensuring that there are no surprise drills and no secret codes. Drills should be announced as practice drills. The focus is on open sharing of every detail

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of the school plan so that students can be expected to follow staff directions promptly.

- D) Police should be invited to attend practice drills to monitor proceedings and participate in providing feedback following the drill. The school is entirely responsible for implementing the Lockdown.
- E) Each school is required to keep a record of the date of the Lockdown, Hold and Secure and Shelter in Place drills. This record shall be appended to the fire drill log required at each school site. A template is attached to this procedure.

16) LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE TRAINING

- A) The school must establish a method to conduct Lockdown, Hold and Secure, Shelter in Place training for all staff, students and visitors each school year.
- B) Due to the young age of some elementary students, it is suggested that classroom teachers be responsible for training students (e.g., practice drills) at the elementary level.

17) PREVENTION

All staff and students must be proactive in identifying students who may be at risk of involvement in a violent incident so that action can be taken before a crisis develops.

18) BUILDING KEYS AND DOOR LOCK MANAGEMENT

- A) For general building security, it is critical to ensure that keys are only available to persons with a specific need to access the building and classrooms.
- B) The Board will develop and maintain a system to track the assignment of building keys to staff, including itinerant or occasional staff.
- C) The Principal must ensure that staff are aware that they must report any misplaced or stolen keys immediately to the Principal, and or designate.
- D) The Principal must ensure that staff are aware that keys must be returned to the Principal, and or designate when relocating or retiring from the building.

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LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN

Type 1

Burkevale School is currently in

“HOLD AND SECURE”

Hold and Secure – Hold and Secure is a response to an ongoing situation in the general vicinity outside of the school and not related to the school, when it is desirable to secure the school. **Staff, students and visitors are considered to be safe inside the school.** The school continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building. Signs indicating a Hold and Secure status must be posted until such time as the situation near the school is resolved. Occupants do not leave the building.

Communication will be forwarded to parents/guardians if/when required.

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Type 1

Burkevale School is currently in

“SHELTER IN PLACE”

Shelter in Place – Shelter in Place is a response to an external situation that is not related to the school (e.g., environmental or weather-related situation in the neighbourhood). Staff and students move freely within the school. Staff, students and visitors are considered to be safe inside the school. Signs are placed on external door windows with the school phone number.

Communication will be forwarded to parents/guardians if/when required.

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EMERGENCY RESPONSE

TYPE I

**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN
SCHOOL PLAN**

NAME OF SCHOOL: BURKEVALE SCHOOL DATE: _____

School Booklet of Emergencies Review and Distribution

- Ensure that off-site partnerships are still applicable as emergency shelters
- Review Booklet of Emergencies with Board Leads Team in September
- Submit Booklet of Emergencies to the board office by the last school day in September
- Place Booklet of Emergencies in each classroom
- Place Booklet of Emergencies in occasional staff folders;
- Place Booklet of Emergencies in each classroom, instructional area, in the custodial and main office
- Be prepared to provide a copy of the Booklet of Emergencies to police during practice drills.

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**EMERGENCY RESPONSE
TYPE II**

FIRE SAFETY / EVACUATION PLAN

1) PURPOSE

- A) The Principal/Designate, in conjunction with the Board and Joint Health and Safety Committee, is responsible for the preparation and review of the Fire Safety/Evacuation Plan for Burkevale.
- B) The Principal /Designate is responsible for the implementation of the evacuation plans at the school.

2) FIRE SAFETY/EVACUATION PLAN

- A) The Principal/Designate shall have a document on record outlining the detailed Fire Safety/Evacuation Plan for the building.
- B) The Principal/Designate, in conjunction with the Board and Joint Health and Safety Committee, will review annually their School Fire Safety/Evacuation Plan by the last school day in September.
- C) Copies of the Fire Safety/Evacuation Plan will be kept in the main office and custodial office.
- D) All staff and students must know all exits, corridors, routes of traffic.
- E) All rooms in the school, all fire stations, exits, and routes must be clearly marked with the appropriate printed cards provided by the Board and approved by the local fire department.
- F) All staff and students must be familiar with all signals, horns and electric bells.

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3) INSTRUCTION

- A) Classroom procedures must be thoroughly explained, with age-appropriate instruction, by the classroom teachers.
- B) Drills should be held by individual teachers with their own classes.

4) FIRE DRILLS

- A) Regulations under the Fire Code require the Principal/Designate hold fire drills at least three times during the fall term and at least three times during the spring term.
- B) The Principal/Designate shall make the situation simulate genuine emergencies by the blocking of a corridor ~~a staircase~~ or an exit.
- C) The Principal/Designate and staff shall correct confusions or faults at the time and do a re-run immediately.
- D) Staff members must be appointed to check all washrooms, change rooms, and other ancillary spaces.

5) DUTIES OF THE PRINCIPAL/DESIGNATE

The Principal/Designate shall:

- A) appoint staff members to check all washrooms, ancillary spaces, and someone to call the fire department;
- B) determine that all doors are kept unlocked and unobstructed;
- C) assign staff to assist pupils who are incapable of walking out with the class;

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- D) ensure occasional staff and visitors are aware of evacuation procedures;
- E) ensure that all persons evacuate the building;
- F) assign the shortest route from classrooms and alternate routes in case of obstruction;
- G) provide for clearance of all vehicular approaches for firefighting crews;
- H) designate staff member to take the Emergency Response Bag with them in each evacuation

6) DUTIES OF TEACHERS AND OTHER STAFF

Staff shall:

- A) know the location of every alarm signal, traffic route, stairwell and exit
- B) which will be used by the pupils under their care;
- C) be responsible for the direction and deportment of the class;
- D) ensure that all motors and other equipment in the immediate area are
- E) shut off after the alarm is sounded;
Note: Custodians are also responsible for shutting off motors and other equipment.
- F) close the classroom windows;
- G) ensure that the classroom is evacuated
- H) close the classroom door;
- I) carry the class list of the class

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- J) the teacher is with at the time of the fire drill when leaving the building;
- K) know the absentees; and
- L) check the attendance roll for the class as soon as possible after evacuation and signal to the Principal /Designate.

7) GENERAL

- A) Staff members shall ensure doors and windows are closed and not locked in their immediate working area.
- B) The minimum distance of evacuation from the school must be 40 feet.
- C) The Fire Marshall may ask a staff member unannounced and at random to sound an alarm.
- D) The Principal/Designate, shall be positioned outside the building to receive all class reports. The Principal/ Designate will choose a location which will be convenient for the receipt of class reports, and for meeting and passing on information to the incoming fire department.

NOTE: During a time, other than regular school hours, there may be functions taking place in a school building in the absence of the Principal. In this case, it is important to understand that the custodian on duty is designated to assume the Principal's responsibility for the safety of the building and the people.

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8) DUTIES OF CUSTODIAL STAFF

- A) be familiar with and follow the fire safety program for the building
- B) In case of fire, activate the fire alarm immediately and contact the fire department;
- C) when the fire alarm is sounded check the areas where they are working, close the windows and doors and proceed to the nearest exit;
- D) after the building is evacuated, report to the person designated in the fire safety program at the pre-arranged, safe, outside location;
- E) be responsible for shutting off all motors/equipment;
- F) report incidents of refusal to evacuate to the person designated, who shall report the incident to the proper authorities;
- G) notify the fire department when there is a false alarm or faulty equipment. Only after the fire department has given permission can the alarm system be reset;
- H) extinguish a fire that the custodian feels competent to extinguish. If the size or nature of the fire is beyond the custodian's control, the fire is to be left to the fire department;
- I) allow people back into the building(s) only when it is completely safe to do so and after the fire department has given permission

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EMERGENCY RESPONSE

TYPE III

**SITUATIONS REQUIRING CONSULTATION WITH POLICE
– BOMB OR OTHER THREATS**

1) PURPOSE

The PSSBP recognizes that there will be situations in which it is unknown whether the best course of action is to evacuate or lockdown. An example of such a situation would be a bomb threat. In these types of situations, the Principal/Designate will exercise their best judgment in the interest of the safety of students and staff in consultation with local police, as required.

2) DUTIES OF THE PRINCIPAL

The Principal/Designate shall ensure that all staff are aware of Board Policy D-35: Police/School Board Protocol at the beginning of each school year.

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EMERGENCY RESPONSE

TYPE IV

MUNICIPAL LEVEL EMERGENCIES

1) PURPOSE

- A) In the event of a municipal emergency declared by municipal authorities, the municipality may, through the Supervisory Officer, request the use of Burkevale School as an evacuation shelter. The municipality has the authority to commandeer the building and will be responsible for administration of the site as a shelter including reception, food, sleeping accommodation and first aid.
- B) The Protestant Separate School Board will retain responsibility for operation of building heating, electricity, lighting, water, wherever and whenever possible.
- C) In the event of municipal level emergency, the Supervisory Officer must be contacted.

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EMERGENCY RESPONSE

TYPE V

FACILITY EMERGENCIES

1) PURPOSE

In the event of an emergency such as fire, flood, intrusion, natural disaster, failure of a utility service or other event that impacts the operation or integrity of the school or property, Board Staff will take steps to respond to the emergency and notify necessary school staff, municipal officials and authorities having jurisdiction. Such emergency response services will be in effect 24 hours per day, each day of the year. The intent of this procedure is to ensure appropriate emergency response after normal school hours through the year. Certain events may have an impact on the board's ability to maintain operation of day school programs.

2) GENERAL

- A) Huronia Alarms responds to alarms received according to the call list provided.
- B) Based on the nature of the alarm and level of emergency action required, it may be necessary to contact School and Board Staff and/or municipal authorities.

3) COMMUNICATION PROCEDURE

In the event of a facility emergency, communication will be made with as much advanced notice as possible using the BrightArrow Technologies system where all stakeholders will be notified by both telephone and email.

4) RESPONSE

- A) Depending on the nature of the emergency, decisions regarding school closure will be decided collaboratively between School and Board Staff.
- B) Every reasonable action will be taken to protect the building and property and restore

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services as soon as possible.

- C) When appropriate, municipal authorities and utility suppliers will be contacted, to determine estimated times for restoration of services.