



ADMINISTRATIVE GUIDELINE

Title: Health and Safety: Emergency Response Plan

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An appropriate Emergency Response Plan (ERP) is essential for all organizations. Given the nature of school operations, it is foreseeable that emergency situations will occur from time to time and the Board's ERP may be the only thing separating disaster from inconvenience for your organization.....

Ontario School Boards' Insurance Exchange

A. INTRODUCTION

The Near North District School Board developed this document to assist in preparing for an emergency and maximize the efficiency with which schools' Emergency Response Teams and local emergency services can respond. The nature of a crisis incident or emergency demands that preparations, communication and planning is a priority. This guide will act as a procedural manual and will have to be adapted to meet the needs of any given situation as it may unfold. OSBIE recommendations are that this emergency response plan be updated semi-annually at both the elementary and secondary panel.

A variety of emergencies, which can endanger the health and safety of the students and staff can occur in schools at any time of the year. These can include the following types of situations:

- Human-caused disasters – hostage taking, assaults, murder, suicide, shooting, bomb threats, arson, etc.
- Accidental disasters – car and bus accidents, chemical spills, equipment failures, fire, etc.
- Natural disasters – ice/snow storms, flooding, etc.

This list is limited and by no means exclusive, but the response to any emergency is critical and demands leadership and planning. Three phases are necessary to deal with emergency management:

- Preparation and planning
- Managing a emergency
- Post-emergency care

An Emergency Response Plan (ERP) has to consider each of these phases and the role of the Principal/Supervisor and their professional leadership. The Principal/Supervisor must at all times have the flexibility to meet emergency situations, and must be free to use his or her best judgment as the situation may dictate.

The suggested procedures of the ERP must be communicated and vetted with the staff, students, parents/guardians, community partners and the School Advisory Council. This will allow input from all stakeholders and an incorporation of all aspects of the plan that would ensure an automatic response in case of any emergency.

A completed copy of Section B, Site Specific Plan, must be submitted to the Health and Safety Officer by September 30th of each year.

B. PREPARATION AND PLANNING

Emergency Response Kit:

A standard emergency response kit will be kept in the Main Office. This kit will be available to the ERT and emergency personnel in order to efficiently respond to any emergency situation. These include:

- A complete list of staff and students with photographs (if available), addresses, telephone numbers, next of kin, bus rosters
- Class schedules and timetables
- Floor plan for the school including environmental and mechanical systems
- Instructions for search teams
- Indicators to mark doors of areas searched (3M Post It Notes – Yellow)
- Emergency safety vests for emergency response team

The following emergency materials will be kept in a separate container with the standard emergency response kit. It will contain the following items:

- Flashlights with extra batteries
- Disposable camera
- A bull horn/megaphone (spare batteries)
- A First Aid Kit
- Emergency blanket
- A list of staff with First Aid Qualifications & cell phones
- Pencils, pens, markers, papers and a notebook
- A copy of the ERP with necessary documents (Board Policies, Contact Lists, Communications Plan, etc.)

- Staff name tags (with neck string)
- Duct tape
- Caution tape
- Separate placards with directional words such as COMMAND CENTER, PARENTS, COUNSELLORS, MEDIA, VOLUNTEERS, EVACUATION CENTER, KEEP OUT

Note: Attendance records/daily class lists should be available in case of evacuation. The emergency response kit, and costs to replenish the kit, will be the responsibility of the Principal/Supervisor and must be updated semi-annually at the elementary and secondary panel. Some records may require monthly updating.

Cell phones and/or walkie-talkies are useful in the event of an emergency.

Preparation:

A number of steps can be taken in preparing the staff to deal with a crisis to minimize the risk to staff and students and maximize the response by emergency personnel. The first is to consider the nature of the emergency and develop a plan that will act as a guide to deal with any extreme circumstances such as a bomb threat.

The fire drill and evacuation plan should be practiced three times during each semester. It should be reviewed semi-annually, and parts of it can be utilized in dealing with other emergencies.

However, the ERP will deal with other types of emergency incidents. It is important to note that these events involve too many variables to set out step-by-step instructions for each incident and should be viewed as a guide. These plans need to be shared with all stakeholders and must be practiced in order that the staff and students understand their role in maintaining order for the safety of all parties.

C. MANAGING AN EMERGENCY

Leadership is essential in managing any type of emergency. The Principal or Supervisor will take control of the scene. The confidence of the staff, students, parents and community is foremost and leadership and a communication protocol are essential to maintain order. Various responsibilities have been delegated and must be shared with all staff and stakeholders. *See Section B.5*

Communication is essential during an emergency and is the responsibility of the Principal or Supervisor. A communication plan or protocol is necessary must be developed. This will alleviate a number of problems and will inspire confidence in the school/office and its leadership.

The Principal or Supervisor must use common sense and rely on the ERT to manage any emergency. Flexibility, cooperation, common sense, and trust will assist in making decisions. The ERP is a guide and must incorporate all pertinent legislation; MET, Board Policies and the local police service/School Board Protocols.

D. POST-EMERGENCY CARE

The care and well-being of all persons involved in or exposed to an emergency incident can be a long-term process. The Principal or Supervisor and ERT are responsible for drawing on any resources available to assist in dealing with the aftermath of any crisis.

E. VISITORS IN THE SCHOOL

All visitors who are travelling past the office area must sign in and obtain a visitor's badge. *See Section B.4.*

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A.1 BOMB THREAT

“Bomb Threat”: A potential or real situation where person(s) unknown threatens or actually places a device in or around Board facilities.

Human safety is the primary concern at the time of a bomb threat. A bomb threat can be written, recorded or communicated orally. Every bomb threat must be taken seriously.

A person making a bomb threat has two main objectives:

1. to disrupt an office or school by delivering a threat; and/or
2. to provide a warning, providing time to respond, therefore minimizing injury to the target

Most bomb threats are delivered by telephone by anonymous callers.

1.1 When a threat is received:

The person receiving the call should remain calm and courteous.

If possible, the call recipient should attract a colleague’s attention indicating the nature of the call. The recipient of the telephone call should obtain as much precise information as possible recording the exact words used whenever possible. Use the Bomb Threat Report Form during the call. Forms are located at or near telephones that can receive incoming calls.

Call 911. The bomb threat plans include having a prearranged signal which alerts an assistant to notify the police on another line while the caller is held on the line as long as possible. The advice of the police must be followed.

The Principal or Supervisor must be informed of the call immediately.

Immediate evacuation is not recommended unless very specific information is received when the bomb threat comes to the school. There is the potential to increase the danger to students by having them evacuate the building by way of exits where the bomb might be located.

During regular school/office hours, night school, or summer school, the Principal/Supervisor will then inform the appropriate Superintendent and Health and Safety Officer.

The Principal/Supervisor should be in the Command Centre to receive search results and to be available to provide information to responding agencies.

Unless ordered to evacuate, movement of large groups within the building should be strictly controlled.

The use of radios or cell phones should be restricted within 90 metres (300 ft.).

1.2 Search Procedure - In Class

The Principal or Supervisor will initiate a search. Each employee is best qualified to carry out a search of his/her own work area by reason of his/her familiarity with what should be in it. The Principal or Supervisor may wish to use a pre-established signal to alert staff to participate in the search. Police and other responding agencies may assist in the search. ***Students must not be involved in the search.***

The following guidelines are to be adhered to in conducting the search:

- 1.2.1 Do not alarm students/staff. Maintain calm authority.
- 1.2.2 The decision to evacuate at this time, during the course of the search will be made by the Principal or Supervisor, in consultation with the local police. Students should not be permitted to attend their locker if ordered to evacuate;
- 1.2.3 If possible, use the buddy system: send two to three people per team to search an area; (Section B.5)
- 1.2.4 Warn searchers that should an unidentified package or object be found, they are ***NOT TO TOUCH, MOVE OR HANDLE THE OBJECT OR ANYTHING ATTACHED TO IT.*** A safe method of identifying the object will be utilized;
- 1.2.5 Search areas should not be larger than that which would take more than 15-20 minutes to search; (Yellow 3-M Post-its will be placed on the outside of doors in areas of that have been searched.)
- 1.2.6 The focus of the search is to "look-and-see" in general areas, and does not include cupboards, drawers, closets etc. Search personnel are to look for an unusual object in a usual place, and are not expected to search through items which may endanger their own safety. Items to look for may include, but are not limited to, the following:
 - a. Unrecognizable packages;
 - b. Ceiling panels which are clearly out of alignment;
 - c. Packages from which there are methodical or strange noises;
 - d. Packages which smell of gasoline, chemicals, or other noxious odors;
- 1.2.7 In a school setting, when the announcement to search classrooms is broadcast, the teacher should have students place all their personal belongings on their desk and then scan the room for any of the items described above. Personal belongings can then be taken with the students upon receiving the order to evacuate.
- 1.2.8 Special attention should be given to hallways, lobbies, washrooms, stairways, unlocked student lockers, chemistry laboratories, cafeterias, tech areas and areas used by staff. Common areas must be searched as well as workstations of absentee employees.
- 1.2.9 Staff/student lockers should not be opened. If a locker search is necessary, it may be undertaken after consultation with local police officials;

1.2.10 The outside of the building and parking lot must be included in the search plans by the custodial staff and administration after the in-school search. Most bombs are on the outer perimeter of a building (entrances, loading docks, dumpsters).

1.3 If a Suspicious Object/Package Is Not Found

1.3.1 In consultation with police, consider the need for a further, comprehensive search of the premises.

1.3.2 Upon being satisfied that no further search is required, communicate to all staff that no further action is required. If the premises were evacuated, re-enter the building following consultation with the police.

1.3.3 Inform the appropriate Superintendent.

1.4 If a Suspicious Object/Package Is Found

1.4.1 If a suspicious object or package is found, the finder **must not attempt to move or handle it**. Instead, the person designated to stay in the Command Centre must be contacted and the following information given:

- location of the object;
- description of the object;
- reason it is suspicious;
- any other useful information

1.4.2 If occupied, the room in which the device is found is to be evacuated calmly and quietly. Avoid panic. Never tell anyone that there is a bomb in the building.

1.4.3 All gas, oxygen fuel lines shall be cut off at the main switch or valve, if possible.

1.4.4 All doors and windows shall be left open. Hydro and lights shall be left on.

1.4.5 The Principal or Supervisor must then establish perimeter control of the area and ensure that no one approaches, or attempts to move the object, and will endeavor to establish ownership of the object.

1.4.6 The custodial staff and administration will ensure that access routes have been searched prior to any evacuation and that persons are detailed to direct students along these access/exit routes. Direct supervision must be provided during evacuation and in the safe area. (Refer to In-school or Out of School Evacuation Procedure)

1.4.7 There may be a need for special instructions regarding hazardous areas or evacuation routes to be avoided because of the existence of a real or suspected danger.

- 1.4.8 Rooms should be evacuated systematically, starting with adjacent rooms and radiating to the farthest, until the whole building has been evacuated.
- 1.4.9 Evacuate by using the fire alarm if other methods have not been effective.
- 1.4.10 Ensure that the evacuation provides a separation of at least 100 metres in all directions from the unidentified object.
- 1.4.11 Ensure that special provisions have been for the transportation of physically challenged persons.
- 1.4.12 Proceed to your designated evacuation site and begin accounting for all persons.
- 1.4.13 At this point, the building should be relinquished to police for removal and/or defusing of the device. Provide police with the location of the object, and information on the most direct route to the object. Staff, where required, will aid police in securing exits.

1.5 Return to School

- 1.5.1 Staff and/or students, where applicable, will return to the building on the direction of the Principal or Supervisor, after consultation with the local police.
- 1.5.2 Appropriate reports will be submitted to school authorities and a communication plan developed by the Principal or Supervisor in consultation with the Superintendent, for example a parental letter or press release, as appropriate.
- 1.5.3 Media Relations Officers from the Police will be on the scene to provide assistance and deal with media inquiries. Consultation between Police and School Officials is strongly recommended prior to issuing any release to the media.
- 1.5.4 Should the decision be made to cancel classes for that day, the Principal or Supervisor can refer to the emergency closing policies and procedures to deal with transportation issues and contact the Transportation Consortium.

A.2 DEALING WITH SUSPICIOUS MAIL OR PARCELS

2.1 What may constitute a suspicious letter or parcel?

A combination of the following may constitute a suspicious mail item:

- Suspicious items may be addressed to specific individuals and could bear restricted endorsements such as “Personal”, “Private”, “To be opened only by”, etc.
- Addressee’s name/title may be inaccurate
- No return address, or the return address may be fictitious, from a foreign country and/or even indecipherable
- Suspicious items may display distorted handwriting or the name and address may be prepared with some home-made labels or cut-and-paste lettering
- Suspicious items may have protruding wires, aluminum foil, oil, or grease stains on the wrapping and can emit a particular odour
- Cancellation or postmark may indicate a different location than the return address or that the item was mailed from a foreign country
- Excessive amounts of postage using low denominations
- Excessive binding, taping and tying material
- Unprofessionally wrapped with several combinations of tape to secure the package and may have special endorsements; “Fragile – Handle with Care”, “Rush – Do Not Delay”, or “Special Delivery”
- Letters may feel rigid or appear uneven or lopsided
- Parcels may have an irregular shape with soft spots or bulges
- Parcels may have a buzzing or ticking noise or a sloshing sound
- Parcels or letters may have a powdery substance observed on the surface of the item

2.2 Remember to look for these indicators:

- Powdery substance visible on exterior
- No return address
- Restrictive markings
- Mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only
- Rigid or bulky
- Badly typed or written
- Strange odour
- Protruding wires
- Excessive wrapping
- Oily stains on wrapping
- Lopsided

2.3 What to do when in possession of a suspicious letter or parcel:

- Immediately advise your Principal or Supervisor
- The Principal or Supervisor will call 911
- Do not handle, shake or smell the suspicious article
- Isolate the article and evacuate the immediate vicinity
- Anyone who has handled the article should immediately wash their hands with soap and water
- Transmitting radios and any electronic equipment should be turned off
- Record information regarding the characteristics of the package and where it is located
- Direct employees and students to leave the immediate area
- The Principal or Supervisor will make a decision on evacuation in consultation with emergency personnel

A.3 VIOLENT INCIDENT EMERGENCY RESPONSE PLAN

Introduction

The following will contain factors to consider before and during a major violent incident. Planning for such an event is difficult due to the explosive nature of the event and the many variables involved. Leadership and common sense will be essential in minimizing the risks and maximizing the response by emergency personnel.

Refer to Administrative Guideline: Reporting Violent Incidents.

Prior planning

The Emergency Response Kit should be ready and available (Main Office). It should contain all necessary records and supplies and should be updated on an annual basis. It may be necessary to update records on a monthly basis. In school settings, it should also contain the attendance record for that day. The kit should be brought to a designated area assigned as the staging area. Alternate sites should be pre established subject to the nature and location of the threat.

A coded message or announcement by the Principal or Supervisor should be established defining the nature and location of the threat. This information should be communicated to all staff as soon as possible. Remember that you may have supply teachers/staff present (they should have been given an information sheet).

A prearranged reception area for evacuees must be established. Once at the location, attendance should be taken. Control of students shall be established by their classroom teacher. All witnesses should be gathered and made available to police as soon as possible. Assign one person and an alternate to coordinate the gathering of witnesses.

When incident is occurring...

Identify the nature of the incident and the threat level. **Contact 911** and prepare to establish a staging area. Bring the Emergency Response Kit that you have prepared. Emergency personnel will arrive and set up a command post, media liaison center, inner and outer perimeter. The staging area will be outside the outer perimeter. Communicate the coded emergency message as soon as practicable and appropriate.

Evacuation or Lock Down (*See Section A.4-A.5*) will be a judgment call on the part of the Principal or Supervisor in various locations of the building. Factors to be considered include:

- a) The location of the threat;
- b) The nature of the threat;
- c) The mobility of the threat;
- d) A clear means of evacuation that will not cross the path of the threat;
- e) The ability to secure the room/barricade that is being occupied;
- f) Alternate means of evacuation;

- g) The number of students involved;
- h) Are there victims requiring immediate attention;
- i) Is the use of violence random or targeted to any one or several individuals

These are only some considerations. The common sense, judgment and leadership of staff members will determine the appropriate actions to be taken.

Upon Evacuating...

All staff and students who evacuate the premises should immediately attend the predetermined evacuation site. Maintaining control of the students is vital. Attendance must be taken and records compared to the daily attendance and class schedules. It is vital to account for as many people as possible. A Vice-Principal/Supervisor and an alternate should be assigned the task of gathering any witnesses or persons who can provide information to emergency personnel.

Direct families arriving on-site to pre-designated locations where they can receive information. Have a sign-out sheet to monitor which students have been picked up by their parents/guardians. Do not dismiss students to unknown care. As soon as possible, take a head count to determine which students, staff and teachers are accounted for and which ones are not. To the extent possible, shield students from disturbing scenes. However, do not disturb crime scene evidence. Have a disposable camera available for recording evidence.

Never speculate. Be sure to understand the circumstances surrounding the situation before saying anything about it, and to the extent practical, before taking action. Follow all rules about repeating or giving out information.

Other duties at the reception center should be assigned to staff members not involved in the direct supervision of students. These duties could be pre-assigned with two alternates for each task. They are:

- Logistics officer** - working with police logistics personnel in obtaining necessities for students;
- Parent liaison** - assigned to handling parent inquiries at the reception center;
- Records manager** - receiving and processing attendance records;
- Reception area manager** - directing the activities in the reception area, overall control of the students, ensuring that students are divided into homeroom groups and attendance is taken, other duties as necessary.

The Major Incident Commander from the police will coordinate activities on the scene. The Media Liaison Officer from the police will direct and coordinate the handling of the media. Police will make media releases during the crisis. Releases made upon the conclusion of the crisis will be made after consultation with school/Board authorities. Likewise, school/Board authorities should refrain from making any comment to the media without consultation with the police during or subsequent to an incident.

Locking Down

The decision to remain in a classroom or location that can be secured and barricaded is an option if the threat is close proximity and no means of safe exit are available. Find an area in the room that affords good protection and places any solid item that may afford protection between you, students/staff and the threat. Police responding to the incident will become aware of your situation and subsequently find you. They should have a master key in order to gain access to the room. Do not open the door unless you are certain that it does not present a risk to you or others.

After an incident

The care and well being of everyone involved is a priority. Attending to victims and victims needs will be a team effort, and will include all available resources from the school community, police and the community at large. (CRT should be contacted) Remember that there will be an investigation into the incident. Anything that may be evidence should not be, moved or disturbed in any way. Police will take control of the premises.

At this time, communication is a priority. Media management is still a police responsibility. Communication with parents is a school responsibility. Cooperation and consultation on these issues is required in order to ensure that a clear and consistent message is given. Speculation and rumors become enemies. There is time to consult and organize a response that is accurate.

Conclusion

It is difficult, if not impossible, to plan for a sudden and volatile incident where so many variables are present. However, preparation can maximize the response to any situation and decrease the level of confusion that could lead to a greater number of victims. Consult with police in preparing your plan and access the resources that can provide services such as threat assessments, emergency planning, staff training and orientation and regular reviews to policies and procedures.

3.1 PERSONS WITH WEAPONS

Concerns about persons with weapons on the premises can range from events that can be dealt with under the code of behaviour to full-scale emergencies. The following procedures are recommended, depending on the severity of the incident.

All reports of persons with weapons need immediate attention. Actions may vary depending on the type of weapon, who has it, and whether anyone has actually been threatened with the weapon.

If one enters an area where a person is committing a violent incident, **DO NOT** confront and challenge the perpetrator.

3.1.1 Where weapons such as firearms or knives are reported in the school, the following steps are recommended:

- Locate the person who was reported to have a weapon.
- If possible, verify if a weapon is present, without threat to personal safety.
- Report to police and to the appropriate Superintendent.
- Where a weapon is present on the premises and where threats have been made or shots fired, the following steps are recommended:
 - Evacuate and isolate the danger area. Ensure that evacuation does not put students or staff into areas, which may come under peril or risk. Put into action your plan for dismissal and crowd control.
 - Notify police, provide information.
 - Notify appropriate Superintendent

3.2 ASSAULT

3.2.1 Assault on Staff:

For the purpose of this plan, an “assault” is defined as a non-accidental physical injury.

It is expected that staff members and students will employ all reasonable measures to avoid circumstances which can result in incidents of assault.

A person commits an assault when:

- without the consent of another person, he/she applies force intentionally to that other person directly or indirectly;
- he/she attempts or threatens by an act or a gesture to apply force to another person if he/she has, or caused the other person to believe on reasonable grounds that he/she has present ability to affect his/her purpose.

Recommended Procedures

When an employee has been the subject of an assault, the following steps should be taken:

- The accused will be removed from the presence of the employee as quickly and safely as possible;
- The employee shall be advised of his/her right to contact the police;
- In the event of a physical assault, medical attention of a physician should be sought as soon as possible;
- The employee shall be advised to contact his/her union;
- At the earliest opportunity, the employee must inform his/her Principal or immediate Supervisor who in turn must inform the appropriate Superintendent;
- At the discretion of the Superintendent of Business, legal advice may be sought from the board lawyer on behalf of the Board and employee;
- The Superintendent of Business shall inform the employee of the support of the Board through the Employee Assistance Plan, the availability of legal advice and the access to leave for recovery;
- In all cases, the Principal/Supervisor shall submit a detailed report of the series of events to the appropriate Superintendent, including when police are called. Employee’s Report of Accident Form must be submitted to Human Resources, who shall in turn forward a copy to the Health and Safety Officer.

3.2.2 Assault on Student:

Principals are to follow the procedures of the Safe Schools Act.

- The alleged offender and the student will be separated as quickly and safely as possible.
- The Principal or Supervisor shall ensure the student receives proper medical attention for any injuries sustained during the alleged assault and advise the parent(s)/guardian(s) of the incident.
- An Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form shall be completed and the Health and Safety Officer notified.

3.2.3 Assault by Staff:

- The Principal or Supervisor shall advise the accused of the fact that an investigation into allegations will be carried out and that he/she should contact his/her union if applicable.
- In consultation with the appropriate supervisory officer, consideration shall be given to the immediate removing of the accused from the situation where the incident occurred
- The Principal's report to the Superintendent may recommend one of the following options:
 - i) transfer and reassignment of employee to another work situation
 - ii) transfer to a position where there is no contact with the assaulted employee
 - iii) suspension with pay
 - iv) suspension without pay
- Beyond this point, an investigation will be conducted by the Director or Designate
- Ontario School Boards' Insurance Exchange and the Health and Safety Officer should be informed of the incident.

3.2.4 Assault by Student:

When the accused is a student, action shall be taken in accordance with the local school Discipline Policy and Code of Behaviour, and the Safe Schools Act.

Where the accused is from outside the school whether on official business, visiting under the visitor's policy or under any other circumstances, **the police must be called.**

3.3 TERRORIST ACTIVITIES

Terrorism is the unlawful use of force or violence committed by a group or individual, against persons or property, to intimidate or coerce a government, the civilian population, or any segment thereof.

Terrorists have the fanatical belief that what actions they take are right, true, glorified and justified while:

- Making a political statement
- Drawing attention to a cause
- Undermining a sense of security
- Undermining confidence in a government
- Disrupting the economy or infrastructure

Terrorists mean to intimidate with fear so they can get their own way. The terror and fear is meant to last a lifetime.

What to look for:

- Anything suspicious, unusual, not normal
- People acting strange, nervous
- Suspicious activities
- Strange vehicles

What to do:

- Remain calm, do not panic
- Call 911 and follow directions
- Follow lock-down procedures unless notified otherwise
- Ignore bells. If possible, turn off bells.
- In a potentially violent situation, staff members should not endanger their own person but focus primarily on the safety of the students and alert the appropriate Superintendent of the potential danger.
- Do not confront any individual or group
- Students/staff should be kept in the safest areas indoors (on the floor).
- Do not allow movement until police give approval

3.4 HOSTAGE TAKING

The first staff member to identify the situation should:

- Turn off bells, if possible.
- Secure and isolate the immediate area where possible by removing all uninvolved students and staff and by preventing unauthorized entry to the area.
- Notify the Principal/Supervisor by the quickest possible means.
- The Principal/Supervisor shall phone 911 and follow their direction. The appropriate Superintendent should also be contacted, along with the Health and Safety Officer.
- Follow lock-down procedures, unless notified otherwise.
- If possible, establish the number of hostages and captors involved and the type and quantity of weapons involved, if any.
- Make specific notes of any threats or demands made by the captors.
- Take whatever action is necessary to contain the situation in order to avoid injury or death to the hostages until help arrives.
- Establish the medical condition of the hostages.
- All communications with the media will be made in accordance to the Administrative Guideline: Communicating with the Media.
- The following information should be obtained:
 - Precise location of the area controlled by hostage takers
 - Floor plan of the area
 - Identification and description of the hostages and of the captors, if known
 - Details about any vehicle used by the captors
 - Location and extension numbers of any telephones in the hostage area

A.4 EMERGENCY EVACUATION PLAN

If there is a need to evacuate the building for a prolonged period of time, the following procedures will be employed:

4.1 IN-BUILDING EVACUATION

In the case of an in-building emergency evacuation, the staff will be informed by the Principal or Supervisor of the locations and each class/employee is to proceed to the designated evacuation site.

4.1.1 The Principal or Supervisor with the assistance of the Emergency Response Team and other agencies will direct the evacuation.

4.1.2 Staff will be instructed to evacuate students and/or staff to any of the following in-building sites.

- Auditorium
- Gym
- Cafeteria
- Or other designated area

4.1.3 Teachers will bring their classes in an orderly fashion to the required location and keep their classes together. The teacher will bring a class and/or attendance list and take attendance once they arrive at the proper location.

4.1.4 Students who are at-large in the school will be instructed to proceed to a required location and an assigned staff member will take their attendance.

4.1.5 Staff members will be instructed by the Principal or Supervisor when they may return to class or leave the building.

4.2 OUT-OF-BUILDING EVACUATION

In the case of an out-of-building emergency evacuation, the staff will be informed by the Principal or Supervisor of the locations to proceed to. Follow the same procedures outlined in Section 9.4.

4.2.1 The Principal or Supervisor with the assistance of the Emergency Response Team and other agencies will direct the evacuation.

4.2.2 The teachers will be instructed to evacuate students to a designated out of school site as per Section B.2.

- 4.2.3 Teachers will bring their class in an orderly fashion to the required location and keep their class together. The teacher will bring a class list and take attendance once they arrive at the proper location.
- 4.2.4 Students that are at-large in the school will be instructed to proceed to a required location and an assigned staff member will take their attendance.
- 4.2.5 Staff members will be instructed by the Principal or Supervisor when they may return to school or release their students.

4.3 EVACUATION PLAN FOR PHYSICALLY CHALLENGED STUDENTS

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

- 4.3.1 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);
- 4.3.2 Assign staff to be responsible for the evacuation for each identified student; assigned staff should not have other emergency duties;
- 4.3.3 Such students should remain in designated areas (ie. on stair landings, beyond fire doors) until assigned staff are able to effect the evacuation; alternative waiting areas should be identified;
- 4.3.4 Outside of the school such students should be taken to a centrally identified area;
- 4.3.5 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;
- 4.3.6 Parents/guardians of such students are to be advised in writing of this plan. They can provide information on how the student can best be assisted or moved and if there are any special considerations or items that need to come with them.
- 4.3.7 Always remove disabled from their wheelchairs before lifting them, e.g. at a stairwell. This is a standard practice to ensure the safety of disabled people and volunteers. Wheelchairs can be reclaimed later, if possible.
- 4.3.8 Certain lifts may need to be modified for emergency use, depending on the disabilities of persons involved;
- 4.3.9 Students with disabilities may require an evacuation chair. Check with parent/guardian and if using such a device, ensure the student is secured properly.

A.5 HOLD AND SECURE

5.1 HOLD AND SECURE INTERNAL: EVENT OCCURRING INSIDE THE SCHOOL FOR EITHER SAFETY OR MEDICAL

Purpose: To reduce all traffic in common areas of the school so as to preserve the dignity of the person involved in the safety or medical event.

“Hold and Secure Inside” should be used when it is desirable to empty hallways, foyers and entrances due to an ongoing situation inside the school (e.g., if a staff or student has suffered any injury and paramedics are required to enter the school). In this situation, the school continues to function normally; classroom doors are shut and teaching/learning continues. Students who may be outside on recess or learning outside do not need to come in unless specifically directed by the principal to do so. Classroom activities can continue as normal.

5.2 HOLD AND SECURE EXTERNAL: EVENT OR POTENTIAL THREAT EXISTS OUTSIDE OF THE SCHOOL

Purpose: To protect staff and students from an exterior situation that may be happening in close proximity, but does not involve school personnel.

“Hold and Secure Outside” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally with the exterior doors being locked until such a time as the situation near the school is resolved. Students playing outside or learning outside should proceed back to their classrooms. Classroom activities can continue as normal.

A.6 LOCK-DOWN PLAN

Lock-down drill to be held twice a year. Once the announcement is made to lock down the building, the following procedures will be implemented.

DISREGARD FIRE ALARMS AND BELLS DURING LOCK-DOWN UNLESS OTHERWISE INFORMED.

- 5.1 Staff will secure their classrooms/departments.
 - 5.1.1 If any students/staff are in the hallway near your classroom/department, bring them into your secured room.
 - 5.1.2 Lock the door(s). If the door does not lock, find a way to secure it using a door wedge, chair, desks piled up against it, etc.
 - 5.1.3 Close all windows and blinds and move away from them.
 - 5.1.4 Maintain order, remain calm, and explain the rationale for the lock-down with your students/staff.
 - 5.1.5 Do not let any students/staff leave your classroom/department until instructed to by an announcement from the Principal or Supervisor.
 - 5.1.6 Cell phones should be used to provide emergency assistance only.
- 5.2 All staff and students should vacate the hallways and proceed to a secure area.
 - 5.2.1 The staff and students will be instructed to proceed to a secure area.
 - 5.2.2 Staff in common areas such as the staff room should secure all doors.
 - 5.2.3 Staff will be contacted by the Principal or Supervisor to ensure all rooms are secured.

NOTE: It is imperative that attendance is taken and all classes are kept together for their safety. If possible, inform their families of their location in a crisis.

A.7 INJURIES

6.1 Provide first aid.

Post a list of staff members who have first aid certificates, locations of first aid kits and emergency phone numbers. Ensure that adequate first aid supplies are available in the school. Main first aid kit should be in an area accessible by all staff.

6.2 Keep the injured person under observation to ensure that injuries are not more severe than they might at first appear.

- a) In minor cases, first aid treatment at the school/office will suffice.
- b) In slightly more severe cases, first aid should be followed up by a recommendation to parents for a medical examination.
- c) In severe cases, an ambulance must be called. Check health record and health card number. Please accompany students to hospital.

6.3 Parents need to be informed of injuries as soon as possible keeping in mind that medical attention takes priority over communications.

6.4 In the event of an accident involving the head, notify parents immediately:

Any person who suffers a head injury should be referred to hospital for emergency medical assessment and care. (If an ambulance is called and parents are not accompanying ambulance, please accompany the ambulance driver, or have a staff member follow ambulance to the hospital to provide information on the injury.) A head injury may appear minor at first but symptoms may come on slowly over a 24 – 48 hour period. The hospital will send instructions, on a card, home with child's parent or friend for a 24-hour observation period.

Observe person for a 24-hour period. If any of the following occur following a head injury, take the individual immediately to an Emergency Department.

1. Increased drowsiness.
2. Difficulty in rousing person (should be awakened every 2 hours during the first night).
3. Vomiting/nausea.
4. Continued or increasing headache.
5. Continued stiff neck.
6. Bleeding or clear fluid dripping from ears or nose.
7. Weakness of arms or legs.
8. Convulsions.
9. Disruption of vision, eg. blurring.

- 6.5 The appropriate Supervisor or Superintendent, and the Health and Safety Officer should be notified.
- 6.6 If necessary, the CRT should be notified.
- 6.7 If structural school damage or plant failure has caused injuries, evacuation may be required. Follow evacuation procedures.
- 6.8 Try to determine severity of injuries. Use trusted and capable staff (first aiders) to help comfort victims and render simple first aid. Do not move anyone unnecessarily. Try to categorize injuries so that you can assist ambulance attendants to take out most immediate cases first.
- 6.9 Be aware of Poison Control telephone number: **1.800.268.9017**
- 6.10 In the event of multiple injuries, evacuation procedures may be required.
- 6.11 In the event of bus accidents, please refer to Administrative Guideline: Transportation: School Bus Accidents Procedures.
- 6.12 Follow Administrative Guideline: Communicating with the Media.
- 6.13 For further information regarding completion of accident forms and investigation procedures for Ontario School Boards Insurance Exchange (OSBIE), Workplace Safety and Insurance Board (WSIB) and the Ministry of Labour (MOL), please refer to Administrative Guideline: Reporting and Investigation of Accidents or contact the Health and Safety Officer.

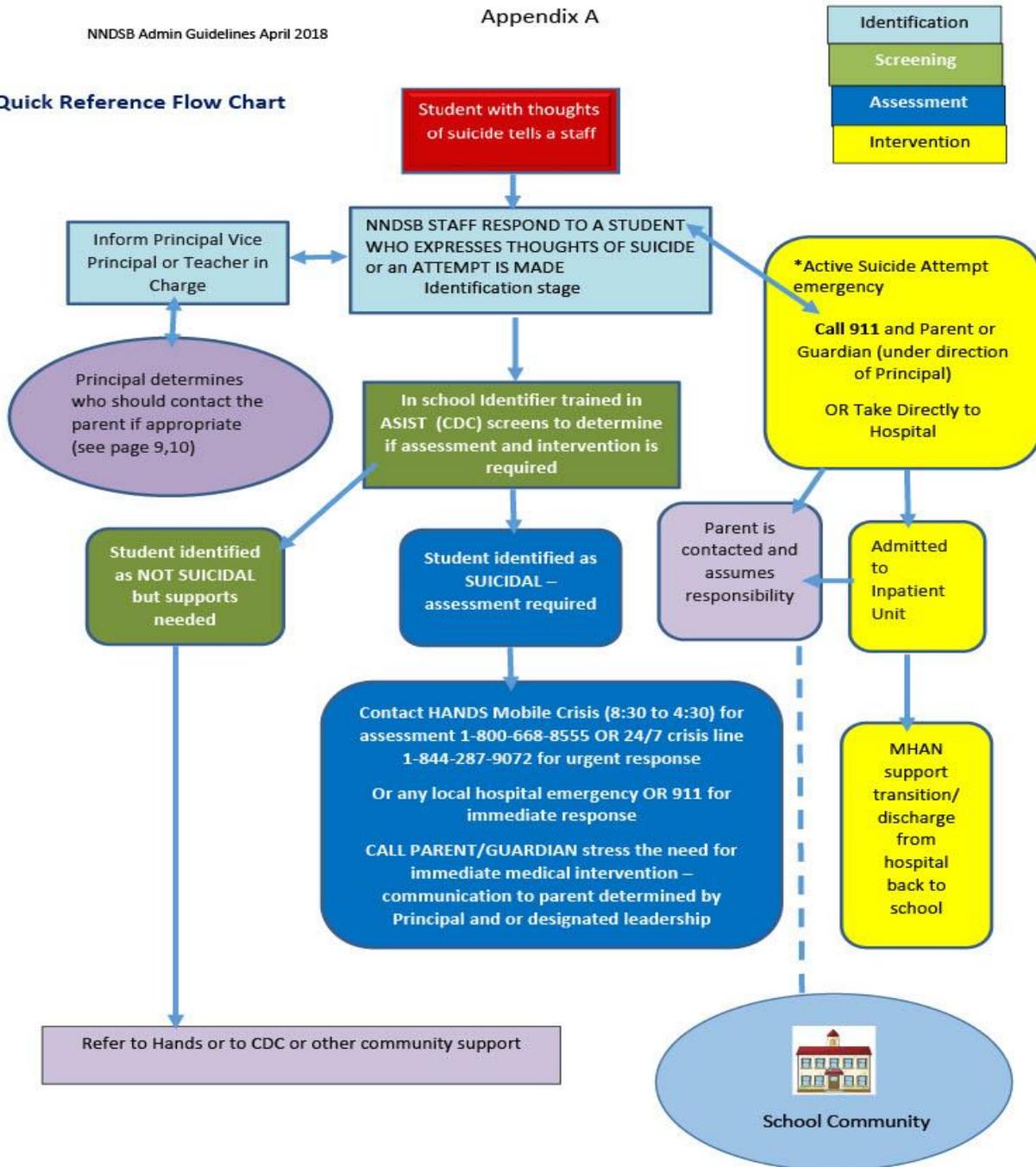
A.8 SUICIDE/LOSS OF LIFE

For more detailed information, refer to the [Suicide Risk Management Administrative Guideline](#)

NNDSB Admin Guidelines April 2018

Appendix A

Quick Reference Flow Chart



Quick Reference Sheet

Step One - Identification of Student at Risk

- * Imminent risk - active attempt - contact 911 and move immediately to intervention stage. This is an emergency
- Student informs staff of thoughts of suicide - Matter is urgent
- Inform Principal of student at risk - Parent contact plan determined by Principal
- Considered urgent and requires risk screening to CDC or Assist trained staff

Step Two - Screening For Risk

- ASIST trained staff (CDC) determines if further assessment is required
- Contact mobile crisis for further assessment - Hands **1-800-668-8555** and indicate it is an urgent matter needing crisis support
- Begin safety planning and/or transition plan to hospital

Step Three - Assessment of Suicide Risk

- Mobile Crisis Response is contacted and completes assessment
- Contact parent if not yet informed
- Develop transition plan to hospital and/or safety plan

Step Four - Ongoing Support to the Student

- Form a school support team
- Make referral to Mental Health and Addictions Nurse if appropriate
- Develop a safety and wellness plan
- Link to services and support

A.9 ENVIRONMENTAL HAZARDS

8.1 Fire

Fire procedures need to follow the evacuation policy for the school.

8.2 Environmental Hazards

Where environmental hazards occur, such as chemical spill etc., consideration needs to be given to location of staff and students to avoid their exposure to fumes, etc.

In such cases:

- 8.2.1. Contact the Health and Safety Officer. She will in turn notify appropriate Ministry branches. If her absence, environmental spills can be reported to: 1.800.268.6060.
- 8.2.2 If necessary, inform local police department and local fire department or call **911**.
- 8.2.3 Contact appropriate Superintendent.
- 8.2.4 Seek advice on whether school evacuation would enhance or imperil security.
- 8.2.5 Contact Transportation Consortia if necessary at 472.8840

A.10 FIRE SAFETY PLAN

THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE
IN THE PRINCIPAL'S OFFICE AND CUSTODIAN'S OFFICE AT ALL TIMES
FOR USE **BY FIRE OFFICIALS IN THE EVENT OF AN EMERGENCY**

INDEX

Main Heading

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Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for your building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines "OWNER" as "any person, firm or corporation controlling the property under consideration". Consequently, owners may be managers, maintenance staff and tenant groups.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is: _____

SUBMISSION PROCEDURES

At least two (2) **typed** copies of the Plan (8 1/2 X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

The Fire Safety Plan shall be reviewed as often as is necessary, but at intervals not greater than 12 months, to ensure that it takes into account changes in the use and other characteristics of the building. If there are no changes to the plan, please forward a statement to the Fire Department indicating so.

SECTION 1 Building Resources Audit

Building Information		
School name.:		School Construction Type: (combustible or non-combustible)
Address:		
City: North Bay	Postal Code:	
Number of Stories:	Building Area: meters square	
School Facilities		
Do you have a parking garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have an elevator? Yes <input type="checkbox"/> No <input type="checkbox"/> Automatic Recall Yes <input type="checkbox"/> No <input type="checkbox"/> Manual Recall Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there a firefighter elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have smoke control devices? Yes <input type="checkbox"/> No <input type="checkbox"/> Magnetic hold open devices on doors? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there interior roof access? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?	
Do all stairwells exit to the exterior? Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain?		
Do you have hazardous materials stored on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the materials and there quantities:		
Building Access		
<input type="checkbox"/> Lock Box	<input type="checkbox"/> CHUBB	Location:
<input type="checkbox"/> Entry Code	<input type="checkbox"/> Other Type	
Onsite Building Information		
<input type="checkbox"/> Fire Safety Plan	Location:	
<input type="checkbox"/> WHMIS Information	Location:	
<input type="checkbox"/> Other	Location:	
Occupant Load		
Students/Occupants	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

ALARMS & EVACUATION SYSTEMS

Alarm Systems		
<input type="checkbox"/> Main Fire Alarm Control Panel	Location:	
<input type="checkbox"/> Annunciator Panel Location	Location(s):	
Type of Alarm (Check the appropriate box below.)		
<input type="checkbox"/> Single Stage Fire Alarm System		
Make:	Model:	
<input type="checkbox"/> Security/Intrusion	<input type="checkbox"/> Partial System	<input type="checkbox"/> Sprinkler System used as Fire Alarm
Fire Protection Devices (Check any that are present in your building)		
<input type="checkbox"/> Smoke Alarms (Battery or hardwired units)	<input type="checkbox"/> Emergency Lighting (Battery powered)	
<input type="checkbox"/> Smoke Detectors (Alarm System)	<input type="checkbox"/> Carbon Monoxide Detectors	
<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Fire Extinguishers	
<input type="checkbox"/> Evacuation Communications System (PA)	<input type="checkbox"/> Voice Communication System	
<input type="checkbox"/> Commercial Kitchen Hood Suppression System	<input type="checkbox"/> Exit Signs (internally illuminated)	
Evacuation Information		
<input type="checkbox"/> Meeting Place (Location occupants assemble immediately after leaving building during evacuation.)		
Location:		
<input type="checkbox"/> Areas of Refuge: (Shelter if necessary)		
Re-Entry Procedures: (Wait for approval from Fire Official)		

FIRE PROTECTION

Water Supply		
Is there a fire hydrant within 90 meters of your buildings front door? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no to both questions, immediately contact Fire Prevention at 474-0400		
Sprinkler System		
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are sprinklered?		
If you have a sprinkler system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).		
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, immediately contact Fire Prevention at 474-5662		
Standpipe System		
Do you have a standpipe system in your building? (Fire hose cabinets) Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are covered?		
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How are the hose cabinet doors opened if they are locked or fastened?		
If you have a standpipe system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.		
Fixed Extinguishing Systems		
<u>Area Protected</u>	<u>Type</u>	<u>Specify Details</u>
<input type="checkbox"/> Kitchen/Commercial (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> Other		
Extinguishing System connected to Fire Alarm Yes <input type="checkbox"/> : No <input type="checkbox"/>		

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies		
<input type="checkbox"/> Water Main Shut off		<input type="checkbox"/> Main Electrical Shut off
<input type="checkbox"/> Natural Gas Shut off		<input type="checkbox"/> Fuel Oil/Diesel Shut off
<input type="checkbox"/> Emergency Generator	Location:	
All the above items must be indicated on your building diagram.		
Refuse		
		Sprinkler Coverage
<input type="checkbox"/> Garbage Room	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Chute	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Compactor	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Exterior Storage	Location:	
All the above items must be indicated on your building diagram.		

SECTION 2: Human Resources Audit

Ownership			
<u>Building Owner:</u>		Phone:	Res: ()
Address:		Bus :()	Cell: ()
City:	Postal Code:	Fax :()	Pager :()
		Email:	
Keyholders (enter keyholder information in the order of priority for contacting)			
1. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Phone:	Res: ()
Position:		Bus :()	Cell :()
Address:		Fax :()	Ext:
			Pager :()
2. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Phone:	Res: ()
Position:		Bus :()	Cell :()
Address:		Fax :()	Ext:
			Pager :()
3. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Phone:	Res: ()
Position:		Bus :()	Cell :()
Address:		Fax: ()	Ext:
			Pager :()
4. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Phone:	Res: ()
Position:		Bus: ()	Cell :()
Address:		Fax: ()	Ext:
			Pager :()
5. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Phone:	Res: ()
Position:		Bus: ()	Cell :()
Address:		Fax: ()	Ext:
			Pager :()
FIRE ALARM			Phone No.
SPRINKLER MONITORING			Phone No.

Important reminder – if there is any change to personnel you must make the change on this page immediately and ensure the change is reflected in your document that is located in your Fire Safety Plan box at the entrance of the building. Also, please forward the change to the Fire Inspector assigned to your case.

SECTION 3: Emergency Procedures and Related Duties

3.1: Students

THE ACTIONS TO BE TAKEN BY STUDENTS IN EMERGENCY SITUATIONS SHALL BE POSTED IN EACH ROOM AND AT ALL FIRE ALARM SYSTEM PULL STATIONS AND EXITS. THE INSTRUCTIONS SHALL READ AS FOLLOWS:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- LEAVE BUILDING VIA NEAREST EXIT
- CALL 911

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOOR BEHIND YOU

C A U T I O N

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND ATTEMPT TO SEAL OFF ANY CRACKS.

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY, USE ALTERNATE EXIT.

Decals with this information can be purchased from the 'Fire Marshal's Public Fire Safety Council's Distribution Centre.' toll free: 866-379-6668

3.2 Head Custodian or designate

+ ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED

+ NOTIFY THE PRINCIPAL OF THE EMERGENCY CONDITIONS

+ **Dial: 9-1-1**

+ UPON ARRIVAL OF FIRE FIGHTERS, INFORM THE FIRE OFFICER REGARDING CONDITIONS IN THE BUILDING.

+ PROVIDE ACCESS AND VITAL INFORMATION TO THE FIREFIGHTERS (E.G. MASTER KEYS FOR CLASSROOMS, SERVICE ROOMS, ETC.)

+ **ENSURE THAT THE FIRE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.**

+ SILENCE AND RESET THE FIRE ALARM SYSTEM AT THE FIRE ALARM CONTROL PANEL WHEN DIRECTED TO DO SO BY THE FIRE DEPARTMENT. **THE FIRE DEPARTMENT WILL NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.** THE FIRE ALARM CONTROL PANEL HAS ALARM SILENCING AND ALARM RESET BUTTONS. THE FIRE ALARM CONTROL PANEL IS LOCATED IN:

3.3 Principal

TRAINING OF PRINCIPALS SHALL BE THE RESPONSIBILITY OF THE BOARD OF EDUCATION AND HE/SHE WILL DISCUSS ALL ASPECTS OF THE FIRE SAFETY PLAN AS IT APPLIES TO THE FIRE CODE. THE PRINCIPAL SHALL BE INSTRUCTED ON HOW TO TRAIN HIS/HER STAFF ON SITE, AS IT WOULD APPLY TO A PARTICULAR BUILDING.

IN THE EVENT OF A FIRE:

- + ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- + NOTIFY THE FIRE DEPARTMENT OF THE EMERGENCY CONDITIONS
- + **DIAL: 9-1-1**
- + ARRANGE FOR THE HEAD CUSTODIAN OR HIS DESIGNATE TO CONTACT THE FIRE DEPARTMENT IN YOUR ABSENCE
- +SUPERVISE THE EVACUATION OF THE STUDENTS
- + SEE THAT THE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.

IN GENERAL

KEEP DOORS TO STAIRWAYS CLOSED AT ALL TIMES. USE OF WEDGES TO HOLD CORRIDOR AND STAIRWELL DOORS OPEN IS PROHIBITED.

KEEP STAIRWAYS, LANDINGS, HALLWAYS, PASSAGEWAYS AND EXITS, INSIDE AND OUTSIDE; CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES.

DO NOT PERMIT COMBUSTIBLE WASTE MATERIALS TO ACCUMULATE IN QUANTITIES OR LOCATIONS WHICH WILL CONSTITUTE A FIRE HAZARD.

PROMPTLY REMOVE ALL COMBUSTIBLE WASTE FROM ALL AREAS WHERE WASTE IS PLACED FOR DISPOSAL.

KEEP ACCESS ROADWAYS, FIRE ROUTES AND FIRE PUMPER CONNECTIONS CLEAR AND ACCESSIBLE FOR FIRE DEPARTMENT USE.

HAVE A WORKING KNOWLEDGE OF THE FIRE ALARM SYSTEM AND HOW TO RESET THE FIRE ALARM PANEL.

IN THE EVENT OF ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT NOTIFY THE FIRE DEPARTMENT AND YOUR MANAGER AND PATROL THE HALLWAYS ONCE EVERY HOUR.

DESIGNATE A SUBSTITUTE IN YOUR ABSENCE

PARTICIPATE IN FIRE DRILLS: STUDENTS AND STAFF PARTICIPATION IS MANDATORY

ESTABLISH EMERGENCY PROCEDURES TO BE FOLLOWED AT THE TIME OF AN EMERGENCY

APPOINT AND ORGANIZE DESIGNATED SUPERVISORY STAFF TO CARRY OUT FIRE SAFETY DUTIES

INSTRUCT TEACHING STAFF SO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY

PROVIDE ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS DURING SHUTDOWN OF FIRE PROTECTION EQUIPMENT

ASSURE THAT CHECKS, INSPECTIONS AND TESTS, AS REQUIRED BY THE FIRE CODE, ARE COMPLETED ON SCHEDULE AND THAT RECORDS ARE RETAINED.

NOTIFY THE CHIEF FIRE OFFICIAL REGARDING CHANGES IN THE FIRE SAFETY PLAN.

BE IN COMPLETE CHARGE OF THE APPROVED FIRE SAFETY PLAN AND THE SPECIFIC RESPONSIBILITIES OF THE PERSONNEL.

DESIGNATE AND TRAIN SUFFICIENT ASSISTANTS TO ACT IN THIS POSITION.

EDUCATE AND TRAIN ALL TEACHING PERSONNEL IN THE USE OF THE EXISTING FIRE SAFETY EQUIPMENT, AND IN THE ACTIONS TO BE TAKEN UNDER THE APPROVED FIRE SAFETY PLAN.

SURVEY THE BUILDING TO DETERMINE THE NUMBER OF EXITS AVAILABLE FROM EACH FLOOR OR AREA.

PREPARE AND POST ON EACH FLOOR OR AREA, A SCHEMATIC AND EMERGENCY PROCEDURE FOR USE BY THE OCCUPANTS OF EACH EXIT, PRIMARY AND SECONDARY, IN CASE OF EVACUATION.

ENSURE THAT THE SCHEMATIC DIAGRAMS SHOW TYPE, LOCATION AND OPERATION OF ALL BUILDING FIRE EMERGENCY SYSTEMS, (E.G. LOCATION OF FIRE ALARM CONTROL PANEL AND FIRE HOSE CABINETS).

ENSURE A COPY OF THE FIRE SAFETY PLAN IS KEPT IN THE MAIN OFFICE AND CUSTODIAL ROOM.

ENSURE A PROCEDURE IS IN PLACE TO EVACUATE ENDANAGERED OCCUPANTS SUCH AS INDIVIDUALS WITH SPECIAL NEEDS AND INCLUDE ALTERNATE MEANS OF EGRESS FOR ALL PERSONS INVOLVED. INCLUDE IN THE FIRE SAFETY PLAN SPECIFIC DETAILS ON HOW THESE INDIVIDUALS WILL BE CARED FOR/EVACUATED IN THE EVENT OF AN EMERGENCY.

IF THE SCHOOL CONTAINS AN ORGANIZED DAYCARE INCLUDE THIS IN THE SCHEMATICS. (THEY ARE REQUIRED TO SUBMIT A SEPARATE FIRE SAFETY PLAN).

3.4 Teacher/Occasional Teacher

IN THE EVENT OF A FIRE:

- + ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- + SUPERVISE THE EVACUATION OF THE STUDENTS IN YOUR RESPONSIBILITY
- + PERFORM HEAD COUNTS TO ENSURE ALL STUDENTS ARE ACCOUNTED FOR
- + REPORT TO PRINCIPAL ANY DISCREPANCIES.

5.5 Extra-Curricular Occupants (after hours)

IN THE EVENT OF A FIRE:

- +ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- +SUPERVISE THE EVACUATION OF PEOPLE IN YOUR RESPONSIBILITY
- +PERFORM HEAD COUNTS TO ENSURE ALL PEOPLE ARE ACCOUNTED FOR
- +REPORT TO FIRE DEPARTMENT ANY DISCREPANCIES

SECTION 4: Fire Hazards

Fire Hazards

IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING

- DO NOT PUT BURNING MATERIALS INTO GARBAGE CANS
- AVOID UNSAFE COOKING PRACTISES. (I.E. DEEP FAT FRYING), TOO MUCH HEAT, UNATTENDED STOVES, LOOSELY HANGING SLEEVES
- DO NOT USE UNSAFE ELECTRICAL APPLIANCES, FRAYED EXTENSION CORDS, OVER-LOADED OUTLETS OR LAMP WIRE FOR PERMANENT WIRING.
- PROPERLY STORE FLAMMABLE MATERIALS IN APPROVED CONTAINERS AND LOCKED, METAL CABINETS.

IN GENERAL, STUDENTS AND STAFF ARE ADVISED TO

- KEEP FIRE ROUTES CLEAR
- KNOW WHERE THE ALARM PULL STATIONS AND EXITS ARE LOCATED.
- IN THE CASE OF AN EMERGENCY CALL: **9-1-1**
- KNOW THE CORRECT BUILDING ADDRESS:

Address:

SECTION 5: Fire Extinguishment – Control – Confinement

Fire Extinguishment - Control - Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area must be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that North Bay Fire and Emergency Services have been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the **PASS**

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side aiming at base of fire (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Mount extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system.

SECTION 6: Alternative Measures for Occupant Fire Safety

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted at each floor level and at each exit and elevator with respect to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchpersons, bull-horns, walkie-talkies, cell phones etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from North Bay Fire & Emergency Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify North Bay Fire & Emergency Services, dial (705) 474-5662 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. North Bay Fire and Emergency Services are to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify North Bay Fire & Emergency Services, your alarm monitoring company and the building occupants when repairs have been completed and systems are operational

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Are there operations in the building which could pose a fire hazard such as spray booths, dip tanks, welding and cutting, dust collection systems, use or storage of flammable/combustible liquids/gases?
If so, you must plan and implement emergency procedures for each, individual operation and state that plan(s) in writing in the space provided below:

Required Additional Emergency Procedures:

Are there persons on site with disabilities (or is there potential for persons to be on site with disabilities) which may hinder their evacuation?

If so, you must plan for their evacuation and state that plan in writing in the space provided below. Disabilities may include but not limited to loss of (or limited) sight, mobility issues, cognitive issues. If any person requires assistance in evacuating Supervisory Staff may have to seek assistance from any responsible, able-bodied person to move the person outside and a responsible person must remain with that person at the designated meeting area. Whenever possible, persons requiring assistance must be moved to an exit with their assistive devices, i.e. wheelchairs, crutches, scooters, as they will require these devices once outside the building. The device may have to be left in the building if it is too heavy or too large to be safely, quickly and easily transported, or if it is likely to block the emergency exit.

SECTION 7: Fire Drills

Fire Drills

THE PURPOSE OF A FIRE DRILL IS TO ENSURE THAT THE STUDENTS AND STAFF ARE FAMILIAR WITH EMERGENCY EVACUATION PROCEDURES, RESULTING IN ORDERLY EVACUATION WITH EFFICIENT USE OF EXIT FACILITIES. FIRE DRILL PROCEDURES MUST ADDRESS STUDENT AND STAFF ACCOUNTABILITY IN AN EVACUATION. THIS ELEMENT OF THE PLAN SHOULD IDENTIFY PERSON(S) IN CHARGE, INSURE ACCURATE CLASS ATTENDANCE ROSTERS ARE AVAILABLE AND IDENTIFY A SPECIFIC LOCATION FOR EVACUEES TO ASSEMBLE.

CONSIDER HAVING TEACHERS AND STUDENTS USE THEIR ALTERNATIVE EXIT FOR ONE OF THE THREE REQUIRED DRILLS IN ORDER TO SIMULATE A REAL EMERGENCY.

FIRE DRILLS MUST BE CONDUCTED ON EACH FLOOR OR AREA. A VOICE COMMUNICATION SYSTEM SHOULD BE USED WHERE AVAILABLE.

FOLLOWING EACH DRILL, ALL PERSONS OF DELEGATED RESPONSIBILITY SHOULD ATTEND A BRIEFING, TO REPORT ON THEIR ACTIONS AND THE REACTIONS OF THE STUDENTS. FIRE DRILLS MUST BE CONDUCTED FOR A BUILDING OF THIS TYPE, IN ACCORDANCE WITH THE FREQUENCIES STATED IN THE FIRE CODE WHICH IS **THREE TIMES PER SEMESTER (three in the autumn and three in the spring)**.

A FIRE DRILL RECORD MUST BE KEPT AND RETAINED AT THE SCHOOL FOR 12 MONTHS.

Fire drills will be held at least once every ____ month(s) to ensure efficient execution of the Emergency Procedures. Refer to the Ontario Fire Code (Subsection 2.8.3) for the required number of fire drills. Fire drill records are required to be retained for a **period of one year.**

FIRE DRILL RECORD

Date of drill:	
Principal:	
Teacher:	
Custodian:	
Custodian:	
Custodian:	
Custodian:	
Other:	
Other:	
Other:	

Deficiencies noted during Fire Drill

General Fire Drill comments and corrective actions to be implemented

SECTION 8: Maintenance Requirements of Building Fire and Life Safety Systems

Maintenance Requirements of Building Fire & Life Safety Systems

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for your convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or 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.

General Fire Protection Systems/Equipment

General

Responsibility of

(Person's Name or Company in this Field):

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Exit signs shall be clearly visible and maintained in clean and legible condition.

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

Portable Fire Extinguishers

General

Responsibility of

(Person's Name or Company in this Field):

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Monthly

Portable extinguishers shall be **inspected** monthly.

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) **mechanical parts**
- b) **extinguishing agent**
- c) **expelling means**

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

Fire Alarm

General

Responsibility of

(Person's Name or Company in this Field):

Fire alarm and voice communication system components shall be kept unobstructed.

Fire alarm shall be kept unobstructed.

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication;
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition
- b) function of all signal devices shall be ensured
- c) the annunciator panel shall be checked to ensure correct annunciation
- d) intended function of the audible and visual trouble signals shall be ensured
- e) fire alarm batteries shall be checked to ensure that:
 - i) terminals are clean and lubricated where necessary;
 - ii) terminal clamps are clean and tight;
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

Monthly (cont.)

Responsibility of
(Person's Name or Company in this Field):

Voice paging capability to one zone shall be **tested** monthly on a rotational basis.

One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit.

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended.

At least one firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year.

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices.

Standpipe Systems

Monthly

Responsibility of

(Person's Name or Company in this Field):

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Sprinkler Systems (Wet)

General

Responsibility of

(Person's Name or Company in this Field):

Auxiliary drains shall be **inspected** as required to prevent freezing.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

Two Months

All transmitters and water flow devices shall be **tested** at two month intervals.

Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.

Yearly

**Responsibility of
(Person's Name or Company in this Field):**

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Sprinkler Systems (Dry)

General

Responsibility of

(Person's Name or Company in this Field):

Auxiliary drains shall be **inspected** as required to prevent freezing.

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

2 Months

All transmitters and water flow devices shall be **tested** at two month intervals.

3 Months

Responsibility of
(Person's Name or Company in this Field):

The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.

6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.

Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.

15 Years

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.

Water Supplies for Firefighting (Fire Pumps)

Daily

Responsibility of

(Person's Name or Company in this Field):

The temperature of pump rooms shall be **checked** daily during freezing weather.

Weekly

Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position.

Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected**.

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**.

Yearly

Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.

Private Fire Hydrants

General

Responsibility of

(Person's Name or Company in this Field):

Hydrants shall be readily available and unobstructed for use at all times.

Yearly

Hydrants shall be **inspected** annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

Water Supplies for Firefighting (Water Tanks)

Daily

Responsibility of

(Person's Name or Company in this Field):

Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather.

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly.

Monthly

Water level in gravity tanks shall be **inspected** monthly.

Yearly

An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.

Cathodic protection equipment in water tanks shall be **inspected** annually.

2 Years

Water tanks shall be **checked** every two years for corrosion.

5 Years

Water tanks shall be **inspected** every five years and scraped and repainted as required.

Commercial Cooking Equipment

General

Responsibility of

(Person's Name or Company in this Field):

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Emergency Lighting System

Daily

Responsibility of
(*Person's Name or Company in this Field*):

Check pilot lights for indication of proper operation.

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Ensure that battery surface is clean and dry.

Ensure that terminal connections are clean, free of corrosion and lubricated.

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Emergency Power System

General

Responsibility of

(Person's Name or Company in this Field):

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.

At least two copies of the instruction manual shall be maintained.

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

SECTION 9: Fire Protection Measures

DESCRIPTIONS:

1. IN THE EVENT OF FIRE

The purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the fire safety plan.

All fire alarm systems shall be maintained in full operation condition at all times.

A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector or a sprinkler head.

2. EXITS

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

3. FIRE DEPARTMENT ACCESS

Fire department access allows firefighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining Fire Department access is an ongoing matter. In addition, access into a building requires consideration (e.g. with a key box, through preplanning, etc.)

4. PORTABLE EXTINGUISHERS

Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fires are classes (a), (b), and (c). Portable extinguishers are rated for the corresponding class of fire.

5. ELEVATORS

All elevators should be returned to and kept at street level in fire emergency situations.

6. FIRE PUMPS

Fire pumps are used to ensure that the water required for firefighting and automatic sprinkler and standpipe hose systems is available.

7. EMERGENCY LIGHTING

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.

SECTION 10: Floor Plan Drawings

FLOOR PLAN DRAWINGS

Floor plan drawings need not be Professional drawings, you may use a pen and ruler and it does not need to be to scale, just neat and legible

Include the location of all fire safety systems and devices such as fire access routes, hydrant locations, siamese locations, fire extinguishers, hose cabinets, water, gas, electrical and any other main utility shutoff.

If the school has potentially hazardous areas i.e. spray booth, dip tank, welding/cutting, dust collection system, commercial cooking facilities, storage of flammable/combustible liquids and gases, indicate location on map.

Clearly indicate **'main'** entrance and all other **exits**. As well, if the school contains a daycare or 'other' organized program, please identify location.

Floor Plan Drawing – Symbols and Description

all symbols that are applicable to your building must be indicated



Pull Pin For Kitchen Fire Suppression System



Entrance / Exit



Hydrant



Siamese Fire Department Connection



Free Standing Siamese Fire Department Connection



Valves (General) Identify The Type Of Valve (I.e. Shut Off Valve For Natural Gas, Sprinklers, Etc.)



Fire Alarm Control Panel



Fire Alarm Annunciator



Pull Station



Fire Extinguisher - ABC Type



Hose Cabinet



Sprinkler Riser, indicate whether Wet or Dry System



Indicate “North” on each page of the building schematic

SECTION 11: Suspected Gas Leak

SUSPECTED GAS LEAK

The school is to evacuate immediately and ensure 911 is called.

A.11 INTERRUPTION OF UTILITIES

In case of interruption of utilities, or planned interruption of utilities, contact the Facility Supervisor and follow his direction.

The purchase of hand sanitizer and bottled water should be considered in the event of a planned interruption.

In the event the smell of gas is detected, you must immediately evacuate the school and call 911.

Refer to Administrative Guideline: School Closure/Bus Cancellation Due to Inclement Weather.

A.12 SEVERE WEATHER

11.1 WEATHER AWARENESS

Natural phenomena include severe thunderstorms, tornadoes, hurricanes, floods and winter blizzards.

Many of these can be predicted by Environment Canada and advance notice is provided by weather forecasts on radio and television.

Environment Canada issues warnings whenever expected weather conditions may affect public safety.

A **Severe Weather Watch** is issued when there is a possibility of storms within the next six hours.

A **Severe Weather Warning** is issued to provide an alert to an expected or impending event – within two hours.

11.2 Severe Thunderstorms

- Severe thunderstorms are often accompanied by high winds which can damage trees and buildings, and bring down electric or telephone wires. Lightning is also a hazard during thunderstorms.
- If a severe thunderstorm warning is in effect and a thunderstorm is observed at dismissal or recess time, keep the students in the school until the storm has passed.
- During thunderstorms, it is best to remain indoors, away from doors and windows. Avoid using telephones, electrical appliances and the shower or bath, and keep away from radiators, metal pipes or other metal objects which may act as electrical conductors.
- Electrical and cable appliances such as televisions, computers and radios should be disconnected.
- When outside during a thunderstorm, do not stand near tall objects such as trees or utility poles. Stay away from open water, and metal objects such as wire fences or playground equipment. Do not carry or hold metal objects.
- Keep as low as profile as possible.

11.3 Tornadoes

Tornadoes can be produced during severe thunderstorms, and are accompanied by violently whirling winds, sometimes called a twister.

When a tornado threatens staff and students:

- Keep students in school.
- Stay away from windows, doors and outside walls. Students and staff should protect their heads and crouch or kneel against the wall.
- For maximum safety, go down to a basement, or seek shelter under stairways or study tables or closets.
- Try to reach the center of the building or the side away from the storm.
- Avoid large areas such as arenas, gymnasiums, or areas with skylights. If caught in such a building, head for the lowest floor, an inside hallway, or small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat.
- Do not remain in a vehicle or try to out-race a tornado.
- If no shelter can be found, hang on the base of a small tree or shrub.

11.4 Winter Storms

Severe winter storms, accompanied by winds, blowing or falling snow, and low temperatures, must be treated with caution

Refer to Administrative Guideline: School Closure/Bus Cancellation Due to Inclement Weather.

11.5 After the Storm or Tornado

Special dangers may exist after a severe storm is over.

- Loose or dangling electrical wires must be avoided. Report them to local authorities or call your Facility Supervisor. Stay away from the wires.
- Report broken sewer or water mains to the local authorities or your Facility Supervisor.
- Beware of dangling tree limbs.
- Stay out of damaged areas.
- Stay out of the way of emergency vehicles and rescue workers.
- Do not use the telephone except in a real emergency; leave lines open for officials to use.

- Keep tuned to local radio or television for further information or instruction.

11.6 Floods

- If the building is flooded, electricity should be shut off. Do not attempt to do so if the main switch is in a location that has already been flooded. Call the Facility Supervisor.
- If conditions are wet around the switch box, stand on a dry board and use a dry stick to turn the switch off.
- Flooded electrical equipment must be checked by a qualified electrician before being used again. The Facility Supervisor can arrange for this.
- If heating equipment has been flooded, arrangements for its inspection should be made by the Facility Supervisor.

11.7 Earthquakes

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/staff and the public using the schools.

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

- Remain where you are and assess the situation, then act.
- Keep calm and maintain order.
- Safeguarding Measures:
 - Take cover under desks, tables, other heavy furniture, interior doorways or narrow hallways;
 - Move away from the windows and beware of falling objects;
 - Move from under light fixtures or other suspended fixtures;
 - Move away from buildings into open areas;
 - Stay clear of utility poles and overhead wiring.
- Following the earthquake:
 - Avoid touching any wires which may have fallen;
 - Do not allow entry to the school building or portables until they have been properly checked for structural damages;
 - Maintain class control and take an attendance check;
 - Notify the appropriate Superintendent

A.13 MISSING CHILDREN

12.1 RUNNERS

- Search the building and grounds for missing child
- Page missing student to the office
- Contact parents
- Contact the police
- Contact appropriate Superintendent of Schools

12.2 ABDUCTION

If children, staff, or parents express concern about a stranger loitering on or near school property, or following students between home and school, report it immediately to the police or call 911.

12.2.1 HOW TO AVOID KIDNAPPINGS

- All visitors should report to the office
- Do not send visitors to the classroom
- Report suspicious persons to the office immediately
- Do not release a child to anyone other than the designated parent or guardian, as indicated in the school file.
- Do not accept a substitute for the designated parent or guardian without proof of prior approval from the parent/guardian. If in writing, make and keep a copy of this authorization. If in doubt, attempt to contact the designated parent or guardian before release or do not release. **ALWAYS ERR ON THE SIDE OF CAUTION.**
- Refer to Administrative Guideline: Custody Protocol

12.2.2. IN THE EVENT OF A KIDNAPPING:

- Report kidnapping, or attempted kidnapping, to the office immediately. The supervisor will contact 911.
- Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to the police
- Remain calm.
- Treat custody dispute problems as a possible kidnapping.
- Account for all students and staff.

A.14 ENCOUNTER WITH DANGEROUS ANIMALS

For more detailed information, refer to the *Bear Protocol Administrative Guideline*

When encountering a dangerous animal:

- Do not panic
- Do not corner or provoke the animal
- If you are outside, allow the animal an escape route
- Remove people and students from the area
- Stay as a group
- Contact the Police and/or Ministry of Natural Resources

TO REPORT BEAR PROBLEMS: contact the Ministry of Natural Resources Bear Reporting Line at: **1-866-514-BEAR (2327)**.

SECTION B.

SITE

SPECIFIC

INFORMATION

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B.1 CHECKLIST TO MANAGE EMERGENCY RESPONSE

<u>Task</u>	<u>Date</u>
Confirmation of Evacuation Sites Established (late August preferred)	
Confirm Emergency Contact Numbers Section B.3 – apply regionally	
Ensure First Aid Kits are fully stocked (must be inspected quarterly)	
Update and maintain Emergency Response Kit (on a semi-annual basis)	
Post “Visitors Please Report to the Main Office” on all exterior doors	
Visitor Badges and sign in book	
Establish Command Centre and complete Section B.2	
Establish an Emergency Response Team	
Search procedures assigned	
Daily Attendance Record	
Student Registration Information	
Evacuation Plan for Physically Challenged Students, if applicable	
Register all locker assignments	
Lock all unassigned lockers, empty classrooms, storage rooms, etc. during the school day	
Post names of certified first aid personnel, location of first aid kits and emergency telephone numbers	
Staff In-service: Review all protocols: Evacuation, Lock Down, Staff In-Service	
Lock-Down Drill (once a year; record date)	
Fire Drills (six per year, three in the Fall, three in the Spring):	
Date of 1st drill (during first week in September)	
Date of 2nd drill	
Date of 3rd drill	
Date of 4th drill	
Date of 5th drill	
Date of 6th drill	

B.2 EVACUATION SITES

Site #1

Site Name:

Address:

Contact:

Phone No.:

Communicated to Parents: Yes No

Communicated to Staff: Yes No

Site #2-

Site Name:

Address:

Contact:

Phone No.:

Communicated to Parents: Yes No

Communicated to Staff: Yes No

B.3 EMERGENCY CONTACT NUMBERS

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. 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 center.

<p>Ambulance: 911</p> <p>Fire: 911</p>	<p>Security Monitoring Companies:</p> <p>TrueSteel Security 1.800.465.4166</p>
<p>Poison Information Centre:</p> <p>1-800-268-9017</p>	<p>Emergency Measures:</p>
<p>Police: 911</p> <p>OPP</p>	<p>VCARS (Victims Crisis Assistance Referral Service):</p> <p>CRT (Crisis Response Team):</p> <p>East & West areas:</p>
<p>Children's Aid Society</p> <p>Parry Sound 705.746.9354</p> <p>North Bay 705-472-0910</p>	
<p>North Bay Hospital</p> <p>West Parry Sound Health Centre:</p>	<p>Hydro One 1 (800) 434-1235</p> <p>Union Gas Emergency 1.877.969.0999</p> <p>Lakeland Power 705-746-5866</p>

<p>Near North District School Board: 705.472.7015 1.800.278.4922</p> <p>Director:</p> <p>Superintendents:</p> <p>Health and Safety Officer:</p>	<p>Principal: Cell:</p> <p>Vice Principal: Cell</p> <p>Facility Supervisors (name and cell phones):</p> <p>Maintenance Supervisors (name and cell phones):</p> <p>Manager of Plant:</p>
	<p>Media Contacts:</p>
<p>Humane Society Society for Prevention & Cruelty to Animals, 1-888-668-7722</p> <p>Ministry of Natural Resources (MNR) 1-800-667-1940</p> <p>Bear Reporting Line (MNR) 1-866-514-BEAR (2327)</p>	<p>Crime Stoppers 1-800-222-TIPS (8477)</p> <p>Environmental Spill Reporting 1.800.268.6060</p> <p>Ministry of Labour 705.497.5234 (MOL - After hours) 1.800.268.6060</p>

B.5 ROLES AND RESPONSIBILITIES OF COMMAND CENTRE

LOCATION OF COMMAND CENTRE:

Position	Person	Responsibilities
Overall Supervision		Site spokesperson Head of Command Centre
Logistics Officer		Work with police logistic personnel to obtain necessities for students/staff
Records Manager		Maintain up-to-date attendance records and annual inspection of contents in Emergency Response Kit
Supervisors of Students/Staffs		Direct students/staff to appropriate locations, arranges for supervision of holding areas
Reception Area Manager		Receives incoming calls and information, directs people to the appropriate person or location.
Parent/Family Liaison		Staffs the reception area, meets parents, handles their inquiries.
Media Liaison/Police Contact or Community Officer		Handles media during a crisis.
Search Team		Using buddy system, two to three people per team search supervised areas
Fire Captains		Designated staff to inspect that all rooms, washrooms, change rooms, etc. have been evacuated.
Board Liaison		Forwards the most recent plan to the Health and Safety Officer at the Board (by September 30 th of each year)

B.7 AUDIT OF BUILDING RESOURCES TO ASSIST EMERGENCY PERSONNEL

(To be completed by Facility Supervisor for each school)

Construction of Building:

Number of Stories:

PLEASE REFER TO DRAWINGS FOR LOCATIONS OF BUILDING RESOURCES

	Yes/No	Location
1. Is there a fire vehicle access route?		
2. Are there Fire Dept. connections?		
3. Is there a fire alarm system?		
4. Is the fire alarm connected to private monitor company?		
5. Where is the fire alarm panel located?		
6. Where is the annunciator panel located?		
7. Is there an emergency voice communication system?		
8. Are there smoke control measures?		
9. Sprinkler system		
10. Location of sprinkler shut-valve		
11. Is there a standpipe and hose system?		
12. Is there a fire pump?		
13. Is there emergency power?		
14. Are there elevators?		
15. Are there portable fire extinguishers throughout?		
16. Location of Exits		
17. Location of Gas Shut Offs:		

B.8 COMMUNICATION PROTOCOL

During a crisis incident communication is essential. There are distinct steps to be followed in accordance with *Ontario North East Region Police and School Protocol*

Pre-planning:

- Refer to the *School staff handbook for website, social media, and news media* provided by NNDSB Communications Team and sample statements below.

During a Crisis:

- The police department will issue media releases relating to school-related incidents in such a manner that the school is not identified.
- If it is unavoidable in releasing the name of the school, the police and school official (Principal or Supervisor) will consult prior to dealing with the media.
- The Emergency Services Official is the best resource in dealing with statements to the media in their field of expertise.
- The Principal or Supervisor will contact the appropriate Superintendent prior to dealing with the media if possible.
- The Principal or Supervisor, after consultation with the Superintendent, will be the only media contact.
- The staff of the school will refrain from dealing with the media.

Post-Crisis:

- The Principal or Supervisor in consultation with the Superintendent and Communications Team may issue any one of the following: News Release; Letter to Parent; Interview with Media; or other.
- Conduct a de-briefing meeting to review all facets of the crisis including police, staff, Board CRT, Superintendent and other parties in a confidential format.

Review:

- What could have been done better?
- What should we not have done?
- What was in the plan that but did not work?
- What did we learn?
- Who should we share this with?
- What communication strategies would have improved the handling of the crisis?
- Revise all protocols and procedures as necessary and communicate these to the appropriate stakeholders

B.9 MEDIA STATEMENTS

Stand-by Statement – On Site

My understanding is that an unidentified person has.....

Right now I am in the process of making sure the student's and staff are secure. I will provide updates, as they become available.

Standby-by Statement – Off Site

I am presently returning to the school where I understand an incident has taken place. The Critical Incident Management Team is in operation at the school and is providing me with updates.

At this time, I am unable to provide any more information until I have arrived back at the school, and have had a chance to investigate the incident.

Stand-by Statement – Media Release

Today an incident occurred at _____. The Critical Incident Team and emergency personnel are at the scene and are dealing with the incident.

At this time, I cannot provide any further details on this incident until I have gathered more information. I will remain on site at the school with the emergency personnel until this situation has been resolved.

Until then, the Critical Incident Team's primary concern and responsibility are for the students and staff.

Thank you for being here and being concerned.

_____, Principal

Update Release

At this time we have identified that(what happened) occurred and that all students and staff are safe and secure. The Critical Incident Management Team in conjunction with the Emergency Response Team has(details of what has been done).