

Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat

Adopted:

October 29, 1985

Last Reviewed/Revised:

October 21, 2025

Next Scheduled Review: 2028-2029

Associated Policies & Procedures:

[**VI-20** Emergency Response Plans for Fire, Evacuation, Hold & Secure, Shelter in Place, Lockdown and Bomb Threat](#)

[**VI-58** Parent/Guardian Notification System](#)

[**II-42** Medical Conditions](#)

Purpose

To ensure that the Halton Catholic District School Board (HCDSB) and its schools are prepared for, and can respond efficiently to, emergency situations that may arise in accordance with the Ontario Fire Code and the Halton Regional Police Service (HRPS)-School Board Protocol.

Application and Scope

This policy applies to all schools under the jurisdiction of the HCDSB.

References

[Education Act](#)

[HRPS-School Board Protocol](#)

[Ontario Fire Code](#)

[Provincial Model for a Local Police/School Board Protocol](#)

Definitions

Emergency situations: refer to and can include:

- fire or other emergencies requiring evacuation;
- bomb threats or other serious threats of harm;
- emergencies requiring schools to be placed in lockdown, hold & secure, or shelter in place;

- municipal level emergencies

Principles

- HCDSB is committed to cultivating schools and workplaces that are safe, inclusive, and welcoming for staff, students, and members of the school community.
- HCDSB is committed to establishing emergency response plans and procedures designed to address emergency situations.

Requirements

This policy shall be considered to be pursuant to the Education Act and/or related Ministry of Education materials, all of which shall be sufficient for the purposes of implementing the requirements of the Education Act and/or Ministry of Education Policy/Program Memoranda (PPM) or the Police-School Board Protocol; and authorizes the creation of Procedures for implementation, which might include requirements described in the Education Act and/or Ministry of Education materials such as PPMs or the Provincial Model for a Local Police/School Board Protocol as matters of policy.

As per *Procedure VI-20 Emergency Response Plans* and the HPRS-School Board Protocol:

- All schools shall develop and implement individual school emergency response plans in accordance with *Procedure VI-20 Emergency Response Plans* and the HPRS-School Board Protocol.
- Individual school emergency response plans and procedures shall be included in each school's Emergency and Crisis Response Plan, and relevant portions must be appended to the HPRS-School Board Protocol.
- Individual school emergency response plans shall:
 - include expectations with respect to staff, students, parents/guardians and police, emergency medical services (EMS) and/or the fire department, as appropriate;
 - address issues such as accessibility and communications for students with special education needs;
 - include a process and appropriate resources to support students with prevalent medical conditions in the event of a school emergency, as well as staff with known medical conditions, and/or individual student/staff accommodation needs; and
 - outline training opportunities to inform school staff, students and other community partners of their obligations/responsibilities within the individual school emergency response plans.



APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board