



<b>BOARD GOVERNANCE POLICY NO. GOV-23</b>	
Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

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## EMERGENCY RESPONSE PLANS

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### 1. PURPOSE

The James Bay Lowlands Secondary School Board has developed this policy to ensure that the Board and Northern Lights Secondary School are prepared for and can respond efficiently to emergency situations that may occur. This policy consolidates into a single resource all references to emergency response plans for the Board.

This Board policy and supporting administrative procedures are designed to ensure that every reasonable effort is made to anticipate and prepare responses for events which may occur in the school and other Board facilities.

### 2. DEFINITIONS

**Emergency:** For the purposes of this policy, an emergency is a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.

**State of Emergency:** A state of emergency will be recognized as one affecting the school or Board Office in part or in whole.

### 3. GUIDING PRINCIPLES

- 3.1 Students, staff members, and members of the community have the right to learn, work, and be present in a safe and secure environment. However, incidents may arise from time to time that put that safety at risk.
- 3.2 Effective responses to emergency situations require planning, preparation, promptness, coordination, effective communication, and understanding in order to ensure the safety of students and staff with minimal disruption.

### 4. POLICY

- 4.1 The James Bay Lowlands Secondary School Board directs that the principal develop a School Emergency Plan in accordance with this Board policy.

- 4.2 When notified of the emergency, the supervisory officer or designate will initiate action appropriate to the situation.
- 4.3 The school plan shall be made known to parents, staff, students, and the supervisory officer.
- 4.4 The Board authorizes the closure of the school in emergency situations in accordance with the terms of this policy and supporting administrative procedures.
- 4.5 The school and/or Board office that is/are closed due to an emergency situation will remain closed until the emergency is declared ended by the supervisory officer or designate.
- 4.6 The school plan shall incorporate awareness of alternative accommodation, communication procedures with parents, and procedures to ensure the safety of students and staff.
- 4.7 Early in September, the principal shall distribute to parents/guardians a letter addressing the subject of emergency closure of the school, and will advise them that an emergency plan is in place.

## 5. BOARD EXPECTATIONS

### 5.1 Temporary Closing of the School

- 5.1.1 In compliance with the *Education Act*, the Board directs that Northern Lights Secondary School will remain open during the whole period of the school year. However, there may be emergency situations that arise which will dictate a partial or total closing of the school in order to ensure the safety and comfort of students and staff.
- 5.1.2 The Board authorizes the closure of Northern Lights Secondary School in emergency situations in accordance with this policy and the directives in Administrative Procedure 140 Temporary Closing of the School.

### 5.2 Fire Safety Plans

- 5.2.1 It is the policy of the James Bay Lowlands Secondary School Board that a fire safety plan will be developed and reviewed as required by subsection 2.8 "Emergency Planning", Ontario Regulation 213/07 Fire Code made under the *Fire Protection and Prevention Act, 1997*.
- 5.2.2 The Board also complies with the directives in the *Education Act* regarding the holding of fire or emergency drills.
- 5.2.3 Administrative Procedure 141 School Fire Safety Plan sets out detailed directions for the staff.

### 5.3 Trespass to Property

- 5.3.1 While maintaining its policy of encouraging use of school facilities during and after school hours by the community, the Board is cognizant of the need for control over entry to and use of its premises, which includes all buildings and grounds.
- 5.3.2 Under the *Trespass to Property Act*, an occupier includes a person who is in physical possession of the premises, or a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises. The *Trespass to Property Act* gives this authority to school boards. The James Bay Lowlands Secondary School Board extends this authority to its employees.
- 5.3.3 It is therefore the policy of the Board to provide administrative procedures concerning the exercise of control over its facilities, which shall be in keeping with the *Trespass to Property Act* and any Regulations made under the *Act*.
- 5.3.4 Administrative Procedure 142 Trespass to Property sets out directions for the staff when dealing with a person who is not permitted to remain on Board premises.

### 5.4 Student Accidents and Illness

- 5.4.1 The safety and well-being of students is a primary concern of the Board. The Board mandates that administrative procedures be provided to govern situations involving students who have taken ill or suffered accidents while in its care.
- 5.4.2 The Board is committed to ensuring that the staff attend promptly to the needs of the affected student.
- 5.4.3 School administrators are expected to investigate to determine the cause of any accidents and to implement measures to prevent reoccurrence. Administrative procedures will outline the responsibilities of the principal for the handling of student illness or accidents, including the completion of a Student Accident Report.
- 5.4.4 The staff has developed Administrative Procedure 143 Student Accidents and Illness to set out effective strategies for dealing with these situations.

### 5.5 Tragic Events/Student Suicide

- 5.5.1 The James Bay Lowlands Secondary School Board is committed to providing a healthy school environment that promotes student well-being. The Board makes every reasonable effort to promote the physical, mental, and emotional safety of all students.
- 5.5.2 The Board is committed to raising suicide awareness among the staff, students, and parents and to inform the staff about strategies to promote life, prevent suicide, and to intervene and respond in the most appropriate and helpful ways.

5.5.3 Administrative Procedure 365 Suicide Prevention, Intervention, and Response has been developed to provide strategies for dealing with these issues.

## 5.6 Bomb Threat

5.6.1 The Ministry of Education, on the recommendation of the Ontario Association of Chiefs of Police, specifies two mandatory requirements for dealing with bomb threats in schools, as follows:

- a) All publicly funded school boards in Ontario must establish a bomb threat response to ensure the development and implementation of individual school plans.
- b) Each Board must ensure that its staff, students, and other partners are aware of their obligations/responsibilities within the individual school plans.

[Provincial Model for a Local Police/School Board Protocol 2015. Appendix C: Provincial Policy for Developing and Maintaining Bomb Threat Procedures for Elementary and Secondary Schools in Ontario.]

5.6.2 The principal is responsible for the development of a high level of security consciousness among all staff members.

5.6.3 The school will follow the bomb threat procedure found in Administrative Procedure 144 Bomb Threat. The detailed procedures in Administrative Procedure 144 minimize publicity about the threat and ensure the safety of the students and staff.

5.6.4 The principal shall submit a written report to the Board following the conclusion of the emergency.

## 5.7 Emergency Lockdown

5.7.1 The Ministry of Education mandates that all Ontario school boards must ensure the development and implementation of individual school plans for lockdown procedures. [See Provincial Model for a Local Police/School Board Protocol 2015. Appendix B: Provincial Policy for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario.]

5.7.2 The staff of James Bay Lowlands Secondary School Board has developed Administrative Procedure 145 Emergency Lockdown, which includes details about requirements for the individual school plan and sets out clearly defined roles, responsibilities, and expectations for staff, students, police, and parents. This procedure ensures that school staff and emergency personnel will work together to deal with lockdown situations quickly and effectively.

5.7.3 This administrative procedure includes directives about initial and ongoing training of all staff and students in lockdown procedures. It also addresses issues such as accessibility and communications for students with special education needs.

- 5.7.4 Administrative Procedure 145 Emergency Lockdown directs that a minimum of two lockdown drills must occur each school year.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 169.1 Board Powers and Duties: Student well-being*

*Education Act: Section 265 Duties of Principal: Care of Pupils and Property*

*Education Act: 265 (1) (j) Duties of Principal: Care of Materials and School Property*

Ontario Regulation 298 Operation of Schools: Section 6 Emergency Procedures

Ontario Regulation 474/00 Access to School Premises

*Trespass to Property Act*

*Occupational Health and Safety Act*

*Toxic Substances Control Act*

Ontario Building Code

*Criminal Code*

Ontario Regulation 213/07 Fire Code, subsection 2.8 “Emergency Planning”

*Fire Protection and Prevention Act, 1997.*

*Police Services Act*

Provincial Model for a Local Police/School Board Protocol 2015. Appendix B: Provincial Policy for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario.

Provincial Model for a Local Police/School Board Protocol 2015. Appendix C: Provincial Policy for Developing and Maintaining Bomb Threat Procedures for Elementary and Secondary Schools in Ontario.

### **Board References:**

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-09 Board Communications

Board Policy GOV-20 Safe School Environment

Board Policy GOV-22 Police-School Board Protocol

Administrative Procedure 140 Temporary Closing of the School

Administrative Procedure 141 School Fire Safety Plan

Administrative Procedure 142 Trespass to Property

Administrative Procedure 143 Student Accidents and Illness

Administrative Procedure 144 Bomb Threat

Administrative Procedure 145 Emergency Lockdown

Administrative Procedure 318 Student Concussion

Administrative Procedure 319 Anaphylaxis

Administrative Procedure 320 Support for Prevalent Medical Conditions

Administrative Procedure 365 Suicide Prevention, Intervention, and Response

Administrative Procedure 385 Violence-Free School

Administrative Procedure 386 Student Assault on Staff/Volunteers

The School Code of Conduct