



SAMPLE - EMERGENCY PROCEDURES



AIMS:

- 1) To provide for the safety and welfare of students and staff in the event of an emergency.
- 2) To provide parents and members of the community with information in a quick and accurate manner.

PERTINENT LEGISLATION

1. In addition to the drills established under the fire safety plan required under Ontario Regulation 67/87 1. (Fire Code), every board may provide for the holding of drills in respect of emergencies other than those occasioned by fire. [Ontario Regulation 262/89, section 6(1)]
2. Every principal, including the principal of an evening class or classes or of a class or classes conducted outside the school year, shall hold at least one emergency drill in the period during which the instruction is given. [Ontario Regulation 262/89, section 6(2)]
3. When a fire or emergency drill is held in a school building, every person in the building shall take part in the fire or emergency drill. [Ontario Regulation 262/89, section 6(3)]
4. A member shall concern himself/herself with the welfare of his/her pupils while they are under his/her care.
5. In Loco Parentis -- The teacher has responsibility for the protection of the children under his/her care. (Duty of Care Common Law)

1 ...[drills to be held] at least three times between the first day of the school year and the 31st day of December and at least three times between the first school day of January and the last school day of the school year.



CATEGORIES OF EMERGENCY PROCEDURES

1. Emergency Procedures involving the Evacuation of School Building. (pages 4,5,6)

These include all emergencies such as:

- a) Bomb Threat
 - b) Earthquakes
 - c) Explosion
 - d) Fire
 - e) Military Aggression (Air Attack)
 - f) Structural Collapse
 - g) Utility Failure
2. Emergency Procedures involving Accidents on Field Trips
Page 15 - (during school hours)
 3. Emergency Procedures Involving Accidents on Field Trips, Tours and Excursions.
Page 17 - (outside normal school hours or normal school days)
 4. Community Emergency Procedures
The school buildings and properties might be required to aid evacuees of all emergencies not involving the building or its students.
 5. Emergency Procedures in the Event of Severe Weather Conditions
Page 21- (during school hours)
 5. Emergency Evacuation of Students from a School Near a Disaster Area
Page 23- (during school hours)

GENERAL GUIDELINES

1. The prime function of all Board personnel is to provide for the safety and welfare of the school children.



2. The second most important priority is to communicate to the parents in a quick and accurate manner.
3. The principal of the school is the person in charge on the site unless he/she wishes to relinquish that responsibility to the school supervisory officer.
4. The Director of Education (or designate) is the person in charge at the command post in the Education Administration Centre.
5. The Communications Officer is the only person who is to release information to the media and all requests should be directed accordingly.
6. In the event of a fatality, the Director of Education is to be advised immediately. No information is to be released without the authorization of the Director of Education, except as dictated by the Occupational Health and Safety Act.
7. Should an emergency develop between 4:30 and 11:00 p.m., and there is no Continuing Education principal present, the caretaker in charge will order the evacuation of the building and immediately inform the day school principal to come in and take charge.
8. During periods of emergency, emotions will run high, therefore, it is necessary that a major effort be made to be extra courteous and helpful when dealing with parents and the public.

EMERGENCY PROCEDURES INVOLVING THE EVACUATION OF THE SCHOOL BUILDING

1. The Responsibilities of the School Principal

The school principal shall perform the following duties:

- a) develop procedures for the safe evacuation of the school building 1 (including evacuation for the physically challenged, see page 7);
- b) hold emergency drills as required by Regulation 262/89 at least six times a year;
- c) develop a system for an attendance check once the building has been evacuated;
- d) inform the Office of the Director of Education as soon as possible of the evacuation in the event of an emergency;



- e) provide assistance for the search of the building by emergency personnel to ensure no school children or staff remain in the building;
- f) instruct the head caretaker that it is his responsibility to contact the proper emergency authority such as police, fire department, Consumers' Gas,Hydro and report to the principal once this is completed; (in small schools the principal may assume this duty)
- g) establish plans for the use of an alternate site that can be used as a marshalling area and command post (church, school, theatre, community hall, arena, etc.).
- h) allocate responsibilities to staff for individuals to be in charge of:
 - i) receiving parents
 - ii) attendance check
 - iii) telephone calls
 - iv) loud hailer
 - v) first aid
 - vi) runners
 - vii) transportation
 - viii) medial reception
 - ix) security
 - x) refreshments

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- 1 When a school is to be evacuated, the main school telephone(s) should be Call Forwarded to _____ and the receiving operator advised.
 - i) maintain an Emergency Procedures Manual that shall include all the information necessary for carrying out the procedures in (a) to (h);
 - j) maintain an Emergency Procedures box to hold:
 - i) Emergency Procedures Manual
 - ii) Fire Safety Plan
 - iii) loud hailer
 - iv) radio
 - v) first aid kit



- vi) flashlight
- vii) copies of the school floor plan

- k) advise the parents of injured students as to the extent of injury; what hospital student was taken to; name of Board Official at the hospital and arrange through supervisory officer for transportation of parents to the treatment centre.

2. The Responsibilities of the Director of Education

The Director of Education shall perform the following duties:

- a) establish a command post on the third floor of the Education Administration Centre;
- b) dispatch to the school the appropriate supervisory officer who is to act as a support person to the principal and to maintain constant communication between the school and the command post;
- c) dispatch to the school, plant personnel who may be needed by the authorities and be charged with the responsibility of ensuring the building be made weather tight and where required all utilities be shut off;
- d) dispatch a supervisory officer to the hospital (information will be relayed to him/her once he/she identifies himself/herself);
- e) inform the Chairman of the Board and local trustees;
- f) advise the switchboard to handle incoming calls regarding the emergency as follows:
 - i) Parent Calls - forward to team of supervisory officers and support personnel
 - ii) News Media - forward to Communications Officer
 - iii) Authorized Officials - forward to the Director
(Police etc.)
 - iv) Trustees - forward to the Director
 - v) General Inquiries - try to discourage these calls by saying lines must be kept free for emergency procedures.



- g) arrange for transportation of distraught parents to hospitals through the supervisory officer on the emergency site;
- h) inform the Business Department to contact the Board's insurance company to have an adjuster attend the emergency site, if necessary;
- i) liaise with the police concerning their procedure for the release of the identity of the injured or killed.

EVACUATION PLAN FOR PHYSICALLY CHALLENGED STUDENTS

To assist with the evacuation plan for physically challenged students, guidelines are set out as follows:

- a) identify all such students within the school and maintain a list with names, nature of disability, special medical information and updated timetables (amended each semester in the school office); (See Appendix A - page 26)
- b) assign staff to be responsible for the evacuation for each identified student; assigned staff should not have other emergency duties;
- c) such students should remain in designated areas - on stair landings - beyond fire doors - until assigned staff are able to effect the evacuation; alternative waiting areas should be identified;
- d) outside of the school such students should be taken to a centrally identified area;
- e) all school staff should be made aware of the evacuation plan; in semestered programs it should be reviewed each semester so that all staff remain aware of it;
- f) Parents/Guardians of such students are to be advised in writing of this plan.

NOTE: The Fire Prevention Office as advised that in the event of an announced fire drill these students should remain at the designated areas as evacuation would not be required. (This should be checked with the local Fire Prevention Office in each Community).



Schools Designated for the Physically Challenged:

EVACUATION OF THE EDUCATION ADMINISTRATION CENTRE IN THE EVENT OF FIRE

If the fire alarm bell rings - EVACUATE THE BUILDING IMMEDIATELY, unless the red beacon is flashing. (exceptions to be documented, if any)

If the red beacon ceases to flash and the alarm bell continues to ring - EVACUATE THE BUILDING IMMEDIATELY.

DO NOT use the elevators. If you are on the elevator and it should stop between floors, press and hold the alarm button (the alarm button is located at_____.)

The Caretaker who responds to the alarm will lower the elevator to a point slightly below the main floor at which time the doors can be opened and a step up to the main floor achieved.

Leave the building by the following designated Fire Exits:

Main Building Designated Exit	Alternative Exit
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4th floor	
3rd floor	
2nd floor	
1st floor	

Annex	
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2nd floor	
1st floor	

In the event that a fire exit is blocked, use the alternative fire exit.



Leave the building in a calm and orderly manner. Do not run or take any action which might cause panic. DO NOT STOP UNTIL YOU ARE OUTSIDE OF THE BUILDING. Do not stop to gather personal effects such as coats, etc. Move quickly and quietly to your nearest exit.

Department Heads will assume the responsibility for advising occupants of Conference and Meeting Rooms in their area that the building must be vacated.

If there are visitors in the building, it will be the responsibility of the staff members concerned to direct the visitors to leave the building via the nearest exit.

If you are engaged in conversation on the telephone when the alarm sounds, tell the party you will call back, hang up and move to your nearest exit.

PROCEDURE IN THE EVENT OF A BOMB THREAT

The procedure outlined below is to be followed whenever a bomb threat is received.

A. EDUCATION ADMINISTRATION CENTRE

Copies of this bomb Threat Procedure are to be kept on hand and available at the main lobby reception desk at all times.

1. Control Procedure - Threat Received

- a) When a bomb threat is received by the console operator or any staff member, the Bomb Threat Report (see Appendix C) should be used as a guide in order to collect as much precise information as possible.
- b) After the threat has been received, the console operator should immediately advise the Superintendent of Business, Manager - General Administration or Controller of Plant, who will in turn advise the Director of Education and the _____ Police at 911 or _____.
- c) During regular office hours, the Director of Education or designate should establish a communication centre where information can be centralized and the operation directed. After regular office hours, the caretaker on duty should establish a communication centre where all information can be centralized and the operation directed.



2. Search Procedure

It shall be the responsibility of the Controller of Plant to initiate a prearranged search procedure immediately, utilizing all staff for checking rooms, lobbies, washrooms, stairwells, etc. The following guidelines should be adhered to in conducting the search.

a) DO NOT ALARM STAFF....MAINTAIN CALM AUTHORITY.

b) Each department should be notified and the search initiated. Staff should search areas with which they are familiar. They are to report their findings to the communications centre (15 to 20 minutes maximum).

c) Search personnel should know what they are looking for. It could be an unusual object in an unusual place, i.e. something that is not normally in a particular area, a box or paper bag behind a sink or toilet, or in a stairwell.

d) Special attention should be given to areas to which the general public have easy access, i.e. lobbies, washrooms, stairwells, halls, etc.

e) The outside of the building and parking lot must be included in the search plans.

f) It is recommended by the police that no evacuation take place unless something of an unidentified nature is found. However, the decision to evacuate will be made by the Director of Education after consideration of the circumstances surrounding the threat.

g) IF AN UNIDENTIFIED PACKAGE OR OBJECT IS FOUND....DO NOT TOUCH IT.

B. SCHOOLS

1. Control Procedure - Threat Received

a) The recipient of the telephone call should obtain as much precise information as possible using the Bomb Threat Report form as a guide. (See page 27)

b) During regular school hours it shall be the responsibility of the principal of the school to inform the Police at 911 or _____ that a threat has been received and replay all pertinent information to the police operator taking the call. After regular school hours, the caretaker on duty shall be responsible for informing the police.

c) During regular school hours the principal shall establish a communication centre (specific



desk in the office) where information can be centralized and the operation directed. After regular school hours, the caretaker on duty shall establish a communication centre where all information can be centralized and the operation directed

2. Search Procedure

It shall be the responsibility of the principal to initiate a prearranged search procedure immediately, utilizing all teaching, caretaking and secretarial staff for checking rooms, lobbies, washrooms, stairwells, locker areas, etc. The following guidelines should be adhered to in conducting the search:

- a) DO NOT ALARM STUDENTS AND STAFF... MAINTAIN CALM AUTHORITY.
- b) Use a coded P.A. announcement to initiate a search by the staff in the area with which they are familiar. They will report their findings to the communications centre (15 to 20 minutes maximum).
- c) Search personnel should know what they are looking for. It could be an unusual object in an unusual place, i.e. something that is not normally in a particular area, a box or paper bag behind a sink or toilet, or in a stairwell.
- d) Special attention should be given to areas to which the general public have easy access, i.e. lobbies, washrooms, stairwells, halls, locker areas, etc.
- e) The outside of the building and parking lot must be included in the search plans.
- f) It is recommended by the police that no evacuation take place unless something of an unidentified nature is found. However, the decision to evacuate must be made by the principal after consideration of the circumstances surrounding the threat.
- g) An alternate procedure must be planned for time when students are not in class during the day and for times other than during the regular day school program.
- h) IF AN UNIDENTIFIED PACKAGE OR OBJECT IS FOUND....DO NOT TOUCH IT.

C. ACTION TO BE TAKEN (BOARD OFFICE AND SCHOOLS)

1. Location of Unidentified Object or Package

- a) If an unidentified object or package is found, the finder must not attempt to move or



handle it. Instead, the communication centre must be contacted and the following information given:

- i) location of the object
- ii) reasons(s) suspected
- iii) description of the object
- iv) any other useful information
- v) evacuation intentions

The communication centre will immediately notify the _____ Police Communications at 911 or _____, relaying to them the foregoing information.

b) While awaiting the arrival of the _____ Police, the communication centre should,

i) Establish perimeter control of the area and ensure that no one approaches or attempts to move the object.

ii) Endeavour to establish ownership of the object. (There have been instances where legitimate property has been left behind in error by innocent persons prior to the bomb threat being received.)

iii) Establish the most direct route to the object.

iv) Detail someone familiar with the building and the area where the object is located, to meet the _____ Police on their arrival.

v) Continue your search procedure until all areas have reported to the communication centre, as there may be more than one unidentified object.

2. Evacuation Procedure

a) Should an unidentified object be found, then and only then should a quiet and systematic evacuation from the area be conducted.

b) Ensure that the evacuation provides a separation of at least 300 feet in all directions from the unidentified object (including the floor above and below).



c)Ensure that access routes have been searched prior to any evacuation and that persons are detailed to direct staff and students along these access/exit routes. The fire alarm may be used to effect evacuation provided that the access/exit routes have been searched.

d)UNDER NO CIRCUMSTANCES SHOULD ELEVATORS BE USED. Special provision will have to be made for the transportation of the infirm or handicapped persons. (see Evacuation Plan for Physically Challenged Students)

The essential task in evacuation procedures is to direct people to quietly leave the premises, using tact, power of suggestion and avoiding anything which might create panic or alarm.

Once evacuation is completed, the communication centre must be so notified. Detail a member(s) of the staff to meet the _____Police. It is advisable to consider each threat seriously.

A well prepared and rehearsed plan will ensure an effective and quick search with a minimum of disruption, at the same time avoiding panic and possible tragedy.

PROCEDURE IN THE EVENT OF AN EARTHQUAKE

Earthquakes usually occur without warning. Therefore a pre-arranged set of instructions should be given to staff, regarding actions to be taken, which will safeguard students and the public using the schools.

In the event of an earthquake, the following procedures should be followed:

1. Remain where you are and assess the situation, then act.
2. Keep calm and maintain order.
3. Safeguarding Measures

a)i)Take cover under desks, tables, other heavy furniture, interior doorways or narrow hallways;

ii)Move away from windows and beware of falling objects;



- iii) Move from under light fixtures or other suspended fixtures.
 - b)i) Move away from buildings into open areas;
 - ii) Stay clear of utility poles and overhead wiring.
4. Following the Earthquake
- a) Avoid touching any wires which may have fallen;
 - b) Do not allow entry to the school building or portables until they have been properly checked for structural damages;
 - c) Maintain class control and take an attendance check;
 - d) Be prepared to report to the Principal or Supervisory Officer, as required.
5. Directions respecting the return to the building or the dismissal of students to their homes will be initiated by the Director of Education

EMERGENCY PROCEDURES INVOLVING ACCIDENTS ON FIELD TRIPS
(During School Hours)

1. The Responsibilities of the School Principal

The school principal shall perform the following duties:

- a) follow all procedures as outlined in Educational Activities Outside the Classroom policies. _____
- b) inform the Office of the Director of Education upon hearing of the emergency;
- c) set aside a section of the school for the reception of parents (auditorium, staff room);
- d) allocate responsibilities to staff for individuals to be in charge of:
 - i) receiving parents



- ii) telephone calls
- iii) media reception
- iv) transportation
- v) security - entrance to school
- vi) parking
- vii) refreshments

e) advise the parents of injured students as to the extent of injury; what hospital student was taken to; name of Board Official at the hospital and arrange through supervisory officer for transportation of parents to the treatment centre.

2. The Responsibilities of the Director of Education

The Director of Education shall perform the following duties:

- a) establish a command post on the third floor of the Education Administration Centre;
- b) dispatch to the school the appropriate supervisory officer who is to act as a support person to the principal and to maintain constant communication between the school and the command post;
- c) dispatch to the accident site a supervisory officer(s) to make arrangements for the feeding, housing, or transporting of the remaining students and staff;
- d) dispatch a supervisory officer(s) to the hospital(s) receiving casualties;
- e) inform the Chairman of the board and local trustees;
- f) advise the switchboard to handle incoming calls regarding the emergency as follows:
 - i) Parent Calls - forward to team of supervisory officers and support personnel
 - ii) News Media - forward to Communications Officer
 - iii) Authorized Officials - forward to Director (Police, etc.)
 - iv) Trustees - forward to Director



v)General Inquiries - try to discourage these calls by saying lines must be kept free for emergency procedures

g)arrange for transportation of distraught parents to hospitals through the supervisory officer at the school;

h)inform the Business Department to contact the Board's insurance company to have an adjuster attend the accident site.

i)liaise with the police concerning their procedure for the release of the identity of the injured or killed.

EMERGENCY PROCEDURES INVOLVING ACCIDENTS ON FIELD TRIPS, TOURS AND EXCURSIONS (outside Normal School Hours or Normal School Days)

1. The Responsibilities of the School Principal

The principal shall have at his/her residence, the telephone numbers of the staff he/she will need to aid him/her in setting up a command post at the school.

The principal will then follow the same procedures as outlined for accidents on school trips during school hours(page 15,16)

2. The Responsibilities of the Director of Education

In the event that it is not possible to establish a command post at the Education Administration Centre or other central location, the Director will establish a command post in the office in his/her residence in accordance with the terms and conditions of his/her employment.

The Director will then follow the same procedures as outlined in the sheets on emergency procedures for school trips during school hours (page 15,16).

COMMUNITY EMERGENCY PROCEDURES

In the event of a major emergency or evacuation where the facilities of the school might be needed for housing of evacuees, the principal shall have on hand in printed form the following information:



Name of School: _____

A. GENERAL

Wheelchair accessible: _____ [Yes/No]

Number of Administration Offices: _____

Number of Board/Meeting Rooms: _____

Number of Staff Lounges/Rooms: _____

First Aid Room/Sick Room: _____ [Yes/No]

Nurse's Office/Room: _____ [Yes/No]

Air conditioned areas:

gyms: _____ [Yes/No]

auditorium: _____ [Yes/No]

cafeteria: _____ [Yes/No]

classrooms - main building: _____ [Yes/No]

classrooms - portables: _____ [Yes/No]

staff areas: _____ [Yes/No]

Parking lot capacity: _____ cars

Bus loop: _____ [Yes/No]

Number of access doors: _____

Floor plans: _____ [Yes/No]

B. TELEPHONES

Number of business telephones: _____

Number of public telephones: _____



C. ASSEMBLY/SLEEPING/EATING/RECREATIONAL AREAS

Number of Gymnasiums*: _____
Gym 1: floor size: _____sq.ft. seating capacity: _____
Gym 2: floor size: _____sq.ft. seating capacity: _____
Gym 3: floor size: _____sq.ft. seating capacity: _____

Auditorium*: _____ [Yes/No]
If Yes,
Are seats bolted down? _____ [Yes/No}
If No, floor size: _____sq. ft.

Cafeteria*: _____ [Yes/No]
If Yes, floor size: _____sq.ft. seating capacity _____
Cooking facility attached to cafeteria? _____ [Yes/No]

D. COOKING FACILITIES

Number of Kitchen Facilities (Staff and/or Student): _____
Number of conventional stove-top burners: _____
Number of conventional ovens: _____
Number of toaster ovens: _____
Number of microwave ovens: _____

E. CLASSROOM FACILITIES

Main Building
Number of classrooms with removable desks: _____
Average approximate floor size: _____sq. ft.
Number of classrooms with bolted-down desks: _____

Portables: _____ [Yes/No]
If Yes,
Number of classrooms with removable desks: _____
Average approximate floor size: _____sq. ft.
Number of classrooms with bolted-down desks: _____

F. WASHROOM FACILITIES



Number of STAFF washrooms (including portables)

Male- toilets: _____ and _____ for disabled

urinals: _____

wash basins: _____

hand dryers: _____

Female- toilets: _____ and _____ for disabled

wash basins: _____

hand dryers: _____

Number of STUDENT washrooms (including portables)

Male- toilets: _____ and _____ for disabled

urinals: _____

wash basins: _____

hand dryers: _____

Female- toilets: _____ and _____ for disabled

wash basins: _____

hand dryers: _____

G. BATHING FACILITIES

Number of shower faucets: Males: _____

Females: _____

The above information should be updated annually, if necessary (ie. building renovations), and a copy submitted to the Manager - General Administration.

NOTE: _____, Manager - General Administration, is the Board contact person with the _____

Emergency Organization and should be informed immediately of any contact a Principal may have from any outside emergency organization.

* If any of these three areas are combined, please complete the section(s) which closest describes the area.



EMERGENCY PROCEDURES IN THE EVENT OF SEVERE WEATHER CONDITIONS

A. RESPONSIBILITIES OF DIRECTOR OF EDUCATION AND COMMUNICATIONS MANAGER

The Director of Education, or designate, will be in touch with the Communications Manager regarding the statement to be used.

The Communications Manager will contact the media to give them the status of the _____ schools. If the situation develops during the night, every attempt will be made to have the information broadcast by 7:00 a.m.

If weather conditions early in the morning merit cancellation of the Board's transportation services for Special Education and/or French Immersion students, the transportation will be cancelled for the full day.

It will be the responsibility of the principals of the schools involved to notify the students' parents that this will be the Board's procedure. If parents of Special Education or French Immersion students take their children to school on days that the bus service has been cancelled, it will be the responsibility of those parents to pick their children up at the end of the day.

B. POSSIBLE STATEMENTS TO MEDIA

All schools in the _____ will be open today.

All schools in _____ will be open today, but there will be no transportation for Special Education students or for French Immersion students attending _____ school and _____ school.

All schools in the _____ will be open today, but parents are advised due to the extreme weather conditions, to keep their younger children at home.

All schools in the _____ will be closed today.

C. COMMUNICATIONS WITH RADIO STATIONS AND BUS COMPANIES

The Communications Manager will contact the radio stations and, if necessary, the bus company, regarding the Special Education students, the French Immersion students, and the



principals of the schools with French Immersion programs. Any announcement given to the radio stations in the early morning will be passed along to the Transportation Officer and switchboard before the normal working day begins.

If severe weather conditions develop during the day, the media will be notified about the operational status of _____ schools.

Decisions regarding the Board's continuing education programs (night schools) can be made during normal working hours. The media will be advised, if possible, in the early afternoon about decisions made regarding night classes.

A section providing vital information to parents respecting the Board's severe weather procedures is to be included in the School Year Calendars as follows:

"If severe weather conditions develop during the night, listen for an announcement on all major radio stations, between 7:00 and 8:00 a.m. The _____ School Board tries to keep schools open as nearly all of our students are within walking distance of their neighbourhood school. In a severe weather situation, parents are asked to use their discretion as to whether or not their children should leave for school.

Some students in the French Immersion and Special Education programs are bused to school. Severe weather always creates traffic problems that may delay the school buses. If any buses are cancelled because of the weather, an announcement will be given to the radio stations. If the buses are cancelled in the morning there will be no bus service that day.

If severe weather conditions develop during the day, students will be kept under teacher supervision within the school building until it is safe to proceed home."

See Appendix B.

EMERGENCY EVACUATION OF STUDENTS FROM A SCHOOL NEAR A DISASTER AREA

1. The following Municipal Officials have the power to order a school evacuation in the event of a disaster: the Director of Education, or his designate, the Medical Officer of Health and the Chief of Police.



2. In the event of a neighbourhood catastrophe which would require the evacuation of a school's population from the neighbourhood, the following procedures will apply:

a)The school will be notified by the _____ School Board personnel, if possible, or by any of the above authorities.

b)The principal will immediately notify the teachers to prepare the students to evacuate the building. (See Emergency Procedures involving the Evacuation of the School Building – pages 4,5,6).

c)At the direction of the principal, students will be brought to pre-determined staging areas for bus loading. If time permits, students should proceed to their home room before being brought to the staging areas.

d)Evacuation from the area will be provided by _____ bus or contracted vehicles. Teachers will accompany their students on the buses.

e)If possible, the Board Transportation Officer, or designate, will advise as to the number of vehicles available and their arrival times. Parent volunteers', teachers', and students' cars may have to be used if the transportation network fails.

A list of all care occupants must be given to the principal, or designate, if this method is used. Drivers should be briefed, if time permits, as to the best route to their destination.

f)Schools closest to the centre of the disaster area will be evacuated first.

g)Destination:

i)Students may be given temporary shelter at a destination remote from the danger area.

ii)The Destinations have been determined by the Community Services Department of _____.

iii)Public broadcasts will be made to advise parents of their children's location as soon as possible.

iv)Parent inquiries should be directed to the Board Office or alternative location, should the Education Administration Centre be in a danger area.

h)Overnight:



In the event an overnight stay is required, food and other comforts will be made available by emergency personnel.

i)Releasing Students:

i)The subject class list, home form list or registers should be used to keep an accurate tally of students who have been released.

ii)The principal and designated staff will stay with the students until safe return to the school or to their home is possible.

j)Teacher's Responsibility:

In Loco Parentis--The teacher has responsibility for the protection of the children under his/her care.

(Duty of Care in Common Law)

ATTACHED TO THIS PROCEDURE IS A LIST OF SCHOOL PERSONNEL UNDER THE FOLLOWING HEADINGS.

NAMES & HOME PHONE NUMBERS OF:
DIRECTOR OF EDUCATION
COMMUNICATIONS OFFICER
SUPERVISORY OFFICERS
BUSINESS
PLANT
MAINTENANCE
PURCHASING
TRUSTEES

ELEMENTARY SCHOOLS - NAMES

PRINCIPAL - NAME & HOME PHONE NUMBER

HEAD CARETAKER - NAME & HOME PHONE NUMBER

SECONDARY SCHOOLS - NAMES

PRINCIPAL - NAME & HOME PHONE NUMBER

HEAD CARETAKER - NAME & HOME PHONE NUMBER

EDUCATION ADMINISTRATION CENTRE



HEAD CARETAKER - NAME & HOME PHONE NUMBER

CONSOLE OPERATOR - NAME & HOME PHONE NUMBER

* EMERGENCY CALLS

Fire, Police Ambulance - 911 (or emergency numbers)

CITY/TOWN OF _____ EMERGENCY SERVICE NUMBERS

_____ GAS

_____ HYDRO

_____ POLICE - GENERAL ENQUIRIES

_____ PUBLIC HEALTH

_____ SEWER & WATER

* NOTE

Only the telephone number 911 should be used when requesting assistance from any of the three emergency services, i.e. Fire, Police, Ambulance, for emergency incidents within the Municipality of _____.

In addition, it will expedite a responding agency when requesting assistance that you specify the service or services required and the location. In this manner, your call will be placed directly to the appropriate agencies' communications control centre.

APPENDIX A - SET UP AS A FORM:

EMERGENCY EVACUATION PLAN FOR PHYSICALLY CHALLENGED STUDENTS

year month day

HEADINGS FOR FORM:

NAME OF STUDENT

HOME ROOM

* MEDICAL DIAGNOSIS

SEMESTER 1



Sub headings - ASSIGNED STAFF
- EVACUATION AREA

SEMESTER II

Sub headings - ASSIGNED STAFF
- EVACUATION AREA

_____end of chart_____

*include special directions

ATTACH STUDENTS' TIMETABLES TO THIS CHART

CENTRAL EVACUATION AREA OUTSIDE THE SCHOOL BUILDING

cc: Business Office
Municipal Fire Prevention Office

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APPENDIX B

COPY OF SAFETY MEMORANDUM NO. 21 ISSUED BY THE MINISTRY OF EDUCATION
SEPTEMBER 2, 1986 REGARDING SEVERE WEATHER WARNING GUIDELINES.

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APPENDIX C
BOMB THREAT REPORT



When a Bomb Threat is Received:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as you can.
- Advise the _____ Police at 911 or _____

A. Call Status: Date: _____ Time: _____ AM/PM
On Line No.: _____

B. Exact Wording of Threat:

C. Questions to ask:

- What time will the bomb explode? _____
- Where is it now? _____
- What does it look like? _____
- What kind of bomb is it? _____
- Where are you calling from? _____
- What is your name? _____
- Why did you place the bomb? _____

D. Identifying Characteristics:

- Sex _____ Estimated Age _____
- Accent (English, French, etc.) _____
- Voice (loud, soft, etc.) _____
- Speech (fast, slow, etc.) _____
- Diction (good, nasal, lisp) _____
- Manner (calm, emotional, vulgar) _____
- Does the caller sound intoxicated? or unbalanced? _____
- Background noise (traffic, music, other voices, etc.) _____



Voice was familiar? (specify) _____
Caller was familiar with area _____

E. Threat Recipients' Particulars

Name _____ School _____
Occupation _____ Telephone: _____

ACKNOWLEDGEMENT

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