



**Northeastern
Catholic District**
SCHOOL BOARD

A place where we all belong.

Dear Families,

The Northeastern Catholic District School Board (NCDSB) is committed to protecting the safety of students and staff in the event of an emergency situation. Every school is required to implement and practice a comprehensive Emergency Preparedness Plan that outlines actions to be taken in emergency situations.

Over the past couple years, we have experienced different weather-related events that impacted our school communities in different ways. As a result of these events, we have improved our emergency response plans to include a tornado response protocol.

Effective the 2024-2025 school year, all students and staff are required to practice tornado response drills at least one time annually, preferably in the spring. Under the direction of the school principal, a tornado response protocol will include the following steps:

- i) The school community will be alerted of adverse weather conditions.
- ii) All students will be kept in the school.
- iii) All students and staff in portable classrooms and/or outside will move to the main building.
- iv) There will be designated safe areas for all classes.
- v) Generally, the designated safe areas will be a central hallway on the ground floor. Spaces like gymnasiums, auditoriums, and cafeterias will be avoided.
- vi) In the event of an imminent tornado, staff will guide students to designated safety areas.
- vii) All students and staff will move into a protective position: face wall, crouch on knees and elbows, and cover head with hands.
- viii) Remain in the protective position until the storm passes.

Please know that we will take all severe weather warnings seriously. During a severe weather warning for a tornado, students will not be released until it is safe to do so and under the directive of emergency services. During a tornado response event, all students and staff will be following procedures taking shelter in their designated safety areas so it will not be possible to release students during this time. Doing so, would put students and staff in danger.

Thank you for your partnership in helping to keep our students and staff safe.

Sincerely,

Tricia Stefanic Wertz
Director of Education