

# STUDENT SERVICES

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- 3.3 Every principal shall hold emergency drills pertaining to evacuation of the school in accordance with the School Emergency Response Plan to ensure a smooth evacuation process and compliance with all legislative requirements i.e., Ontario Fire Code requires three drills in the fall and three in the spring.
- 3.4 Principals should notify school crossing guard's supervisor of an early dismissal due to emergency situations.
- 3.5 Each principal shall distribute to parents or guardians, early in September, a letter addressing the subject of Emergency School Closure procedures and a copy of the school's plan to meet emergency situations. Each plan, where necessary, should address transportation, alternate evacuation sites, the use of an escort system for younger pupils and under some severe conditions to retain pupils in the school to await parental pick-up. Special arrangements will be necessary for students and staff requiring assistance. Specialized accommodation plans will be created at the beginning of each year for students and staff identified as needing extra support in emergency situations.
- 3.6 The letter to parents/guardians must clearly point out that parents/guardians may decide not to send their children to school if they deem weather conditions too severe.
- 3.7 When buses are cancelled, schools are not closed unless authorized by the director of education or designate. Staff will report for work and engage in meaningful activities. Employees are not expected to travel on roads which are in hazardous condition, i.e., warnings to stay off roads have been made by police authorities, roads are closed, or in the opinion of the employee roads are too dangerous for driving.

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4. Types of Emergency Responses

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SYSTEM EMERGENCY RESPONSE PLANNING OUTLINE

5. SCHOOL EMERGENCY RESPONSE PLANS

- 5.1 The school principal is responsible for the annual update and submission of the school's School Safety Plan (School Emergency Response Plan) and the school's Fire Safety Plan. Both plans must be submitted to the health and safety officer by September 30 and are valid for a one-year period. Current School Response Team and Emergency Contact List must be available to the school in the event of any emergency situation. The Emergency Response Binder shall be updated annually, and as necessary, and located in the main office.
- 5.2 Each principal shall ensure that the school develops emergency response plans that are stored in the school Emergency Response Binder.
- 5.3 Each principal shall ensure that the emergency response plans are communicated with all school staff annually.

6. EMERGENCY RESPONSE BINDER

Each school shall have an Emergency Response Binder that contains the following:

- communication plan;
- system emergency contact information;
- a list of School Emergency Response Team members;
- Emergency Contact List for staff and students;
- transportation plan;
- alternate evacuation site;
- copy of the School Safety Plan (School Emergency Response Plan);

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