



# Northeastern Catholic District School Board

## EMERGENCY PREPAREDNESS

**Policy Number: E-23**

**Authority: 10-166/14-151/17-220/21-18/  
24-16**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to protecting the safety of students and staff in the event of an emergency situation. Accordingly, all schools and worksites within the NCDSB are required to implement a comprehensive Emergency Preparedness Plan (EPP) that outlines actions to be taken in emergency situations. These plans which include prevention, intervention and response measures will prepare students and staff to respond promptly and appropriately to emergency situations.

### REFERENCES

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#### *Education Act*

Ontario North East Region Police and School Protocol

NCDSB Administrative Procedure

APE023 Emergency Preparedness

APE036-2 Power and Water Outages in Schools

NCDSB Protocol

Bear Wise

### DEFINITIONS

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#### **Emergency**

A situation or an impending situation that constitutes a danger that could result in serious harm to persons or substantial damage to property, and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

#### **Shelter-in-Place**

When an environmental or weather-related situation occurs where it is necessary to keep all occupants within the school to protect them from the external situation. External doors are locked and all activities within the school continue as scheduled until the situation is resolved. Such situations include bear in the yard, chemical spills, blackouts, explosions or extreme weather conditions.

#### **Hold-and-Secure**

The police inform the school that it is desirable to secure the school due to an ongoing situation outside and not related to the school. While there is no immediate danger to students or staff, the situation has the potential to escalate to a point that may require lockdown. External doors are locked and all activities within the school continue as scheduled until the situation is resolved. Such situation includes a crime in progress nearby or an active police search for a known offender.

**Lockdown**

Invoked in emergency situations which constitute potential life-threatening events, and where a facility evacuation could be fatal (armed intruder or an act of terrorism). A lockdown requires that all students and staff remain in classrooms or other designated secure locations that are away from the danger and that minimize access and visibility.

**Tornado Watch**

A watch issued by Environment Canada's Meteorological Service when severe thunderstorms are forecasted, and conditions are favourable for one or more tornadoes to be spawned from those thunderstorms within a defined "watch" area.

**Tornado Warning**

A warning issued by Environment Canada's Meteorological Service when at least one tornado is imminent, as indicated by observation, reports and/or radar scans.

**POLICY REGULATIONS**

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- 1.0 Each school is required to implement a comprehensive Emergency Preparedness Plan (EPP) to deal with emergency situations. This plan must incorporate:
  - i) awareness of alternative accommodation;
  - ii) communication with parents;
  - iii) safety of students and staff; and
  - iv) security of premises.
- 2.0 The Emergency Preparedness Plan (EPP) must be clear and communicated to staff, students, and parents/guardians, as early in the school year as possible. As well, a mid-year review of the plan must be completed.
- 3.0 Emergency Preparedness Plans (EPP) will outline actions to be taken in case of such emergency situations including but not limited to:
  - i) fire and evacuation;
  - ii) bomb threats;
  - iii) violent incident response (shelter-in-place, hold and secure, lockdown);
  - iv) power and/or water outage;
  - v) gas leak;
  - vi) bear wise protocol;
  - vii) tornado or other severe weather-related event.
- 4.0 The Emergency Preparedness Plan (EPP) will provide for training of staff and students and practice of procedures to ensure student and staff readiness for emergency situations.
- 5.0 The Principal, in consultation with a Supervisory Officer and/or an appropriate agency or department, will make the decision whether or not to evacuate the school.
- 6.0 The Director of Education will make the decision to close schools.

7.0 Administrative procedures will accompany this policy and will be reviewed regularly to ensure compliance with the *Education Act* and any other related ministry resources, requirements, or expectations.