



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **POLICY – 414**

### **Emergency Preparedness**

Area: Operations  
Source: Superintendent of Facilities Services

Approved: November 27, 2000  
Revised: November 9, 2015; March 7, 2022

#### **1. Introduction**

The Durham Catholic District School Board is committed to working with its community partners to provide a safe response to emergency situations whether they occur at the local school or board level in the community at large.

#### **2. Definitions**

Nil

#### **3. Purpose**

To provide a systematic means of communication and organized response to internal and community emergency situations.

#### **4. Application / Scope**

This policy applies to all staff and facilities within the jurisdiction of the Board.

#### **5. Principles**

##### **5.1 The Board:**

- 5.1.1 recognizes its responsibility to promote and ensure the safety and well-being of all students and staff;
- 5.1.2 recognizes that cooperation and the active participation of staff, the parent community and external agencies will play an integral role in any emergency response situation.

## **6. Requirements**

### **6.1 The Board will:**

- 6.1.1 as required under the Education Act, the Emergency Management and Civil Protection Act and the Ontario Fire Code, establish and maintain appropriate plans to address emergency situations.
- 6.1.2 provide schools with the necessary tools to effectively plan and execute an organized response to any emergency.
- 6.1.3 establish appropriate procedures for communication, evacuation and transportation resources to be utilized in the event of an emergency.
- 6.1.4 review and provide where necessary appropriate communication resources required to ensure an effective communications system.
- 6.1.5 organize required training related to emergency preparedness for staff and other related personnel.
- 6.1.6 keep informed about municipal emergency preparedness and ensure emergency planning coordination with local authorities.
- 6.1.7 review progress in emergency preparedness planning and initiate any further activity that may be required.
- 6.1.8 actively participate in municipal organizing committees and exercises designed to evaluate the effectiveness of emergency plans and procedures.
- 6.1.9 make its facilities available as evacuation centres for members of the general public in the event of a community emergency when requested by municipal agencies (Fire Department, Police Services) and where appropriate.

## **7. Sources**

- 7.1 [Education Act, R.S.O., 1990](#)
- 7.2 [Ontario Fire Protection and Prevention Act, 1997 \(Ontario Fire Code\)](#)
- 7.3 [Emergency Management and Civil Protection Act, 1990 \(2009\)](#)

## **8. Related Policies and Administrative Procedures**

- 8.1 Accident/Personal Injury Administrative Procedure (AP414-2)
- 8.2 Evacuation of a School in the Event of an Emergency (AP414-3)
- 8.3 Bomb Threat Response Administrative Procedure (AP414-4)
- 8.4 Power Failure Administrative Procedure (AP414-5)
- 8.5 Severe Weather Administrative Procedure (AP414-6)
- 8.6 Use of a School as an Evacuation Centre Administrative Procedure (AP414-7)
- 8.7 Emergency Notification Procedure Administrative Procedure (AP414-8)

- 8.8 Natural Gas, Chemical or Hazardous Material Leak/Spill Administrative Procedure (AP414-9)
- 8.9 Emergency Evacuation of Students Requiring Specialized Assistance (AP414-10)
- 8.10 Lockdown and Hold and Secure Administrative Procedure (AP414-11)
- 8.11 Eyewash Stations and Safety Showers Administrative Procedure (AP414-12)
- 8.12 Fire Safety Administrative Procedure (AP414-13)