HALTON CATHOLIC DISTRICT SCHOOL BOARD

Policy No. I-12

Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat	
Adopted: October 29, 1985	Last Reviewed/Revised: October 18, 2022
Next Scheduled Review: 2025-2026	
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

The purpose of this Policy is to ensure that the HCDSB and its schools are prepared for, and can respond efficiently to, emergency situations that may arise.

Application and Scope

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board (HCDSB).

References

Education Act

Fire Code

HRPS - School Board Protocol

Ministry of Education-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

Staff, students, and members of the school community have the right to learn, work and be present in a safe and secure school environment. However, incidents may arise within the school environment that put that safety at risk.

In order to provide for the health and safety of its students and staff, the Halton Catholic District School Board has established 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 Administrative 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 Administrative Procedure VI-20 Emergency Response Plans and the HRPS – School Board Protocol

- All schools shall develop and implement individual school emergency response plans in accordance with Administrative 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