

Administrative Procedure 311

EMERGENCY PLANS

Background

The Division believes that the safety of students and staff must be a primary priority and plans for unexpected emergencies must be in place.

Principals are responsible for developing evacuation and lockdown procedures for their schools, and for ensuring that students and staff are familiar with those procedures.

Procedures

1. The principal of the school will have the authority to make decisions to contact police, fire, ambulance, services or other emergency services. The principal will have the authority to decide upon an evacuation or lockdown order to ensure the safety of students and staff. The principal shall establish evacuation routes and alternate routes for all classes. Normally, students will be evacuated to a safe site on the school grounds, but if the principal judges that, due to weather or some other danger it is necessary to move students off site, he or she will initiate an off-site evacuation. Total evacuation fire drills shall be held at least six times during the year. Total lockdown drills shall be held at least three times during the year.
2. The Superintendent has the authority to contact media and to make decisions relative to closing and opening school due to emergencies, inclement weather or mechanical services interruption.
3. The principal, together with staff, shall develop a procedure for emergency drills, which shall specify responsibility with respect to:
 - 3.1. Sounding of the fire alarm and other immediate action to be taken by the individual who discovers a fire, toxic spill or environmental hazard
 - 3.2. The notification of the local fire department
 - 3.3. The closing of doors and windows and the carrying out of other measures calculated to confine, control and extinguish the fire before the arrival of the fire department
 - 3.4. The evacuation of students, staff and others to places of safety and securing of classrooms and ensuring that students and staff are as safe as possible.
 - 3.5. Instructing staff and students with evacuation, lockdown and drill procedures
 - 3.6. Familiarizing staff with the location, use and operation of fire alarm stations and fire extinguishers in the school
 - 3.7. The checking of washrooms and other non-classroom areas to ensure they are evacuated



- 3.8. The switching off of workshop machinery and appliances such as stoves and kettles
- 3.9. The preparation of evacuation plans for handicapped students
4. Unexpected fire drills shall be held at varied times of the day and at unevenly spaced intervals throughout the school year, beginning the first week of school in September. A record of fire drill times and dates shall be kept in each school.
5. All fires must be reported to the Secretary-Treasurer.
6. Unexpected lockdown drills shall be held at varied times of the day and at unevenly spaced intervals throughout the school year, beginning the first month of school. A record of lockdown drills shall be kept in each school.
7. The principal may decide to order students to take protective cover from some impending danger such as a tornado. The routine for an order to take protective cover shall be practiced in each school once per year.
8. Every telephone call or letter indicating that a bomb or other "threat to life" has been placed in a school shall be taken seriously. It shall be reported promptly to the principal and the Superintendent. The principal shall immediately evacuate the school and report the threat to the police and the fire department if necessary.

Reference: Section 20, 45, 57, 60, 61, 113, School Act
Disaster Services Act
Emergency Medical Aid Act

