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| Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat | |
| Adopted: January 17, 2017 | Last Reviewed/Revised: May 1, 2023 |
| Next Scheduled Review: 2025-2026 | |
| Associated Policies & Procedures: I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold and Secure, Shelter in Place, and Bomb Threat VI-58 Parent Notification System VI-39 Inclement Weather Safety | |

Purpose

The Ontario Fire Code, and the HRPS-School Board Protocol require the establishment and implementation of an Emergency Response Plan for every school and administration centre(s) to assure effective utilization of life safety features and to protect students and employees from fire, evacuation, lockdown, bomb threat and other emergency situations.

The Halton Catholic District School Board (HCDSB) endorses this requirement.

Application and Scope

This procedure applies to all schools and administration centre(s) under the jurisdiction of the HCDSB. The following safety procedures and items where applicable, shall be included in developing an Emergency Response Plan:

- Fire Safety Plan
 - In accordance with applicable legislation and AHJ requirements
- Lockdown Procedure, Hold and Secure Procedure, Shelter in Place Procedure
- Bomb Threat Procedure

References

- [Education Act](#)
- [HRPS-School Board Protocol](#)
- [Fire Code](#)
- [Provincial Model for Local Police-School Board Protocol 2015](#)

Requirements

Duties of the Superintendent of Schools:

Each School Emergency Response Plan shall be submitted in standard format by the Principal to the appropriate Superintendent for approval and updated as required. Changes to the Emergency Response Plans shall be approved by the appropriate Family of Schools Superintendent and shall be in accordance with HCDSB directives. The Fire Safety Plan shall be in accordance with local fire department requirements and applicable fire legislation. The Family of Schools Superintendent shall ensure that the Fire Safety Plan and Emergency Response Plans are maintained and executed by the Principal.

Duties of the Principal for Emergency Response Plans:

The Principal 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;
- include a monthly inspection of evacuation chairs where applicable; and
- provide for Fire department access to school grounds.

I. Fire Safety Plan

All building occupants and roles shall ensure the facility is operated and maintained in accordance with the Fire Safety Plan and all applicable fire legislation.

Duties of the School Principal:

The Principal shall:

- post and review the Emergency Response Plans including the Fire Safety Plan annually with all school personnel;
- ensure the Fire Safety Plan is located in the designated Fire Safety Plan box;
- ensure the Fire Safety Plan is updated and specifically that the *Audit of Human Resources* page is updated annually or as required;
- designate and train sufficient staff members to act in the absence of the Principal; and

- prepare and post, on each floor or area, a schedule of primary and secondary exits for use by the occupants in case of need for evacuation.

Fire Drills:

The Principal shall be responsible for conducting annual routine fire and evacuation drills. Evacuation fire drills shall be held a minimum of three (3) times in each of the Fall and Spring school terms. All staff and students shall participate in each fire and evacuation drill.

Such drills shall be recorded in the Fire Safety Plan by the Principal using the template provided within the Fire Safety Plan. The log will record date and time required to evacuate the building during each drill practice.

Reporting a Fire:

All fires should be reported to the Fire Department, the appropriate Family of Schools Superintendent and to the Superintendent of Facility Management Services.

Plan to be Filed:

In accordance with the Ontario Fire Code, a copy of the approved Fire Safety Plan for each school shall be filed in the school's main office and with an updated electronic copy available.

Duties of the Facility Manager:

The Facility Manager shall:

- ensure that custodial checks, tests and inspections are completed on schedule and that records are retained for a period of two (2) years;
- ensure resolution of inspections deficiencies in a timely manner; and
- maintain a permanent log of maintenance work completed that includes:
 - description and date of work carried out
 - the name of person performing such work
 - note of parts repaired/replaced
 - a note of any unsatisfactory conditions and steps taken to correct them
 - a note verifying that any equipment/controls de-activated for repairs have been restored.

Duties of the Designated Facility Fire Safety Program Manager:

- ensure all required inspections are completed at required duration;
- manage all required inspections programs, including training, contractor management and adherence; and
- manage facilities program responsibilities, including preventative maintenance program, inspection program, fire safety plan.

Duties of the Custodian(s):

Regular checks, tests and inspections of equipment and system facilities shall be conducted as directed by the Superintendent of Facilities Management and as specified in the Fire Safety Plan.

Such system and equipment inspections shall include:

- portable fire extinguishers
- fire alarm and voice communication systems
- sprinkler systems and water supply where applicable
- emergency lighting systems
- means of egress and exit signs
- cooking equipment where applicable

The results of these inspections shall be recorded by the custodian in a manner designated by the Superintendent of Facilities Management.

After Hours:

- In the event of a fire, evacuation, lockdown, bomb threat or any other emergency situation, the custodian(s) is required to contact and notify the after-school hours Facility Manager/Custodial Supervisor on duty and/or their immediate Supervisor of the emergency.

Duties of all School Personnel:

Each school staff member, academic and non-academic, shall be familiar with the Fire Safety and Emergency Response Plans for the school in which the staff member is located and shall fully understand their role in the event of an emergency.

General Administration:

The Director of Education or designate shall be responsible for the development of a Fire Safety Plan for the Catholic Education Centre. Such Fire Safety Plan shall include where applicable, the components identified within this procedure.

II. Lockdown procedures:

- Each school principal shall be responsible for developing and maintaining an emergency response plan to deal emergency situations that require a school lockdown.
- Every school must conduct a minimum of two (2) lockdown practice drills each school year and a record of such drills shall be maintained.
- All schools will develop school specific Lockdown procedures as part of their Safe Schools planning process and be guided by the HRPS-School Board Protocol. Such procedures will take into account:
 - lockdown/hold and secure terminology

- site-specific special needs such as mechanisms to communicate messages to those who may not adequately hear verbal communications and those who may not be readily mobile without assistance
- school preparations for lockdown/hold and secure/shelter-in-place procedures
- roles and responsibilities for staff, students, police, parents/guardians
- procedures for initiating a lockdown/hold and secure/shelter-in-place
- procedures when a lockdown/hold and secure/shelter-in-place is initiated
- procedures for evacuation and end of a lockdown/hold and secure/shelter-in-place
- training for staff and students and other community partners on the lockdown procedures

Plan to be Filed

- Each school's lockdown plans and procedures shall be included in the school's Emergency and Crisis Response Plan, which must be appended to the HRPS-School Board Protocol.
- Each school plan, as well as the Board plan, shall be thoroughly reviewed annually.

III. BOMB THREAT RESPONSE PROCEDURES

1. All schools of the HCDSB must establish a bomb threat response plan in accordance with the HRPS-School Board Protocol.
2. Every school must conduct a minimum of two (2) Bomb Threat practice drills each school year and a record of such drills shall be maintained.
3. Every school's individual bomb threat response plan, procedures and related Checklists shall be in accordance with the HRPS-School Board Protocol.
4. An individual school bomb threat response plan shall include information on:
 - roles and responsibilities of staff, students, parents/guardians, police, EMS and/or Fire Department
 - receiving information on a bomb threat/intake procedures
 - contacting police, EMS and/or Fire Department
 - search procedures
 - evacuation and re-entry procedures
 - reporting procedures
 - training for staff, students and other community partners with respect to their respective obligation/responsibilities within individual school plans

Plan to be Filed



- Each school's bomb threat response plans and procedures shall be included in the school's Emergency and Crisis Response Plan, which must be appended to the School Board Protocol – Halton: Support Every Child and Reach Every Student.
- Each school plan, as well as the HRPS-School Board Protocol, shall be thoroughly reviewed annually.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board