



Durham Catholic District School Board

"The Board"

Administrative Procedure

Title: Emergency Evacuation of Students Requiring Specialized Assistance	Procedure #: AP414-10
Administrative Area:	Operations
Policy Reference:	Emergency Preparedness (PO414)
Date Approved:	September 20, 1999
Dates of Amendment:	January 27, 2005; November 9, 2015

1.0 Purpose

The Fire Code requires a fire safety plan for all schools. The fire safety plan shall be based on the template provided by the local Fire Department and include a safety plan for each individual requiring specialized assistance during an evacuation. The plan must be submitted and approved by the Area Fire Prevention Officer annually. The purpose of this Administrative Procedure is to support the Emergency Preparedness Policy (PO414) and comply with the Fire Code to provide safe egress for all students, including any requiring specialized assistance in evacuating the school premises.

2.0 Procedures

- 2.1 Principals shall devise a systematic evacuation plan in consultation with the Area Fire Prevention Officer, an Occupational Therapist, the Board's Health and Safety Officer and the Program Support Teacher, such that the following are considered and, as necessary, incorporated into the school fire safety plan.
 - 2.1.1 Establish and maintain an "Emergency Preparedness" binder for Emergency Evacuation Procedures that will include floor plans, list each location of classrooms or other instructional areas accommodating students requiring specialized assistance throughout the day, list the number of students using wheelchairs and staff assigned thereto, plus the type and location of any equipment used in the evacuation of these students.
 - 2.1.2 Determine and post designated stairwell(s)/location(s) and secondary areas of refuge into the school fire safety plan (as a temporary measure or in the event that total evacuation is not possible) if the following criteria are met for the school:
 - 2.1.2.1 Stairwells have large enough landings to accommodate the maximum number of students requiring specialized assistance on a given floor throughout the day, without obstructing ambulatory students and are approved for use by the Area Fire Prevention Officer.

2.0 **Procedures** (Cont'd)

2.1 (Cont'd)

2.1.2.2 Secondary areas of refuge provide adequate fire separation, protection from smoke, provide multiple opportunities to turn away from a fire and move to a safe area and are approved for use by the Area Fire Prevention Officer.

2.1.2.3 Students requiring specialized assistance are attended to by trained staff who have previously demonstrated the ability to evacuate the student(s) requiring specialized assistance in a timely fashion.

2.1.2.4 Where applicable, staff are equipped with communication hardware (i.e., walkie talkies) to apprise them of developments.

2.1.3 Initiate procedures for regular fire drills, bearing in mind that all procedures must allow for every eventuality (practiced or actual). Note: Use of stairwells or areas of refuge must comply with the provision of 2.1.2.

2.1.4 Initiate and maintain liaison with the Area Fire Prevention Officer in your school area. Before implementing the school fire safety plan, submit the plan to the Board's Health and Safety Officer who will forward it to the Area Fire Prevention Officer who approves it or requests changes. The plan must be reviewed and revised annually to ensure that renovations to the school, changes in the numbers of students requiring specialized assistance or any other changes to any component of the plan are accommodated for. Revised plans must be approved by the Area Fire Prevention Officer.

2.1.5 In addition to 2.1.4, Principals shall provide their respective Area Fire Prevention Officer with comprehensive lists detailing the number of students requiring specialized assistance attending their school. These lists shall be forwarded to the applicable Area Fire Prevention Officer by the Board's Health and Safety Officer by September 30 of each year and an updated list by January 31 of each year. For convenience, find below the applicable Fire Prevention Officer for each school area:

Ajax Fire Department	65 Harwood Ave. S. Ajax, ON L1S 2H9	(905) 683-7791
Brock Township Fire Depart.	Beaverton, ON L0K 1A0	(705) 426-7641 (705) 357-3333
Pickering Fire Department	1616 Bayly St. Pickering, ON L1W 3N2	(905) 839-8095
Oshawa Fire Department	199 Adelaide Ave. W. Oshawa, ON L1J 7B1	(905) 433-1237
Scugog Township Fire Depart.	30 Crandell St. Port Perry, ON L9L 1J6	(905) 985-2384
Uxbridge Fire Department	17 Bascom St. Uxbridge, ON L0C 1K0	(905) 852-3393
Whitby Fire Department	111 McKinney Dr. Whitby, ON L1N 5R5	(905) 433-1234

2.0 **Procedures** (Cont'd)

2.1 (Cont'd)

- 2.1.6 The evacuation of students requiring specialized assistance is the overall responsibility of the Principal and is to be carried out by the appropriate classroom teacher or designated supervision. Those involved in the evacuation of students requiring specialized assistance shall be specifically trained for such purpose.
- 2.1.7 The Occupational Therapist for the school should be contacted to recommend any equipment that may be needed to assist in evacuation of students requiring specialized assistance and to train staff in its use. Contact School Health Support Services at Central East Community Care Access Centre (905) 430-3308. This equipment is the property of the Board and is assigned to the individual school.
- 2.1.8 Staff are responsible and are covered by the Board for liability as are designated adult volunteers.
- 2.1.9 Consider contingency plans, e.g., moving students requiring specialized assistance to a designated area where they can be safely evacuated out of danger. Some examples are:
- 2.1.9.1 nearby school(s)
 - 2.1.9.2 church(s)
 - 2.1.9.3 community building(s)
 - 2.1.9.4 availability of transport (buses, taxis, private autos)
- 2.1.10 A formal letter is to be sent to parents/guardians of students requiring specialized assistance. The letter should explain in general terms the overall evacuation plan (see Addendum 1: Sample Letter).

3.0 **Sources**

- Fire Protection and Prevention Act (Ontario Fire Code), 2007

4.0 **Related Forms and Appendices**

- Appendix 1 – Sample Letter
- Individual Emergency Response Plan (Form 5509)

5.0 **Related Policies and Administrative Procedures**

- Emergency Preparedness Policy (PO414)
- Use of a School as an Evacuation Centre Administrative Procedure (AP414-7)
- Emergency Notification Administrative Procedure (AP414-8)

Appendix 1: Sample Letter

Insert Date

Dear Parents/Guardians:

As part of the Durham Catholic District School Board's School Fire Safety Plan, an evacuation procedure has been designed to accommodate students requiring specialized assistance. This plan has been approved by the Area Fire Prevention Officer.

This procedure involves the use of teachers and educational assistants trained in proper lifting and transfer techniques and where appropriate, use of equipment recommended by Occupational Therapists.

To minimize potential for injury due to evacuation, students requiring specialized assistance may be taken to a safe, temporary refuge area such as a designated stairwell, with evacuation staff maintaining communication with the school administration. Should evacuation prove necessary, the staff will then complete the process following appropriate techniques previously demonstrated to the Area Fire Prevention Officer.

Principals will provide the Area Fire Prevention Officer in their school area with a list of the number of students requiring specialized assistance in the school. This information will be kept in the school as well as in the fire department computer dispatch or records for responding fire department personnel.

This emergency evacuation procedure will ensure a safe exit from the school. If you have any concerns or require any clarification, please contact me at your convenience.

Principal

cc: Superintendent of Education – Applicable Family of Schools