Northeastern Catholic District School Board

EMERGENCY PREPAREDNESS

Administrative Procedure Number: APE023

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to ensuring the safety of students and staff in the event of an emergency situation. Accordingly, all schools and worksites within NCDSB are required to implement a comprehensive Emergency Preparedness Plan 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 emergencies.

REFERENCES

Education Act
Ontario North East Region Police and School Protocol
NCDSB Policy
    E-23 Emergency Preparedness
NCDSB Administrative Procedure
    APE036-2 Power and Water Outages in Schools

DEFINITIONS

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, police pursuit, 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 a 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.

PROCEDURES

1.0 BOARD RESPONSIBILITIES

1.1 The Chief Executive Officer will maintain overall responsibility for the Board's Emergency Preparedness Plan (EPP).

1.2 The Emergency Preparedness Policy and associated plans will ensure obligations of the *Education Act* and the Ontario Fire Code.

1.3 Staff training and resources will be produced and provided to schools including:
- i) Emergency Preparedness Binder;
- ii) First Aid training to staff;
- iii) Additional resources and materials, as required.

1.4 The Executive Director of the Student Transportation Consortium will be responsible for the prompt and effective transportation of all staff and students from schools as required, in an emergency situation.

1.5 The Chief Executive Officer or designate will be responsible for parent inquiries regarding school closures, evacuation, and sheltering of students, and to disseminate news releases in emergency situations. In addition, the Chief Executive Officer or designate will be responsible for all media materials and record/retain all news releases and information presented by the media that relate to emergency situations.

1.6 The senior leadership team will consider additions to the annual budget to respond to the needs of emergency preparedness training and resources.

2.0 SCHOOL RESPONSIBILITIES

2.1 PRINCIPAL

- i) overall planning;
- ii) the final content of the plan;
- iii) scheduling of drills;

iv) invite Police and Emergency Medical Services (EMS) to participate in and be aware of planning and drills;
v) training of students;
vi) overall safety of students and staff;
vii) liaise, as necessary, with the Police throughout an actual emergency or crisis situation;
viii) Maintain accurate records of drills and retain such records for a minimum of two years.

2.2 SCHOOL STAFF

i) become familiar with the plan;
ii) participate in drills;
iii) respond quickly, according to the plan during a crisis situation;
iv) under the direction of the Principal, staff have the responsibility for the training, safety, and well-being of students.

2.3 STUDENTS

i) become familiar with the plan;
ii) respond quickly to the direction of staff during an emergency or crisis situation;
iii) promptly report to the Principal or other staff member information or prior knowledge of an individual or a potential situation which may result in a violent incident.

2.4 PARENTS/GUARDIANS

i) be informed of the existence of the Emergency Preparedness Plan;
ii) reinforce with their children, student responsibilities in response to an emergency or crisis situation;
iii) reinforce with their children, to disclose any information they may have prior to or during an emergency or crisis situation.
iv) ensure contact information is kept up to date so that they can be reached by staff in the event of an emergency or crisis situation.

2.5 POLICE

i) respond to and investigate violent incidents;
ii) management of the threat and subsequent criminal investigation during an actual incident;
iii) assume command and control of the response and investigation during a violent incident.

3.0 THE EMERGENCY PREPAREDNESS PLAN (EPP)

3.1 Each Principal will have an Emergency Preparedness Plan (EPP) kept within the office.

3.2 The EPP must be reviewed regularly by the Principal, in consultation with the Superintendent of Education.

3.3 The Principal must review the plans with all staff members, at least two times annually (September and January/February).

3.4 The EPP will address response to such incidents as:

i) fire and evacuation;
ii) threats; including, bomb/chemical/other;
iii) violent incident response (shelter-in-place, hold-and-secure, lockdown);
iv) power and/or water outage;
v) gas leaks;
vi) bear wise protocol;
vii) tornado or other severe weather-related event.

3.5 Every Principal will ensure that a copy of the fire, evacuation, and lockdown procedures are posted in all occupied rooms of the school including the *Classroom Poster – Emergency Lockdown Procedure.*

3.6 Every Principal will ensure that specific plans are in place for all students with special needs where specific actions, which may be different from the regular plan, need to be taken in the event of an emergency. See *Emergency Preparedness Plan for Students with Special Needs.*

3.7 Every Principal will maintain open lines of communication with families and ensure that they are informed of mandatory drill requirements, especially for lockdown purposes.

3.8 Changes made to the EPP on the part of the Principal, must be sent to the Manager of Plant and the respective Superintendent of Education.

3.9 It is recommended that Principals have electronic access to the EPP and emergency contact information.

3.10 Every Principal should identify staff members such as a custodian, a secretary, and a Vice-Principal (if applicable) as part of a school-based team using the School *Emergency Preparedness Team Update* form. This form must be part of the school's *Emergency Preparedness Plan* and binder.

4.0 FLOOR PLANS

4.1 The school floor plan must identify fire exits and evacuation routes. In addition, the floor plan must be colour coded for lockdown using the following key:

RED Danger zone of the school which cannot be locked down safely
GREEN Area where students and staff can proceed to safely lockdown
BLUE Command post locations to be used by police depending on the nature of the incident

4.2 The floor plan must be specific to the location in which it is posted. Post a detailed floor plan at every entry point to the school and in each room. In a multi-level building, post only the floor plans relevant to a specific level.

4.3 The main office will normally be the command post location, with another area in the school. This second command post location should have access to a telephone, the PA system and washrooms.

4.4 A detailed hard copy and an electronic copy of the floor plan will be provided to the police by the Principal or designate.

5.0 IDENTIFICATION OF BUILDINGS, EXTERIOR DOORS, CLASSROOMS

5.1 All rooms within buildings must be clearly identified to assist the police in responding to a major incident or threat of violence. This information is essential to identify the location of buildings and identify safe access routes for responding emergency personnel.

5.2 In situations where more than one building exists on school grounds, each building must be clearly identified on all sides of the building with a building identifier, such as a number. All portables must be clearly identified as well.

5.3 All exterior doors must be clearly identified such as doors A, B and C, etc.

5.4 All rooms must be clearly marked with room numbers.

6.0 EMERGENCY RESPONSE KITS

6.1 Every Principal must ensure that TWO emergency response kits, whose contents are updated twice in the school year, are located in the main office of the school and in the alternate command site with the following mandatory contents:

i) Emergency binder containing accurate updated information;
ii) Environmental and mechanical systems of the school including gas and water shut-off locations;
iii) A complete list of students and staff complete with photographs of students and staff (if possible), addresses, telephone numbers, next-of-kin, medical information, updated twice in the school year;
iv) Pictures of school areas (common areas, cafeteria, gymnasium, library);
v) List of staff members who have a master key.

6.2 This kit is to be transferred to the community emergency response leader (police, fire, etc.) in an actual emergency situation. A master key/access card must also be provided.

6.3 The materials listed above in the Emergency Response Kit must be kept in a container specifically prepared for this purpose. The following additional items may be included at the discretion of the School Principal:

i) Megaphone
ii) First aid kit
iii) Pencils, pens, markers, paper and notebooks
iv) Blank name tags
v) Masking Tape and/or caution tape
vi) Blankets

vii) Bus rosters
viii) Telephone numbers of teachers with access to cell phones updated annually
ix) Telephone directory

7.0 TRAINING

7.1 It is mandatory that emergency response procedures be included in orientation of new staff members.

7.2 Principals must establish a method to review emergency response procedures for all staff during each school year.

7.3 Principals must establish a method to review emergency procedures with all students, through the teaching staff during each school year.

7.4 Where possible, it is advantageous to have emergency response partners (fire, police, EMS) present during training and if possible, to assist with training of students and staff.

8.0 EMERGENCY DRILLS

8.1 Every Principal shall hold six (6) emergency fire drills, three times between school opening and December 31 and three times between January 1 and the last day of the school year.

8.2 Every Principal shall hold two (2) lockdown drills, once per semester.

8.3 Every person in the school shall take part in all emergency drills.

8.4 A record of the emergency drills shall be maintained by the Principal, including date and time of the drill, length of time to evacuate and any issues, using the *School Fire & Evacuation/Lockdown Drill Report*.

8.5 The *School Fire & Evacuation/Lockdown Drill Report* noted in provision 8.4 will be filed in the School EPP binder, signed and submitted to the Office of the Superintendents of Education on or before January 31 and June 30 of each school year.

9.0 LOCKDOWN DRILLS

9.1 During a Lockdown Drill, the Principal has the following responsibilities:

i) Make an announcement indicating that a drill will take place.
"*Attention all students and staff. We are implementing our school lockdown procedures now. Stay in your classroom or go to the nearest safe area immediately."* Repeat a second time.

ii) Post the *Poster for School Front Door During Lockdown Drill* at the entrance door indicating that the school is in lockdown drill and that no one is allowed into the school.

iii) Invite the police to at least one drill in order to monitor the effectiveness and participate in a debriefing following the drill.

iv) The Principal or designate will lift the Lockdown Drill procedure by making the following announcement:
"Attention all students and staff. Lockdown drill procedures have now been lifted. Please continue on with the regular school day activities." Repeat a second time.

10.0 SHELTER IN PLACE

10.1 Used in a situation where it is necessary to keep all occupants within the school to protect them from an external situation. There is no immediate danger unless occupants were to leave the building.

10.2 External doors are locked and all activities within the school continue as scheduled until the situation is resolved. Students may be required to enter the school, but will not leave the school. The situation is monitored by the Principal and staff will be advised by public address if evacuation becomes necessary.

10.3 The Principal or designate shall make the PA announcement to implement Shelter in Place:
"Attention all students and staff. The school is now in Shelter in Place. Do not exit the building until further notice." Repeat a second time.

10.4 When the situation is resolved, the Principal or designate shall make the following announcement:
"Attention all students and staff. Shelter in Place procedures have now been lifted. Please continue on with the regular school day activities." Repeat a second time.

11.0 HOLD AND SECURE

11.1 Used in a situation when the police have advised 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 immediate danger to students or staff, the situation has the potential to escalate to a point that requires lockdown.

11.2 External doors will be locked and all activities within the school continue as scheduled until the situation is resolved. The situation monitored by the Principal in conjunction with the appropriate police personnel and staff will be advised by PA if evacuation or lockdown becomes necessary.

11.3 The Principal or designate will make the following announcement:
"Attention all students and staff. The school is now in Hold and Secure. Please do not exit the school until further notice." Repeat a second time.

11.4 The Principal or designate will lift the Hold and Secure procedure by making the following announcement:
"Attention all students and staff. Hold and Secure procedures have now been lifted. Please continue on with the regular school day activities." Repeat a second time.

12.0 LOCKDOWN

12.1 Used only in an emergency situation which constitutes potential life-threatening events, and where a facility evacuation could be fatal. 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.

12.2 All students and staff are responsible for notifying the office immediately at the first indication of a major incident of school violence.

12.3 The staff member who receives the notification in the office will immediately announce the lockdown on the PA both inside and outside of the school.

12.4 There can be no hesitation in announcing a lockdown.

12.5 The Principal or designate will contact the Police immediately to inform that the school has invoked lockdown procedures.

12.6 The Principal or designate will contact the Superintendent as soon as it is feasible to inform that the school has invoked lockdown procedures.

12.7 If a lockdown is called prior to the arrival of students, the Principal or designate will contact the Board Office (Director or designate) to contact the transportation department to have buses re-routed to the evacuation site accordingly.

12.8 Any parents, guardians, visitors, or outside contractors in a school when a lockdown is initiated must remain in a secure area with students and staff until clearance is announced.

12.9 The Police will advise the school community when the threat is over and all is clear by a personal room to room notification. In addition, the Principal or designate will address the school community through the PA to outline next steps:
"Attention all students and staff. The lockdown procedures are no longer necessary. Please resume all regularly scheduled activities." Repeat a second time.

13.0 LOCKDOWN – COMMUNICATION PROCESS

13.1 Parents/guardians will be informed in writing, of the school's Emergency Preparedness Plan and related requirements. This must occur early in each school year. Schools may use the *Message to Parents/Guardians Regarding Fire, Evacuation and Emergency Preparedness*.

13.2 The local Police Service in cooperation with the Chief Executive Officer or designate are jointly responsible for addressing the media with respect to a school lockdown. Police will address media with respect to the criminal incident involved while the Director of Education will address issues of student and staff safety.

13.3 In a lockdown situation the Chief Executive Officer and/or Superintendent of Education are authorized to speak to the media. The Principal is only authorized to

speak to the media with the consent of the Chief Executive Officer or Superintendent of Education. No other staff member or students are authorized to speak to the media during or after a school lockdown.

14.0 LOCKDOWN – RECOVERY PROCESS

14.1 A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing.

14.2 In serious situations where injuries or loss of life occur, Tragic Response protocols will be implemented.

14.3 Communication will be shared with the school community accordingly.

15.0 THREATS (BOMB/CHEMICAL/OTHER)

15.1 Principals are required to establish an appropriate response plan with their staff. The *Threat Intake Checklist* must be reviewed and the form posted by the office telephone.

15.2 A pre-arranged signal or code will be established to convey the fact that there has been a bomb threat so that an initial search can be initiated. Staff should have a code by which they can signal the completion of the initial search of their designated area.

15.3 All staff shall be informed of the procedures to be followed in the event of a bomb threat and procedures will be reviewed/rehearsed at least one-time annually. These procedures include, but are not limited to:

i) Maintain calm and composure; do not alarm students.
ii) Staff familiar with areas of the school should immediately, but unobtrusively, carry out a search and look for unexplained objects in unusual places.
iii) Washrooms, stairways, and outdoors spaces must also be included in the search.
iv) Do not stop the search if a suspected object is found, but continue to ascertain that the other areas are clear.
v) All findings, including negative reports, should be relayed to the Principal as soon as possible.
vi) If an unidentified object or package is found, DO NOT TOUCH, MOVE, OPEN, OR PROBE IT.

15.4 For locations other than schools, the search procedures will be similar as noted above but will be initiated by the Supervisor/Manager and will be modified to suit the local situation.

15.5 Action to be taken if an unidentified object or package is found:

i) The Principal must be informed of the location, description, and any other useful information.
ii) Call 911 to inform them that an unidentified object has been found.
iii) While waiting for Police and/or emergency response services, maintain the safety and security of the school.

15.6 The decision to evacuate a school or workplace location will be the responsibility of the Principal or building manager and must be considered after consultation with the Police and Superintendent of Education.

15.7 In the event that evacuation is required, the procedures used in fire emergency drills should be employed to vacate the building in an orderly and efficient manner.

15.8 In the event of a bomb threat during permit use and outside the regular school hours or office hours, the custodian on duty in the building shall:

i) Follow the procedures as detailed in this procedure;
ii) Report immediately to the Manager of Plant;
iii) After consulting with the Police, clear the building of all people, if required.

15.9 If the threat is received virtually, contact police immediately and a supervisory officer.

16.0 FIRE AND EVACUATION PROCEDURES

16.1 The Principal and/or designate will call the local fire department and state:
"***The fire alarm is ringing at _____school at (address). This is _____calling.***"
State the problem if possible.

16.2 Duties of Personnel

Principal:

i) Check main corridor and washroom areas.
ii) Determine whether all students and staff have evacuated the building and are accounted for.
iii) Take Emergency Student Lists with contact information if secretary is not available.
iv) Provide direction for staff and students if the alternate evacuation site must be used.
v) Inform the Chief Executive Officer or designate of the emergency.

Teacher:

i) Cease instruction and student activity immediately.
ii) Ensure that all students have left the classroom.
iii) Close the classroom door upon exiting but do not touch light switches.
iv) Escort students out designated exit route.
v) Bring class list and take attendance once assembled.
vi) Report any discrepancies to the Principal immediately.
vii) Keep the class together and provide a calming influence.

Custodian:

i) Assist Principal in checking corridor and washroom areas.
ii) Be prepared to assist Principal and staff.
iii) Be available to emergency personnel.

Secretary:

i) Have in possession the Emergency Student List with contact information.
ii) Close office area doors but do not touch light switches.
iii) Be available to assist Principal, staff and students.
iv) In the event alternate evacuation site must be used, assist Principal.

Students:

i) Move immediately from the classroom according to established procedures.
ii) Follow designated exit routes.
iii) Exit in single file without talking or running.
iv) Be prepared to receive instructions from the teachers, Principal, or emergency personnel.
v) Do not stop to retrieve any belongings.
vi) Do not re-enter the room or school unless instructed to do so.

16.3 Fire Drill Requirements

i) At least three fire drills will be scheduled between September and December and another three fire drills will be scheduled from January to June in each school year.
ii) Information about the drills will be recorded on the drill report form and emailed to the Superintendent at the end of each term, on or before January 31 and June 30 of each school year.
iii) Record on the drill report the length of time required for evacuation of all students including the time to check that the school is empty.
iv) With each evacuation drill, a different alarm is used to ensure working order. Alarms not used during the drills are tested at regular intervals as per Fire Code Reference when pupils are not at school.
v) Contacting Fire Dispatch before and after the drills is the responsibility of the Custodian.

16.4 Fire Drill Procedures

i) The Principal or their designate will call the local fire department and ask for Fire Dispatch.
ii) Inform Fire Dispatch as follows:
The name and position of the person calling.
That there will be a fire drill at _____ (school name).
iii) Immediately after the drill, the Principal of their designate will call Fire Dispatch again as follows:
Inform Fire Dispatch that the fire drill at _____ (school name) is over.
Ask "Did the answering service call?"
iv) If there is a problem, the Principal is informed and appropriate action is taken.

17.0 MONTHLY ALARM TEST PROCEDURES

17.1 Custodian Duties – General Procedures

i) Call Fire Dispatch (your local fire department) and ask for Fire Dispatch.
ii) State the name and position of the person calling.
iii) State that _____ (name of school) is conducting a fire alarm test.

17.2 Verification Procedures

i) On a monthly rotation, activate a pull station using a screwdriver or a specific tool for the particular pull station, reposition the pull station.
ii) Verify that all the bells are working and that the annunciator panel(s) indicates the proper zone.
iii) Reset the alarm panel. If this is impossible, the pull station may have reset properly. Close the pull station again and reset the panel.

17.3 System Must Be Tested on Battery Power

i) Shut the breaker for the alarm system at the electrical panel. The alarm panel will show **TROUBLE** due to the power shut-off.
ii) Go to the nearest pull station and activate the alarm. Ensure the bells are ringing, then close the pull station.
iii) Reset the alarm, then reset the breaker.
iv) Call Fire Dispatch:
Inform them that the alarm test at _____ (name of school) is over.
v) Ask if the answering service called. If they didn't, call the Manager of Plant, who will find out why.
vi) If there are any malfunctions in the alarm system, you must call the servicing company. In addition, a fire watch will have to be initiated and maintained until such time as the malfunction has been repaired.

18.0 FIRE WATCH PROCEDURES

18.1 In the event of a fire alarm or sprinkler system failure, and/or maintenance repairs in institutional, assembly occupancies, residential or commercial buildings, the following procedures will be followed:

i) The Principal or designate will contact the Manager of Plant who will designate an individual to implement fire watch procedures.
ii) All occupants must be notified that the fire alarm and/or sprinkler systems do not operate. Subsequently, if they suspect and/or see a fire during the fire watch, the occupants must notify the fire department immediately, identifying the fire watch situation and giving the address, location and type of fire. The occupant must also contact the custodian or fire watch person, stating the emergency.
iii) The fire watch person must contact the fire department personnel at the main door with all available information.
iv) On an hourly basis, all rooms (storage, mechanical, laundry, electrical, furnace, elevator room, penthouse stairwells) and each floor must be visually inspected by the designated fire watch person, until the fire alarm and/or sprinkler system are functional.
v) A written record of the hourly fire watch must be kept.
vi) Fully written instructions must be given to personnel assigned to fire watch duties, by the owner or person in charge.
vii) The fire department is to be notified when the fire alarm and/or sprinkler system is functional again.
viii) A copy of the written record must be emailed to the Manager of Plant.

19.0 CHECK/TEST/INSPECT REQUIREMENTS OF THE FIRE CODE

19.1 All checks, tests and inspections are per Fire Code, are carried out by the appropriate personnel and records are retained. The following are followed:

CHECKS	means visual observation to ensure the device or system is in place and is not obviously damaged or destructed.
TEST	means operation of device or system to ensure that it will perform in accordance with its intended operatic or function.
INSPECT	means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of **two years** after they are made.

20.0 EMERGENCY EVACUATION AND RELOCATION (Example: bomb threat, chemical spill, fire)

20.1 The Principal shall maintain current emergency evacuation and relocation information in the Fire and Emergency Preparedness Plan Binder.

20.2 The evacuation and relocation information will include:

i) The name and phone number of the relocation site;
ii) Procedures for walking or bus transportation;
iii) Procedures for the Vice-Principal or other Principal designate to lead the classes to the site;
iv) Procedures for the dismissal of students from the relocation site.

20.3 Any change to the emergency evacuation and relocation information shall be communicated to the Offices of the Superintendents of Education and Manager of Plant.

20.4 Controlled evacuation may be used during a prolonged lockdown situation or a situation where the threat has been contained. This process will only occur with Police involvement.

20.5 The Principal shall execute a controlled evacuation plan including, but not limited to:

i) Promptly notifying a supervisory officer and, if appropriate call 911.
ii) Ensuring evacuation site is ready to receive students by calling.
iii) Announcing to staff and students the need to evacuate, the name of the evacuation site, the method of transportation, and the specific evacuation procedures, exits, what clothing can be taken, etc.
iv) Reminding staff and students to stay calm and follow procedures.
v) Designating a staff member (Teacher-in-Charge) to lead classes to the evacuation site. This person (TIC) will take the Emergency Response Kit containing safety procedures, first aid kit, and megaphone to the site. All communication to school and other groups will be through this person.

vi) Assisting with evacuation, checking washrooms, etc., and ensuring exit routes are clear and safe.
vii) Checking attendance of all classes and ensure the building is empty.
viii) Checking windows and doors are closed (tornado only) where time permits.
ix) Following classes to the evacuation site if complete evacuation is required or remain at the site until situation is resolved.
x) Determining the process dismissal of students from evacuation site, if necessary.
xi) Ensuring accurate records are kept of students who leave the site.
xii) Communicating and attending to follow-up procedures.

20.6 The Teacher shall execute a controlled evacuation plan including, but not limited to:
i) Ensure all exit routes are safe and clear.
ii) Instruct students to get their coats and backpacks, if time permits, depending on the weather and instructions from the Principal.
iii) Line up students quickly and quietly at the door.
iv) Ensure windows and classroom doors are open (tornado only) if time permits.
v) Check attendance and take class list with you.
vi) Evacuate students from the building using the designated fire alarm routes, alternates may be used if an exit is threatened.
vii) Check attendance again at 100m from the building.
viii) Proceed to evacuation site when instructed by the Principal or designate.
ix) Supervise students in transit and on site.
x) Check attendance again at evacuation site.
xi) Await further instructions from the Principal/designate regarding dismissal of students from evacuation site.
xii) Record time of pick-up by parent/guardian on class list, if any.

21.0 TORNADO PREPAREDNESS

21.1 A tornado response plan is required for every school.

21.2 Schools should monitor for weather reports when a severe weather watch is in effect for the local school area. If a weather warning is issued, preparations are required for action.

21.3 The Principal must communicate the presence of a tornado warning to their Superintendent of Education.

21.3 Signs of a tornado include but are not limited to:
i) A funnel cloud that extends fully or partially from the cloud to the surface.
ii) Rotating debris near the ground or a spray near the water surface.
iii) Sky may be an unusual green colour.
iv) Wind will sound like a freight train.

21.4 Recommended procedures for tornado response:
i) Ensure communication is in place for information to staff and students of adverse weather conditions (PA announcement, whistle blasts).

ii) Designate staff members to serve as “weather spotters” to help monitor weather conditions.
iii) Keep students in the school.
iv) Any staff or students who may be outside must take shelter indoors.
v) All students and staff in portable classrooms should move to the main building.
vi) Assign designated safe areas for all classes.
vii) Keep away from windows, doors, and outside walls.
viii) Students should get out of unsupported roof areas such as gymnasiums, auditoriums, and sky lighted areas.
ix) The safety location will be a central hallway on the ground floor. Stay away from ends of hallway with doors and windows.
x) In the event of an imminent tornado, staff will guide students to designated safety area.
xi) Ensure that class lists are available and attendance is verified.
xii) All students and staff should move into a protective position: face wall, crouch on knees and elbows, and cover head with hands.
xiii) Remain in the protective position until the storm passes.

21.5 All students and staff will practice a tornado response at least one-time annually, preferably by the end of April each year.

21.6 When a tornado warning is issued and a tornado response protocol is in place, students and staff will not be permitted to exit the school.

22.0 RELATED FORMS AND DOCUMENTS

FORM: Emergency Preparedness Plan for Special Needs Students
FORM: School Emergency Preparedness Team Update Form
FORM: School Fire and Evacuation Lockdown Drill Report
LETTER: Classroom Poster Re: Lockdown
LETTER: Poster for School Front Door During Lockdown Drill
LETTER: Letter for Parents Re: Fire and Lockdown Drills
LETTER: Letter for Parents Re: Tornado Response Protocol
CHECKLIST: Threat Intake

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: August 2024