

APPENDIX B

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE II FIRE SAFETY PLAN

1. PURPOSE

Principals are responsible for Fire Safety Plan for their school. Fire safety and evacuation in other district buildings is the responsibility of the director of education and/or site supervisor.

2. FIRE SAFETY PLAN

2.1 Each principal or supervisor shall have a program in actual practice and a formal document on record outlining the detailed Fire Safety Plan for the building.

2.2

APPENDIX B

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

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- 7.7 NOTE: During a time, other than regular school hours, there may be community use
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Appendix D

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE IV MUNICIPAL LEVEL EMERGENCIES

1. PURPOSE

Lakehead District School Board recognizes that there will be situations in which it is unknown whether the best course of action is to evacuate or lockdown. An example of such a situation would be a bomb threat. In these types of situations, principals will exercise their best judgment in the interest of the safety of students and staff in consultation with local police, as required.

2. DUTIES OF THE PRINCIPAL

- 2.1 The principal or designate shall ensure that all staff are aware of Administrative Practice, Police School Protocol, at the beginning of each school year.
- 2.2 Principals are to familiarize themselves with the Bomb Threat Protocol found in these procedures and the Police School Protocol.

Appendix D
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE IV

Appendix E

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE V PROPERTY EMERGENCIES

1. PURPOSE

In the event of an emergency such as fire, flood, intrusion, natural disaster, failure of a utility service or other event that impacts the operation or integrity of a building or property, the Board's Emergency Operations Committee will take steps to respond to the emergency and notify necessary LDSB staff, municipal officials and authorities having jurisdiction. Such emergency response services will be in effect 24 hours per day, each day of the year. The intent of this procedure is to ensure appropriate emergency response after normal school hours through the year; however, certain events may have an impact on the LDSB's ability to maintain operation of day school programs.

2. GENERAL

- 2.1 Property services maintains an alarm monitoring service with a security service provider.
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Appendix E

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE V PROPERTY EMERGENCIES

4. RESPONSE

- 4.1 Depending on the nature of the emergency, decisions regarding school closure will be forwarded to the director of education or designate.
- 4.2 Property services will take every reasonable action to protect the building and property and restore services as soon as possible.
- 4.3 Property services will contact municipal authorities and utility suppliers to determine estimated times for restoral of services.
- 4.4 The manager of property services will advise the LDSB's Emergency Operations Committee on the status of the emergency situation on an ongoing basis for the duration of the event.

Appendix F

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE VI WEATHER PRACTICES

- 4.5 Decisions affecting staff shall be applicable to all staff.

Note: Every effort will be made to allow lead time for schools to put into action their emergency plans.

- 4.6 If conditions warrant, following consultation with appropriate employees, the director of education

Appendix F

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE VI WEATHER PRACTICES

6. BUSES CANCELLED - Situation Prior to School Opening

6.1 Circumstances may warrant a decision not to operate buses in the morning.

6.2 Decision to operate buses begins by 5:30 a.m.

6.3 The bus drivers will advise the school bus operators of dangerous travel conditions.

6.4 The operator will inform the STSTB.

6.5 The STSTB office will:

- gather additional data from other sources, OPP, MTO, local roads boards, municipalities, City of Thunder Bay, etc.;
- make decisions regarding route delays, alterations and/or cancellations; and
- inform appropriate LDSB staff.

6.6 The director of education or designate will make a decision with respect to any closure or bus cancellations. Such decisions will be made before 7:00 a.m.■

6.7 Where possible, all boards participating in the Transportation Consortia will issue joint announcements.

6.8 Notification

6.8.1 The director of education or designate will be responsible for notifying superintendents and the communications officer of the decision to terminate busing or to close schools.

6.8.2 Superintendents will be responsible for notifying principals. Principals will be responsible for notifying their school staff.

6.8.3 Media notification of school closures or bus cancellations due to weather is the responsibility of the director of education or designate. ■

Appendix F
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE VI
WEATHER PRACACA

Appendix F
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

TYPE VI
WEATHER PRACTICES

9. PERMIT USE

Groups scheduled to use the building after hours must be notified if the school is shut down.

Appendix G

6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURES

REFERENCES

References

Legal References:

- Education Act, section 265 Duties of Principal; section 285 Duties of Supervisory Officers; section 286 Duties of Supervisory Officers; Part XIII Behaviour, Discipline and Safety
- Ontario Regulation 298—Operation of Schools, section 6 Emergency Procedures
- Regulation 454 of the Revised Regulations of Ontario, 1990 (Fire Code)

Resources:

- Ministry of Education Document – Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario;
Lakehead District School Board's Emergency Response Binder (Communication Protocols, School Emergency Response Plan, Fire Safety Plan, Threat Response, STSTB Emergency Evacuation Plan);
Lakehead District School Board Police School Board Protocol;
Lakehead District School Board Practice – Distribution and Collection of Keys;
STSTB Transportation Emergency Weather and School Evacuation Procedures;
Resource Guides: Bullying Prevention and Intervention, Code of Conduct, Progressive Discipline