POLICY: Emergency Measures

Rationale:
It is the policy of the Board to provide pupils and staff with a safe and healthy learning environment.

Personnel Affected by Policy:
All Pupils, Parents, Board and School Staff.

Organizational Authority:
The Board.

Definitions:
CRITICAL INCIDENT RESPONSE refers to necessary action to be taken when a serious situation poses a threat to the safety of students or personnel. Critical incidents are designated as:
- Level 1 (e.g., a fight)
- Level 2 (e.g., major fight, bomb threat, intruders, chemical/biological, suicide, medical, nuclear, fire, natural disasters)
- Level 3 (extreme crisis situation--e.g., automatic weapons).

LOCKDOWN should ONLY be used when there is a major incident or threat of school violence within the school, or in relation to the school. The over or misuse of lockdowns, will result in staff/students becoming desensitized and they will not take lockdowns seriously.

HOLD AND SECURE should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

SHELTER IN PLACE should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

STAGED EVACUATION refers to a priority action which systematically removes all personnel from a school/workplace.

PRIMARY ZONE SCHOOLS (NUCLEAR) refers to schools that fall within a 10 km radius of a nuclear site (St. Anthony’s, Chalk River; St. Mary’s, Deep River).

NUCLEAR EMERGENCY PREPAREDNESS PLAN refers to a systematic plan of action for a nuclear incident for schools located in the primary and secondary zones.

CRASH BAG refers to a collection of prescribed items that would be useful in an emergency situation (e.g. first aid kit, safety blanket, megaphone). Comprehensive list of emergency items will be found in crash bag.

Regulations:
1. LEVEL 2 AND 3 INCIDENTS:
   All level 2 or 3 incidents will involve some form of lockdown or staged evacuation in accordance with the School Emergency Plans, the Emergency Measures Procedures and the Emergency Measures Reference Guide.

2. SCHOOL CRASH BAGS:
   a) All schools and workplace sites will develop and maintain a crash bag.
b) All school principals/work site managers must review and replenish contents of the crash bag on an annual basis.

c) Crash bags should be located in a secure site easily accessible in an emergency situation.

3. **CO-OPERATION WITH EMERGENCY PERSONNEL:**
   School principals/work site managers will work in close co-operation with emergency personnel (police, fire, ambulance, etc.) in the event of an incident.

4. **SCHOOL AND WORKSITE REQUIREMENTS:**
   a) School principals/work site managers shall review this policy and school emergency plans with staff on an annual basis.
   
   b) Every school and worksite shall have individualized workplace emergency response plans for all employees who have a disability if the known disability is such that the individual employee requires an individualized emergency response plan. The individual emergency response plan is to be developed in consultation with the disabled employee.
   
   c) For the purpose of this policy, Bishop Smith Catholic High School, and St. Joseph’s High School will fall under the category of Secondary Schools with regard to the Bomb Threat protocol even though there are elementary level students at the school.
   
   d) School principals/work site managers will work in close co-operation with emergency personnel (police, fire, ambulance, etc.) in the event of an incident.
   
   e) Upon request, emergency procedures, plans or public safety information provided to the public shall be made available in an accessible format or with appropriate communications support as soon as possible.

**Related Information**

**Procedure for this Policy**
- PROCEDURE: Emergency Measures – Bomb Threats
- PROCEDURE: Emergency Measures - Earthquake
- PROCEDURE: Emergency Measures – Lockdown
- PROCEDURE: Emergency Measures – Lockdown (Appendix A – Parent Information Letter)
- PROCEDURE: Emergency Measures – Lockdown (Appendix B – FAQ)

**Related Board Appendix (Plant Operations)**
- APPENDIX: Emergency Measures – Crash Bag Contents

**Related Board Policies (Plant Operations)**
- POLICY: Emergency Plans

**Related Board Policies (Schools & Students)**
- POLICY: Safe Schools – Access to School Premises
- POLICY: Safe Schools – Code of Conduct

**Related Board Policies (Human Resources)**
- POLICY: Workplace Violence