

12.0 EMERGENCY RESPONSE PLAN

Purpose

An Emergency Response Plan is required to ensure that everyone knows his or her role and responsibilities. An emergency plan must be developed and implemented to meet, at a minimum, the following standards:

- Occupational Health and Safety Act (OHSA)
- Ontario Building Code
- Ontario Fire Code
- Municipal requirements (especially if hazardous materials are on-site)
- Environmental Protection Act

The Emergency Response Plan will address the following situations:

- Fire
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Crime prevention
- Workplace violence, etc.
- Bomb threat

The emergency evacuation plan will include:

- Floor plan of the workplace
- Exit route for all employees
- Employee assembly point(s)
- Employee training requirements (drills/ exercises)
- Assigning and defining responsibilities such as:
- Contacting the emergency response unit(s),
- Accounting for employees (head count),
- Greeting the emergency response unit(s),
- Authorizing workplace re-entry.

12.1 EMERGENCY EVACUATION – CHEMICAL SPILLS

In the case of a chemical spill the following steps must be taken:

1. Call for help, identifying the emergency as a chemical spill, alert Staff.
2. Remove staff and students from the affected area.
3. Determine the type and size of the spill
4. Isolate the affected area
5. Inform Health and Safety Officer and await further direction

12.2 FIRE OR BOMB THREAT

Please refer to Policy AS-22.0 *Fire and Bomb Threats*.

12.3 LOCKDOWN, HOLD AND SECURE SHELTER IN PLACE

Please refer to Section L – Safe Schools Resources and Procedures Manual – Emergency Response Plan Lockdown Procedures.

Note: Principals will complete Emergency Response Plan Log (Section L) each year

12.4 EMERGENCY EQUIPMENT

All emergency equipment listed must be available in every facility:

- Fire extinguishers/ hoses
- Fire suppression system
- Pull stations
- Eye wash stations
- Fire exits
- Any other emergency equipment appropriate to the workplace. (Self-contained breathing apparatuses etc.)

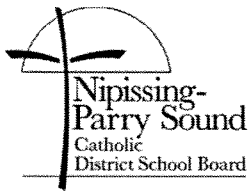
Ensure that all equipment on hand meets the requirements of the Building Code, Fire Code and any municipal or relevant legislation.

A documented review of emergency equipment must incorporate the following:

- Correct selection of equipment
- Adequate number of equipment
- Appropriate location of equipment
- Training requirements for emergency equipment users
- Checks, inspections, replacement and/ or calibration requirements
- Emergency equipment list/log

12.5 Emergency Equipment Log

Type of Equipment	Location	Inspection Frequency	Quantity	Date of inspection	Training Requirements
Emergency Signs					
Eye Wash stations					
Deluge shower					
Chemical Storage Cabinets					
First Aid kits					
Fire Extinguishers					
Fire Alarms					
Fire Suppression System					
Pull stations					



**12.6 EMERGENCY RESPONSE PLAN
LOG SHEET**
(Section L – Safe Schools Manual)

To be completed by the Principal and returned to the Superintendent of Education by June 30th of each year.

School: _____

Date: _____

Early Dismissal of Pupils	Section A
<p>Pupils may be dismissed early due to inclement weather or other circumstances. In such cases, please indicate the precautions planned by the school.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No We have checked with each parent/guardian where the pupil should go in case of early dismissal.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No We have established a system of rapid communication designed to reach all parents/guardians in a short time.</p>	
Comments:	Date: _____
	_____ Signature of Principal

Bomb Threat	Section B
<p><input type="checkbox"/> A plan has been devised and reviewed with staff.</p> <p><input type="checkbox"/> A plan for early dismissal is available at the school.</p> <p><input type="checkbox"/> The emergency plan has been forwarded to the Superintendent of Education.</p>	

Emergency measures in case of violent incident (Lockdown Procedures)	Section C
<p><input type="checkbox"/> A school plan has been devised and reviewed with staff.</p> <p><input type="checkbox"/> A plan is available at the school.</p> <p><input type="checkbox"/> The plan has been forwarded to the Superintendent of Education</p>	
<p>Each school Principal is required to hold at least three drills per year. Principals are to record below the required information.</p>	
(1) _____ Date of Drill	_____ Time of Drill
(2) _____ Date of Drill	_____ Time of Drill
(3) _____ Date of Drill	_____ Time of Drill

EMERGENCY RESPONSE PLAN

Evacuation of Building	Section D
<p>Regulation 298, Section 6:</p> <p>6)(1) In addition to drills specified in the Fire Protection Plan required under Ontario Regulation 454 (1990) (Fire Code), the Board may schedule exercises for emergencies other than fires.</p> <p>6)(2) Principals, including Principals of schools where one or more evening courses are held, or one or more courses are offered during times outside the school year, shall schedule at least one emergency drill during the period when instruction is offered.</p> <p>6)(3) When fire or emergency drill is held inside a school building, all persons who are in the building shall take part in the fire or emergency drill. (Ontario Regulation 339/91, Section 1)</p>	
<p><input type="checkbox"/> An emergency plan has been devised</p> <p><input type="checkbox"/> A plan is available at the school</p> <p><input type="checkbox"/> The plan has been forward to the Superintendent of Education</p>	

Evacuation Drills	Section E																				
<p>Each school Principal is required to hold these drills at least three (3) times between the first day of school and December 31st, and between January 1st and the last day of school. Principals are to record below the required information immediately after each drill.</p>																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="width: 50%; padding: 5px;">September to December</th> <th colspan="2" style="width: 50%; padding: 5px;">January to June</th> </tr> <tr> <th style="width: 25%; padding: 5px;">Date</th> <th style="width: 25%; padding: 5px;">Time</th> <th style="width: 25%; padding: 5px;">Date</th> <th style="width: 25%; padding: 5px;">Time</th> </tr> <tr> <td style="padding: 5px;">(1)</td> <td></td> <td style="padding: 5px;">(1)</td> <td></td> </tr> <tr> <td style="padding: 5px;">(2)</td> <td></td> <td style="padding: 5px;">(2)</td> <td></td> </tr> <tr> <td style="padding: 5px;">(3)</td> <td></td> <td style="padding: 5px;">(3)</td> <td></td> </tr> </table>		September to December		January to June		Date	Time	Date	Time	(1)		(1)		(2)		(2)		(3)		(3)	
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(2)		(2)																			
(3)		(3)																			
<p>Comments:</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Signature of Principal</p>																				

*Remember to forward this report to the Superintendent of Education
by June 30th each year.*