



# Policy

Title: <b>Emergency Preparedness</b>	Policy #: <b>PO414</b>
Policy Area: Operations	
Source: Superintendent of Facilities Services	
Date Approved: November 27, 2000	
Dates of Amendment: November 9, 2015	

## 1.0 **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 or in the community at large.

## 2.0 **Purpose**

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

## 3.0 **Application/Scope**

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

## 4.0 **Principles**

### 4.1 The Board:

- 4.1.1 recognizes its responsibility to promote and ensure the safety and well-being of all students and staff;
- 4.1.2 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;
- 4.1.3 realizes that municipal agencies may require the use of facilities under the jurisdiction of the Board to accommodate members of the general public that have been evacuated from their present locations as a result of a community emergency.

## 5.0 **Requirements**

### 5.1 The Board will:

- 5.1.1 as required under the Education Act, the Emergency Management and Civic Protection Act and the Ontario Fire Code to establish and maintain appropriate plans to address related emergency situations;
- 5.1.2 provide schools with the necessary tools to effectively plan and execute an organized response to any emergency;
- 5.1.3 establish appropriate procedures for communication, evacuation and transportation resources to be utilized in the event of an emergency;
- 5.1.4 review and provide where necessary appropriate communication resources required to ensure an effective communications system;
- 5.1.5 organize required in-service training related to emergency preparedness for staff and other related personnel;
- 5.1.6 keep informed about municipal emergency preparedness and ensure emergency planning coordination with local authorities;
- 5.1.7 review progress in emergency preparedness planning and initiate any further activity that may be required;
- 5.1.8 actively participate in municipal organizing committees and exercises designed to evaluate the effectiveness of emergency plans and procedures; and
- 5.1.9 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.

## 6.0 **Sources**

- Education Act, R.S.O., 1990
- Ontario Fire Protection and Prevention Act, 1997 (Ontario Fire Code)
- Emergency Management and Civic Protection Act, 2009