



Title: **EMERGENCY PROCEDURES**

Procedure No.: **4001a**
Effective Date: **1998 Jan 06**

Department: Learning Support Services

Reference(s): Procedure: Emergency Procedures
Safe Schools: Response Plan for Weapons and Bombs and Incidents

EMERGENCY PREPAREDNESS PLAN AND FIRE SAFETY PLAN

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Administered By: **LEARNING SUPPORT SERVICES**

Amendment Date(s): 1999 Feb 1, 2000 Sep 26, 2003 Oct 28, 2004 Feb 24, 2007 Jun 12,
2016 Jun 28, 2025 May 12

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1.0 EMERGENCY PROCEDURES

Introduction:

Student and staff safety is of paramount importance in and to our school system. The extensive procedures which follow are designed to ensure that every reasonable effort is made to anticipate and prepare responses for events which may occur in schools and other Board facilities, and on or near school and other Board sites. It is expected that all who have supervisory roles will pay heed to their responsibilities under this policy and its procedures, and that all staff will familiarize themselves with them and their duties and expectations within them.

In particular, school-based administrators and staff must ensure that they establish the required response team(s), conduct such drills as are required, and ensure that all mandated plans and information sheets are completed and regularly updated. Adherence to these expectations and requirements will minimize the risk of injury to students and staff, and of damage to facilities and their contents.

Committee Structure and Roles:

Emergency Operations Control Group (EOCG):

This mandated committee must exist and be called to convene in appropriate circumstances during a Municipal emergency or an incident which may have an impact on a number of schools within a given location. It consists of a group of decision-makers who mirror the structural requirements for the Provincial and Municipal emergency planning committees. For the Thames Valley District School Board, it consists of Senior Administration with resources from Organizational Support Services - Human Resource and Business Services, and Learning Support Services. The role of this committee is to provide a unified direction and communication during an event so as not to impede or add additional pressure to emergency operations and responders. This committee may be called upon to provide additional resources to Municipal emergency operations such as establishing evacuation centres.

Emergency Operations Committee (EOC):

This is the committee that is established at the school level and consists of school administration, school custodian and secretary. This committee is responsible for the planned response and continued operation of the school during an unplanned event. Such event may occur within the school or within the Municipality. The committee may need to respond during school operating hours or during non-occupied times. The main function of this committee is to communicate, secure property and systems, and to provide a co-ordinated response to allow teaching staff to continue delivery of program in an organized manner, unimpeded with event management by other organizations. This committee should not consist of teaching staff as such staff will be required to maintain supervision of students and classroom activity.

Emergency Response Team (ERT):

Note: This committee may be referred to as The Response Team on the chart of emergency codes displayed in classrooms.

The Emergency Response Team is established under the Safe Schools policy, which policy deals with incidents of violence, intruders, bomb threats and weapons. This policy and its components were directed by the Ministry of Education. The Emergency Response Team is to consist of school administration for direction and decision making, secretary for communications, and a school custodian for building security. This committee should not consist of teaching staff as such staff will be required to maintain supervision of students and classroom activity.

1.1 Emergency Signalling

1.1.1 Alternate Signalling:

Principals of schools which do not have a back-up power system must have a procedure in place for signalling to persons in all parts of the building in case of emergency during a power failure.

In schools where a power failure will render the alarm system useless, Principals are instructed to plan and rehearse, with all personnel in the school, a method of signalling which is understood as a signal to evacuate the building.

1.1.2 Emergency Code Protocols:

Refer to Thames Valley District School Board's Procedure on Response Plan – Incidents Requiring Hold and Secure or Lockdown.

1.1.3 Emergency Code Drills

Refer to Thames Valley District School Board's Procedure on Response Plan – Incidents Requiring Hold and Secure or Lockdown.

1.2 Bomb Threats

Most bomb threat warnings are received via the telephone switchboard with a certain time interval before the device is to be activated. Bomb threats should always be taken seriously. Be aware that use of a cellular phone, pager or portable radio (walkie-talkie) during a bomb threat may ignite a bomb.

1.2 Bomb Threats – continued

The following procedures should be followed at schools when a bomb threat is received:

1.2.1 Telephone Operator

- Remain calm.
- Do not ignore a bomb threat. It must be treated as genuine until established otherwise.
- Keep the caller on the line as long as possible in order to obtain as much information as possible.
- Record vital information on the Bomb Threat Procedures Telephone Card (available on the Electronic Forms on the Employee Portal).
- Notify the Principal/designate, using a prearranged signal, during the course of the conversation, but if not possible, immediately afterwards.

1.2.2 Principal/Designate

- Notify the school's Superintendent of Student Achievement. The Superintendent will notify the Associate Director of Learning Support Services and the Manager of Communications Department.
- Notify Police; the police may take some time to arrive depending on other emergency situations.
- Alert staff through the use of the code. DO NOT make an announcement of either a bomb threat or the presence of an explosive device.
- Convene the School Response Team.
- Evacuate at the Principal's discretion.
- Refrain from giving media statements at this time with respect to the threat
- Direct media calls to Communications Department.

1.2.3 Options

- Review options by School Response Team in consultation with police: (police will not necessarily do a search but will rely on school personnel who are familiar with their own work areas)
 - a) hold, lock, secure
 - b) move, lock, secure
 - c) evacuation - partial or complete

1.2 **Bomb Threats** continued

1.2.4 Building Search

Principal:

- Initiate search after assessing the nature of the threat in consultation with the police.
- Identify individuals available for searching halls, stairways and exits
- Visually inspect corridors, stairways, and exits prior to anyone leaving in case of an evacuation.
- Notify police if a suspicious object is found (Police alert Explosives Disposal Personnel only if a suspect device is located)
- Have natural gas lines shut down in the vicinity, if possible, by directing appropriate staff.
- Direct employees to conduct a visual search of immediate, familiar work area; they should not be searching in areas unfamiliar to them.

LOOK FOR	FOUND A SUSPICIOUS OBJECT
-something that should not be there -signs of forced entry -object(s) similar to description in bomb threat -object(s) or package(s) suspicious in size, shape, labelling, location, volume -presence of tape, wire, or explosive wrappings -signs of tampering with electrical installations	-DO NOT TOUCH suspicious objects or packages -DO NOT place blanket or anything else over object or device -DO NOT disturb object in any way or approach -clear everyone from immediate area (including floors above and below) -notify Principal or person designated as search co-ordinator

- Report to Search Co-Ordinator at earliest convenience if nothing unusual is found.
- Use chair in doorway of searched room as a signal that room has been searched.
- Stop search fifteen minutes prior to the time given in threat and suspend until fifteen minutes after. Complete search.
- Do not assume that an absence of explosion means no bomb. The triggering mechanism may be malfunctioning.

1.2 **Bomb Threats** continued

1.2.5 Evacuation

The decision to evacuate must be made after assessing possible hazards outside of the building. Prior to evacuation, ensure all corridors, stairways and exits are clear.

During a bomb threat evacuation

- Take all personal belongings (purses, briefcases, lunch bags) from immediate area so they do not confuse authorities during a search.
- Do not allow locker visits by students.
- Exit along searched paths.
- Move away from the building, especially windows, to a previously determined location.
- Check attendance.
- Keep everyone well back and cordon off the area for at least 100 m.
- Do not re-enter the building until Principal and School Response Team, in consultation with police, give approval.
-

1.2.6 General Precautions

When police arrive, the Principal and police will co-operate to manage the situation. The management of the search will be under police direction. The Principal is responsible for students and staff. The location of the Centre, to which all reports will be forwarded from search teams, should be planned ahead of time.

The search must be continued to completion even though one suspicious parcel or device has been located (a decoy package may be used to draw attention from the primary device).

1.2.7 Response Plan for Weapons & Bombs Incidents

Please refer to the Response Plan for Weapons & Bombs Incidents for complete details on Bomb Threats.

Additional information included in the Response Plan:

Lock Down & Evacuation Procedures for Weapons and Bombs

- * Hold, Lock, Secure
- * Move, Lock, Secure
- * Evacuation
- * Evacuation - Emergency Alternate Locations Chart

1.2 Bomb Threats - continued

1.2.7 Response Plan for Weapons & Bombs Incidents - continued

Aftermath Planning

- * Initial Phase
- * For Students Not Directly Affected
- * For Students and Staff Directly Affected
- * Next Day
- * Following Days

Communication

Appendices

- * Emergency Code
- * Lock Down and Evacuation Procedures
- * Building Search - Staff Responsibilities
- * School Response Team Planning Guidelines
- * Sample Page from a School Response Plan re: Code Use

1.3 Inclement Weather Warning

It should be noted that the safest location will be a central hallway on the ground floor, or in open-concept schools an interior area, such as the resource centre.

In the event of a severe weather warning, students and staff must be moved from portables/port-a-pacs to the main school building.

Principals are expected to conduct tornado drills twice each school year, in the months of:

- September, to ensure students new to the school are familiar with procedures.
- March, to review procedures prior to the start of the season in which most tornadoes occur in Southwestern Ontario.

The purpose of this document is to delineate procedures to be followed should a school require closing due to an emergency situation.

The primary consideration in closing a school due to an emergency is student safety.

1.3.1 School Bus Delays or Cancellations

IN THE MORNINGS

NOTIFICATION OF TRANSPORTATION DELAYS AND/OR CANCELLATIONS

- a. It is the responsibility of the Bus Operator(s) to assess the road conditions, determine if, due to weather conditions, there will be a bus delay and/or cancellation, and report their findings to Southwestern Ontario Student Transportation Services (STS).

1.3 Inclement Weather Warning – continued

1.3.1 School Bus Delays or Cancellations – continued

- b. Southwestern Ontario Student Transportation Services notifies the community in accordance with its policies and procedures and contacts the following Education Centre staff:
 - Communications Department
 - Superintendent of Business
 - Associate Director, Learning Support Services
- c. All schools will remain open for students to attend if transportation is cancelled. There may occasionally be school or system-wide shutdown days which will be clearly communicated.
- d. In the event of a transportation delay, the delay will last for two hours. If, after a delay, transportation is cancelled, the school will remain open and there will be NO AFTERNOON transportation. If a student attends school on such a day, parents/guardians are responsible for ensuring their student arrives home safely.
- e. Other service providers (e.g., taxis), School Administrators, staff, parents and students are encouraged to monitor local media.

All School Administrators must direct questions regarding transportation to Southwestern Ontario Student Transportation Services, not to the Bus Operators. This practice provides a consistent approach when dealing with inclement weather conditions.

1.3.2 Inclement Weather or Plant Breakdown

School Closures Prior to School Start

Learning Support Services:

Where a decision is made to close school(s) due to emergency situations, this decision should be made prior to the commencement of transportation.

1. The Director of Education makes the decision to close school(s) based on information provided by the Associate Director of Learning Support Services, school Principal, STS,, the Executive Officer, Facility Services and Capital Planning, and/or the Manager, Facility Services.
2. The Associate Director of Learning Support Services contacts the Superintendent of Student Achievement, the Superintendent of Business and the Communications Department. The Superintendent of Business contacts STS.

1.3 Inclement Weather Warning - continued

1.3.2 Inclement Weather or Plant Breakdown – continued

3. Southwestern Ontario Student Transportation Services will contact the applicable Bus Operator(s).

Southwestern Ontario Student Transportation Services will review route sharing with coterminous Boards prior to contacting the applicable Bus Operator(s) to cancel transportation.
4. The Communications Department will be responsible for all media contacts.
5. Other service providers (taxis) and School Administrators are encouraged to monitor local media.
6. Where it is necessary to close all schools or to close all schools and Board facilities, the Associate Director of Learning Support Services will authorize the Manager of the Communications Department to post an appropriate notice to the public website and the media and to issue an urgent e-mail message to the system when the decision to close is made, or use other media as appropriate.

1.3.3 Early Dismissal Due to Inclement Weather or Plant Shutdown

Elementary students should be dismissed in accordance with the “Early Dismissal of Students” section contained on the student information sheet if there is no adult at home. The elementary student whose parents/guardians have not been contacted and for whom alternative accommodation has not been found must remain at his/her school until a parent/guardian can transport the student home. Principals must remain on duty until they are satisfied that there is a plan for each child to be received home safely.

Annually, Principals should have parents/guardians complete the student information sheet with respect to procedures to be followed in case of early dismissal.

DURING THE SCHOOL DAY

RE-SCHEDULING OR CANCELLATION OF TRANSPORTATION

- a. The Bus Operator(s), Principal, or coterminous Board determines that, due to inclement weather and for safety reasons, consideration should be given to rescheduling or cancelling of transportation. The Associate Director of Learning Support Services, or designated Superintendent of Student Achievement, makes the decision to re-schedule or cancel transportation based on information provided by the Bus Operator(s), Principal, or Southwestern Ontario Student Transportation Services.

1.3 Inclement Weather Warning - continued

1.3.3 Early Dismissal Due to Inclement Weather or Plant Shutdown – continued

- b. In the case of the Bus Operator(s), they will contact Southwestern Ontario Student Transportation Services to discuss whether or not the buses will be able to run earlier.

The Supervisor of Southwestern Ontario Student Transportation Services will notify the Superintendent of Student Achievement, the Principal, and the Associate Director of Learning Support Services

Due to co-operative sharing of transportation, STS will consider the impact on the coterminous Board when making this decision.

- c. Changes from Regular Transportation Times

The Director of Education, makes the decision to close school(s) based on information provided by the Associate Director of Learning Support Services, school Principal, the Bus Operator(s) the Executive Officer, Facility Services and Capital Planning, and/or the Manager, Facility Services.

The Associate Director of Learning Support Services advises the Superintendent of Student Achievement, Southwestern Ontario Student Transportation Services, the Superintendent of Business and the Communications Department.

Southwestern Ontario Student Transportation Services will coordinate the times with the Principals, the coterminous Board(s), and the Bus Operator(s), and advise the Communications Department.

The Communications Department will be responsible for media contacts.

- d. Cancellation of Transportation

If the decision is made by the Bus Operator(s) that it is unsafe to run the vehicles at regular dismissal time, or by 6:30 p.m., the Associate Director of Learning Support Services will advise the Principals, Southwestern Ontario Student Transportation Services, and Communications Department and the Superintendent of Business that the schools are closed and the students are to remain at the school overnight.

Southwestern Ontario Student Transportation Services will notify the coterminous Board(s) and the Bus Operator(s).

The Communications Department will be responsible for media contacts.

1.3 Inclement Weather Warning - continued

1.3.3 Early Dismissal Due to Inclement Weather or Plant Shutdown – continued

All school staff must direct questions regarding transportation to Southwestern Ontario Student Transportation Services, not to the Bus Operator(s). This practice provides a consistent approach, when dealing with inclement weather conditions during regular school hours.

1.3.4 Plant Breakdown

Where the Executive Officer, Facility Services and Capital Planning, and/or the Manager, Facility Services recommends to the Principal and to the appropriate Superintendent of Student Achievement that a school should not be opened for the day or should be dismissed early due to a plant breakdown, the Superintendent of Student Achievement will consult with the Director of Education, Associate Director of Learning Support Services, the Principal, the Executive Officer, Facility Services and Capital Planning, and/or the Manager, Facility Services prior to making a decision.

It is recognized that the Executive Officer, Facility Services and Capital Planning, and/or the Manager, Facility Services in providing information to the Superintendent of Student Achievement about the possibility of the closure of a school building will give consideration to building code issues, fire regulations, Board of Health regulations, or any other legislative reasons for falling within the scope of Facility Services.

If the determination is made prior to the commencement of the bus transportation schedule, the Principal shall follow the procedures outlined in School Closures Prior to School Start (see 1.3.2). In cases where there is no transportation, the Superintendent of Student Achievement shall work with the Communications Department to inform the local media that the school is closed.

Prior to closure of a school in circumstances where transportation has commenced or during the school day, the Principal shall follow the procedures outlined in the section entitled, *Early Dismissal* (see 1.3.3).

1.3.5 Communications

The Principal should communicate in the September newsletter to parents and at least once during the winter months the following with respect to school bus delays or cancellations, or school closures:

-Bus delays and/or cancellations or school closures will be announced through the media.

All schools will remain open for students if transportation is cancelled. It is not an expectation that parents transport their children on such days, and it will not negatively affect students' attendance record if they do not attend when their transportation is cancelled.

1.3 Inclement Weather Warning - continued_

1.3.5 Communications - continued_

In circumstances of inclement weather and where students walk to school, the parent/guardian should determine whether it is appropriate and safe for the parent's/guardian's child to attend school.

In instances where a transported student is brought to school, even though transportation has been cancelled, then it is the responsibility of the parents to ensure that the child arrives home safely.

The Superintendent of Student Achievement, in the case of early dismissal due to plant breakdown, should communicate to the Board's Reception Centre and the Associate Director of Learning Support Services the names of the schools and the reason for early dismissal.

1.3.6 Staff Responsibility to Report to Work

As schools are open for students when transportation is cancelled, staff members are expected to report to work. There may be exceptional circumstances where a staff member may be unable to report to work due to inclement weather. In such instances, the staff member shall inform the school administration that he/she is unable to report to work.

1.3.7 Tornadoes

While the possibility of a tornado can be noted in a severe weather warning, because of the speed with which they build up and move it is almost impossible to provide advance warning about when and where a tornado will actually occur. (see also 1.6)

Your tornado awareness program should include:

- Each office being equipped with a device that can be battery operated and with batteries that are charged.
- Being aware of the weather, and understanding the difference between a WEATHER WATCH (possible storms in the next six hours) and a WEATHER WARNING (expected event within the next two hours).
- Knowing which radio or television stations in your area carry up-to-the minute weather information.
- Knowing the name of your forecast region and your county.
- Preparing or reviewing your plan or action in the event of severe weather.

When a tornado threatens direct staff and students:

- Stay away from windows, skylights, doors and outside walls. Protect your head.
- For maximum safety go down to the basement or seek shelter under a stairway or study table or in a closet.

1.3 Inclement Weather Warning - continued

1.3.7 Tornadoes - continued

- Try to reach the centre of the building or the side away from the storm.
- Avoid buildings with large areas of unsupported roof, such as arenas, gymnasiums, barns or areas with skylights. If caught in such a building, head for the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat.
- Do not remain in your car or school bus or try to out-race the tornado.
- Hang on to the base of a small tree or shrub if no shelter can be found.

1.4 Utilities Shut-off Procedures

If an emergency occurs at a school related to the physical plant and if the Charge Custodian is not present in the building, it is important that the Principal and/or designate know the locations and shut-off procedures for water, power, gas and fire alarm systems.

Principals are required to ensure that they are briefed in this regard by their Charge Custodian in conjunction with the Custodial Supervisor.

It should be noted that systems can only be reactivated by Maintenance Personnel.

A floor plan indicating shut-off locations will be posted in your main office.

1.5 Pandemic Influenza Protocol

1.5.1 Introduction

An influenza pandemic is a global outbreak of disease that occurs when a new influenza "A" virus appears or "emerges" in the human population and then spreads easily from person to person worldwide, causing serious illness and disruption across a large population in multiple geographic areas.

Recognizing the role that schools have as community centres, the Thames Valley District School Board has prepared the following protocol as a response to a possible influenza pandemic in the Thames Valley region.

Thames Valley's Pandemic Influenza Protocol identifies the Board's key issues, responsibilities, and obligations, and provides a general framework for coordinating resources, making decisions, and communicating with Thames Valley's many audiences. It is based on two overriding priorities:

- Preventing the spread of the influenza virus and protecting Thames Valley's students and staff from infection;

1.5 Pandemic Influenza Protocol - continued

1.5.1 Introduction – continued

- Maintaining school operations as completely as possible in the event of an influenza pandemic.

The protocol recognizes that an influenza pandemic will not be restricted to Thames Valley. Rather, it will be a community issue requiring co-operation among many agencies and authorities involved in prevention, treatment, and recovery. The Board's protocol is designed to complement plans established by regional health agencies and the Government of Ontario.

Thames Valley's Pandemic Influenza Protocol should be considered an evolving document. While it lays the foundation for response to an influenza pandemic, it may need to be revised as specific circumstances change. It will be reviewed regularly in the light of new information as it is discovered and revealed by provincial, federal, and world health agencies.

The Pandemic Influenza Plan was prepared by representatives drawn from the Board's Human Resources, Health and Safety, School Operations, and Communications departments. The writing process included consultation with local Health Units and Joint Health and Safety Committees.

1.5.2 Prevention

The Thames Valley District School Board is committed to providing a healthy and safe environment for its staff, students, and any other individual which may enter its facility. This commitment emphasizes the Thames Valley District School Board's belief that this is the best learning environment for its students and is described through the Thames Valley District School Board's Health and Safety Policy.

In support of this commitment we have included the chart below that will assist in reducing the spread of viruses that cause colds and flu.

1.5 Pandemic Influenza Protocol - continued

1.5.3 TVDSB Emergency Response Control Group

In the event of a pandemic outbreak, it may be necessary for the following individuals to gather to deliver a co-ordinated response in the described role.

Director of Education:

As the Senior Officer of the Thames Valley District School Board, the Director will chair the Emergency Response Control Group. This role is responsible for the direction and control of the operations. In exercising this responsibility, the Director will be guided by the advice of the members of the Control Group. The Director will occasionally call this group together to gather updated information and determine immediate and future responses. The Director is also responsible for keeping the Trustees informed of operations.

Associate Director of Organizational Support Services - Business and Human Resources:

Responsible for overseeing the continuity of those business services required at a minimal standard i.e. Transportation, Payroll and Facility Management.

Responsible for performing the duties of Treasurer of the Board.

Responsible for the adherence to collective agreements, regulatory requirements, and the intent of the Communicable Disease Procedure as agreed between the Thames Valley District School Board and its Employee Groups.

Associate Director of Learning Support Services:

Responsible for the effective and efficient supervision and support of schools.

Manager of Communications Department:

Responsible for updating, co-ordinating, and authorizing any information releases in and outside the Thames Valley District School Board.

Human Resource Services - Health & Safety Specialist:

Responsible for representing Thames Valley District School Board within the Community Emergency Control Groups and will provide a link between these two control groups. This individual will also provide a resource to the Control Group.

1.5 Pandemic Influenza Protocol - continued

1.5.3 TVDSB Emergency Response Control Group - continued

Other individuals may be required to participate on an ongoing basis as needed.

The need to call together the TVDSB Emergency Response Control Group will be based on circumstances and the response required.

1.5.4 Communication

To ensure the delivery of a consistent message in times of a pandemic outbreak, all statements made regarding the pandemic must be authorized by the Thames Valley District School Board's Public Affairs and Community Relations Department. Prior to release of any information, it will be determined the person best to deliver the information and in which forum it is to be delivered. Any statements and or releases shall be shared with the appropriate Community Emergency Control Group prior to release if possible. Refer to Thames Valley District School Board's Independent Procedure Communications Procedure for Handling Situation / Incidents of Crisis / Controversy for additional information.

The Thames Valley District School Board will attempt to keep all Trustees, Parents and Guardians, Students, Employee Groups, and the Public informed with the most current and factual information available.

1.5.5 Response

The Thames Valley District School Board's response to potential pandemic viruses will be in two different stages of the viral evolution. These responses have been prepared to coincide with those plans prepared by the municipalities and community partners. It may be necessary, at any time in this protocol, to abandon what would be the next expected response. This may need to occur if a municipal emergency is declared, a provincial emergency is declared, or written orders are received from the Ontario Ministry of Health and Long-Term Care or its agents.

a. *Influenza Alert*

The first stage will be in response to a virus which at the time of discovery is not considered transmittable from human to human. The intent of this protocol is to determine if the infection is isolated and to provide Health Officials with information to monitor and contain potential risk areas.

1.5 Pandemic Influenza Protocol - continued

1.5.5 Response - continued

a. *Influenza Alert* - continued

The following steps are to be followed:

- 1) The Thames Valley District School Board receives notification, or becomes aware of, a confirmed case of a contracted virus by an individual suspected in the potential pandemic outbreak.
- 2) Based on the location(s) of the identified area, Human Resource Services - Health and Safety Specialist will contact and review the attendance status of Staff and Students for schools/facilities within geographic proximity to the location of the identified area.
- 3) Employees who are absent with symptoms of the influenza will call TVARRIS and report the absence as "illness."
- 4) Where this follow-up indicates that there is a potential problem, the local Health Unit for that area shall be contacted and relevant information provided.
- 5) Based on the information provided to the Local Health Unit, and the Health Unit=s response, additional actions may be necessary.

b. *Pandemic Influenza*

The second type of response will be implemented where the virus of concern has undergone a mutation and the potential of human to human transmission is possible.

The Thames Valley District School Board will co-operate with any direction or orders from an authorized agency in a timely manner. These orders will most likely address student attendance, quarantine, containment, and disinfection. Should a disinfection order be given, the Thames Valley District School Board shall provide employees with the proper protective equipment.

c. *Staff Attendance & Reporting*

In a case of a contracted pandemic virus being confirmed in a community and no request to suspend student attendance at schools has been received from Public Health Officials, the Thames Valley District School Board's expectation is all staff would report to their assigned workplace unless otherwise directed by Senior Administration.

1.5 Pandemic Influenza Protocol - continued

1.5.5 Response – continued

c. Staff Attendance & Reporting - continued

It is anticipated on the release of information of such a confirmed case, that there will be high anxiety and fear for oneself, family, and friends. The Thames Valley District School Board will attempt to take all measures to ensure a safe learning and work environment but will also be expected to provide proper supervision of students. It is therefore the responsibility of Thames Valley District School Board Staff to adhere to the Absence Reporting Procedure. The following steps are to be followed:

- 1) The Thames Valley District School Board receives notification, or becomes aware of, a confirmed case of a contracted virus by an individual suspected in the pandemic outbreak.
- 2) Based on the location(s) of the identified area, Human Resource Services - Health and Safety Specialist will contact and review the attendance status of Staff and Students for schools/facilities within geographic proximity to the location of the identified area.
- 3) Employees who are absent with symptoms of the influenza pandemic will call TVARRIS and report the absence as “pandemic”. [see 1.5.7 Pandemic Facts].
- 4) Where this follow-up indicates that there is a potential problem, the local Health Unit for that area shall be contacted and relevant information provided.
- 5) Based on the information provided to the Local Health Unit, and the Health Unit’s response, additional actions may be necessary.

Where an employee has concerns about reporting to work, the employee is expected to contact their immediate supervisor and express their concern for doing so. The supervisor will attempt to resolve the concern. If the employee still has an ongoing concern it will be deemed as the first stages of a potential work refusal which is governed by the Ontario Occupational Health and Safety Act, and will be treated as such.

1.5 Pandemic Influenza Protocol - continued

d. *Employee Incident /Accident Reporting*

Even in the case of a scenario such as a pandemic outbreak, all employees are required to report all work related incidents and accidents to their Supervisor. This is to be done in accordance with the Thames Valley District School Board=s Report of Employee Accident/Incident Procedure.

As per the procedure, the accident notification will be sent to the Workplace Safety and Insurance Board for determination of entitlement to benefits.

e. *Orders for Student Attendance*

School children are the first to be affected by the arrival of influenza and they are responsible for much of the early transmission within the community. In a pandemic, measures to increase social distancing, including suspending student attendance at schools and child care centres, limiting other large gatherings, and travel restrictions may also be instituted.

f. *Extra-Curricular Activities*

It may be necessary in the event of a pandemic, or potential pandemic, to cancel Thames Valley District School Board sponsored activities. This measure may be necessary to limit social transmission of any potential pandemic virus.

1.5.6 Business Continuity

Unless otherwise directed, the Thames Valley District School Board will attempt to continue to operate in a normal day to day manner. In the event of a pandemic outbreak, the Thames Valley District School Board may be directed, due to absenteeism, to scale back operations. The Board will make every attempt to deliver learning opportunities to its students. This may result in staff being diverted from their regular position to another area required to continue business and educational operations.

1.5 Pandemic Influenza Protocol - continued

1.5.6 Business Continuity - continued

For the continuation of the operation of a school, the Thames Valley District School Board reserves its option of the “Appointment to Teach in the Case of an Emergency” clause as described within the Operations of Schools Regulation under the Education Act. In looking at various functions within the Thames Valley District School Board, the following areas are seen as a high priority for Business Continuity during an emergency situation:

Director’s Services:

Office of the Director and Communications Department

Organizational Support Services - Business:

Transportation, Payroll, Accounting Services, Facility Services Maintenance and Operations.

Organizational Support Services - Human Resources:

Representatives for Employee Group Notifications and Interaction, Health and Safety.

Learning Support Services:

Representative for School Supervision and Services, Information Technology Services

RESOURCE:

Independent Procedure - Communications Procedures for Handling Situations/Incidents of Crisis/Controversy

1.5.7 Resources

Pandemic Facts

Workplace risk of contracting or transmitting viruses which cause colds, influenza and diarrhea can be reduced by frequent hand washing with soap (after coughing, sneezing or blowing the nose, using the washroom, changing a diaper, touching animals, before preparing food, before eating, before putting contact lenses in the eyes or touching the eyes, mouth or nose), and by covering your mouth/nose when coughing/sneezing. Risk will also be reduced by discarding used tissues into waste receptacles, and by obtaining available vaccinations and staying home when ill.

1.5 Pandemic Influenza Protocol - continued

1.5.7 Resources - continued

Pandemic Fact Sheet - continued

Once a pandemic arrives, the Public Health Unit will determine the extent of transmission, and specific orders will be relayed by the Associate Medical Officer of Health including symptoms which will exclude employees from work and recommendations about treatment and vaccinations. (*See 1.5 - Pandemic Protocol*)

Employee Absences During A Pandemic

Employees, who are absent from work because of symptoms causing the pandemic and defined by the Medical Officer of Health, **must call TVARRIS and enter Pandemic code**. Sick benefits will be paid to those who are entitled to benefits. These employees can return to work when symptoms are no longer present.

Employees, who are quarantined by order of the Medical Officer of Health, will be paid regular salary and can return to work when cleared by the Medical Officer of Health (**enter quarantine code in TVARRIS**).

Employees, who are pregnant and at risk of exposure from students who are ill with symptoms as defined by the pandemic (i.e. cases in the school), should consult their physician about attending work. A doctor's note for exclusion of work is required by the Disability Management Officer in order to process appropriate sick benefits.

Employees, who stay home to care for sick family members, can request the use of a care day(s) as per union contracts (**enter care day in TVARRIS**).

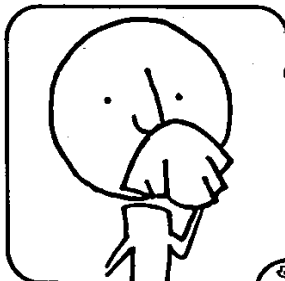
In the case of a school closure the affected employees may be deployed to other work locations. If alternate work is not available, these employees will be paid as usual.

The Workplace Safety and Insurance Board does not provide coverage for TVDSB employees who are symptom free, quarantined or sent home on a precautionary basis. Symptoms of a pandemic are transmitted through public exposure, therefore only health care and hospital workers are likely to receive WSIB benefits if they develop symptoms or an illness compatible with their occupational exposure.

For additional information see the fact sheets located on the Disability Management website [accessed through your Employee Portal under Human Resource Services], or London and Middlesex Health Unit at 663-5317 or www.healthunit.com.

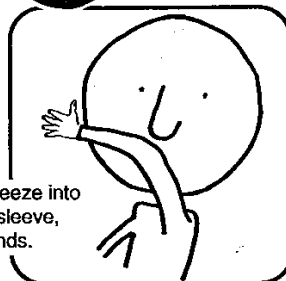
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth
and nose with a
tissue when you
cough or sneeze

or
cough or sneeze into
your upper sleeve,
not your hands.

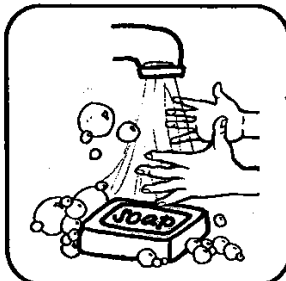


Put your used tissue
in the waste basket.



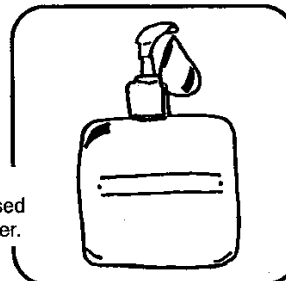
Clean your Hands

after coughing or sneezing.



Wash hands
with soap and
warm water

or
clean with
alcohol-based
hand cleaner.



**elgin
st.thomas
health unit**

99 Edward St.
St. Thomas, ON N5P 1Y8
Tel: (519) 631-9900
Fax: (519) 633-0468
www.elginhealth.on.ca



Community Setting

1.6 Resource Materials

(i) “INCLEMENT WEATHER WARNING” GUIDELINES (Ministry of Education Safety Memorandum No. 21)

Environment Canada has provided the Ministry of Education with the following information and recommendations concerning severe weather conditions. The Ministry encourages all schools and school boards to note and implement these recommendations.

General Information

Although the majority of thunderstorms produce no serious by-products, severe storms can be accompanied by hail, damaging winds, and tornadoes.

The conditions in the atmosphere that lead to the formation of severe thunderstorms can be forecast. When the potential for a severe storm is observed, a severe weather watch is issued. When a severe thunderstorm is detected by radar or by weather spotters, a weather warning is given for a specific area (usually a county) immediately downstream of the observed storm. A tornado warning is issued only after a tornado has been spotted.

While about 50 percent of Ontario's severe summer storms occur within sixty kilometres of the Macdonald-Cartier Freeway between Kitchener and Windsor, damaging tornadoes have been reported in all parts of the province. A tornado occurring in Ontario would probably have wind speeds of about 100 kilometres per hour and would be most likely to occur between 1 p.m. and 8 p.m, from April to September. It would cut a swath a few kilometres long and 100 metres wide, taking off shingles and siding, bending TV antennae, blowing out windows, and significantly damaging in substantial buildings such as barns and sheds. The tornado that struck Barrie in 1985, however, was accompanied by winds of up to 400 kilometres per hour, causing serious damage and death.

While watches may have as much as 12 hours lead time, warnings are “short-fused”: there may be a warning of ten to twenty minutes, or none at all. Since severe thunderstorms can develop very rapidly and can strike without a warning being issued, observation of local conditions is essential. In most cases, severe summer storms are over very quickly.

1.6 Resource Materials - continued

**(i) INCLEMENT WEATHER WARNING GUIDELINES
(Ministry of Education Safety Memorandum No. 21) - continued**

Weatheradio

The Atmospheric Environment Service (AES) of Environment Canada operates a radio station, Weatheradio, which transmits continuous weather information in the Toronto and Ottawa areas. AES recommends that every school within an 80 kilometre radius of the stations install a Weatheradio receiver. This can be equipped with a tone alert that will sound when a watch or warning is issued.

Schools outside the range of Weatheradio might monitor local radio stations for weather reports on a routine basis. Schools may wish to contact the stations to inform them that they are monitoring them, and why.

The following environment Canada web site provides additional weather related information. Staff may monitor this site during poor weather conditions.
http://weatheroffice.ec.gc.ca/warnings/warnings_e.html. For London and surrounding area tune to 162.475 MHz on your weather radio or local FM stations.

AES will keep the Ministry of Education informed of the planned installation of new Weatheradio stations, and the Ministry will, in turn, inform the schools by updating this memorandum.

Recommended Action

When a severe weather watch is in effect for your area:

Monitor Weatheradio or the local radio station closely for possible warnings and make observations of developments in the weather. Be prepared for further action in case a warning is issued.

When a severe thunderstorm warning is in effect for your area:

Severe thunderstorms with hail and/or high winds are in the area, although they may not strike your location. If a warning is in effect and a thunderstorm is observed at dismissal or recess time, keep the students in school until the storm has passed.

1.6 Resource Materials - continued

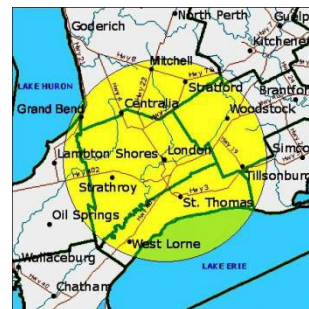
**(i) “INCLEMENT WEATHER WARNING” GUIDELINES
(Ministry of Education Safety Memorandum No. 21) - continued**

When a tornado warning is in effect for your area:

A tornado has been reported in the area. If there is an intense thunderstorm or a spiral cloud, keep the students in school. If the storm worsens, move them away from windows and doors and out of large, open areas such as gymnasium or auditorium until the worst of the storm is over. The safest location will be a central hallway on the ground floor: students should protect their heads and crouch or kneel against the wall.

Tornado drills:

Tornado drills should be conducted, preferably during March as most storms are from April to September. This allow students to be taught what to watch for and what actions to take if severe weather conditions occur before, during, or after school hours.



will

AES Services:

http://weatheroffice.ec.gc.ca/warnings/warnings_e.html

Additional information on severe summer weather and advice on action to take are available from Environment Canada weather offices across Ontario. Films on tornadoes may also be available on loan. The telephone number of the local weather office should be posted near the school telephone. Although their availability is limited, AES staff would welcome invitations to address groups of principals or teachers.

**(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES**

Weather Awareness

Natural phenomena include severe thunderstorms, tornadoes, hurricanes, floods and winter blizzards.

Many of these can be predicted by Environment Canada's Atmospheric Environment Service, and advance notice is provided by weather forecasts on radio and television.

Environment Canada issues warnings whenever expected weather conditions may affect public safety.

1.6 **Resource Materials** - continued

**(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES - continued**

A **Severe Weather Watch** is issued when there is a possibility of storms within the next six hours.

A **Severe Weather Warning** is issued to provide an alert to an expected or impending event **B** within two hours.

Updated forecasts are provided to radio and television stations.

http://weatheroffice.ec.gc.ca/warnings/warnings_e.html

Severe Thunderstorms

Severe thunderstorms are often accompanied by high winds which can damage trees and buildings, and bring down electric or telephone wires. Lightning is also a hazard during thunderstorms.

During thunderstorms, it is best to remain indoors, away from doors and windows. Avoid using telephones, electrical appliances and the shower or bath, and keep away from radiators, metal pipes or other metal objects which may act as electrical conductors.

Electrical and cable appliances such as televisions, computers and radios should be disconnected.

If you are outside and see a thunderstorm approaching, head for shelter indoors.

If you are caught outside during a thunderstorm, do not stand near tall objects such as trees or utility poles. Stay away from open water, and metal objects such as wire fences, golf carts or playground equipment. Do not carry or hold metal objects such as golf clubs or fishing rods.

Keep as low a profile as possible do not make yourself into a lightning rod.

In open country, drop to your knees, bend forward so that your head is lower than your back, put your hands on your thighs, but do not let your head touch the ground. Do not lie flat on the ground.

A place shielded by metal, such as an automobile or airplane, is a safe place from lightning, especially if it is insulated from the ground by rubber tires. On the other hand, an open tractor attached to a grounded implement is dangerous. Pull the car away from trees which might fall on it. But avoid driving when visibility is impaired by heavy or blowing rain.

1.6 **Resource Materials** - continued

(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES - continued
 Severe Thunderstorms - continued

If you are swimming or in a boat, get out of the water and back to shore immediately.

Tornadoes

Tornadoes can be produced during severe thunderstorms, and are accompanied by violently whirling wind, sometimes called a twister.

Ontario experiences 53% of all reported tornadoes in Canada, an average of 25 a year. While 90% of reported tornadoes are considered “weak”, a disastrous tornado can be expected somewhere in the province about once every four years.

Tornadoes usually occur during the warmest time of the day, between 1:00 p.m. and 8:00 p.m., and from about the beginning of April to the end of September.

Depending on the strength of the tornado, damage can be minor, bent T.V. aerial, blown out windows, and damage to weak structures such as barns and sheds. A severe tornado, however, can totally level the most solidly built structures.

Winter Storms

Severe winter storms, accompanied by winds, blowing or falling snow, and low temperatures, must be treated with caution. White-outs can create very dangerous driving conditions, and can start suddenly.

Winds and icing can also cause power failure, which may last some time.

You should also keep an adequate supply of food on hand.

You should try to remain inside during severe winter storms. If you must go out, dress warmly. If you must move between your house and out of buildings, tie one end of a rope securely to a doorknob or other marker at each building you must visit. Hold tightly to this line when you walk. Blowing snow can cause you to lose your way, even on familiar ground.

1.6 **Resource Materials** - continued

**(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES - continued
Winter Storms - continued**

If you must travel under winter conditions, your vehicle should contain a winter storm kit. This should include a shovel, sand, tow-chain, flashlight, warning light or flares, extra clothing and footwear, an emergency food pack, matches, maps, a candle in a deep can, and de-icing material for fuel lines and the windshield.

Drive with caution, and if necessary turn back or seek refuge. Try to keep to main roads, and make sure you have an adequate amount of gasoline in your tank.

If you become trapped on the road, do not panic. Avoid over-exertion and exposure; shovelling and bitter cold can kill you. Stay in your car; you will not get lost and you will have shelter.

Keep some fresh air in the car or bus and run your motor sparingly, ensuring that exhaust fumes do not enter the car or bus.

Be sure to exercise your limbs, hands and feet vigorously, and not to fall asleep. Keep watch for other traffic which may be able to help you, or for searchers.

After the Storm or Tornado

Special dangers may exist after a severe storm is over.

Loose or dangling electrical wires must be avoided; if on city or county property report them to local authorities; if on District School Board 11 property, then call Facility Services. Stay away from them. Also, report broken sewer and water mains.

Beware of dangling tree limbs, and of buildings which have been weakened by the storm and could collapse. Bridges may also be weakened.

Unless you are requested or qualified to give help, stay out of damaged areas.

Drive only if necessary, and stay out of the way of emergency vehicles and rescue workers.

Do not use the telephone except in a real emergency; leave lines open for official use.

1.6 Resource Materials - continued
(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES - continued
After the Storm or Tornado - continued

Keep tuned to your local radio or television station for information or instructions.

Floods

Flood threats to particular areas can usually be forecast by evaluation of rising water tables resulting from heavy rain or rapidly melting snow or ice.

Flash or sudden flooding, in which warning time is limited; can result from other causes such as violent storms or bursting of dams.

If you are in a bus during a severe storm, watch for flooding in low areas such as road underpasses.

If your school is flooded, you should shut off the electricity. Do not attempt to do so if the main switch is in a location that has already been flooded.

If conditions are wet around the switch box, stand on a dry board and use a dry stick to turn the switch off.

Flooded electrical equipment should be checked by a qualified electrician before being used again.

Special precautions should also be taken to safeguard electrical, gas, propane or oil heating equipment. If there is sufficient time, consult your supplier for recommended protective measures. If your heating equipment has been flooded, have it checked by Facility Services before you attempt to put it back into service.

Floods can result in contamination of water supplies. If water has a peculiar taste, colour or odour, purify it before drinking. This can be done by boiling, adding purification tablets, or chlorinating it with household bleach. If the latter is used, add one or two drops per litre of water, and let it stand for 30 minutes before drinking. If there is time, you should move furniture and appliances to upper floors.

If eaves troughs are connected to the sewer, they should be disconnected.

It is also helpful to remove the toilet bowl and plug basement sewer drains and toilet connections.

1.6 Resource Materials - continued

**(ii) “INCLEMENT WEATHER WARNING” GUIDELINES
SEVERE THUNDERSTORMS AND TORNADOES - continued
Floods - continued**

Some buildings can be protected by special equipment such as sandbags, but this should only be attempted with specific instructions from your local emergency officials of the municipality.

2.0 Emergency Preparedness

The Emergency Management Act recommends that Municipalities/Counties reach agreement with business and property owners in their communities, prior to an Emergency being declared by the Mayor or Reeve. Because schools represent a large facility owner in any community and accommodate approximately 20% of a community's population during the school day, it is quite common for Boards to receive requests for accommodation agreements.

The Thames Valley District School Board and the cities and counties it serves have entered into agreements for the emergency use of Board Facilities and equipment.

These agreements are for peacetime emergencies as defined under the Emergency Management Act (Ontario), as well as emergencies identified by the municipalities Emergency Operations Control Group.

All emergencies will result in one of the following actions being taken:

- A. School or portion thereof being used as a Receiving Centre.
- B. School being evacuated.
- C. School being secured, i.e. unable to be evacuated because of outside elements (Protect in Place).

Requests for shelter may be initiated several ways:

Police, Fire Department, Municipal/County Emergency Operations Group, may make a requests of the Principal, Board Administrator or Facility Services.

- A1 A request from neighbouring child care facilities, clubs or institutions for short term accommodation or assistance.
- A2 A request from a neighbour school's Principal.

2.0 Emergency Preparedness - continued

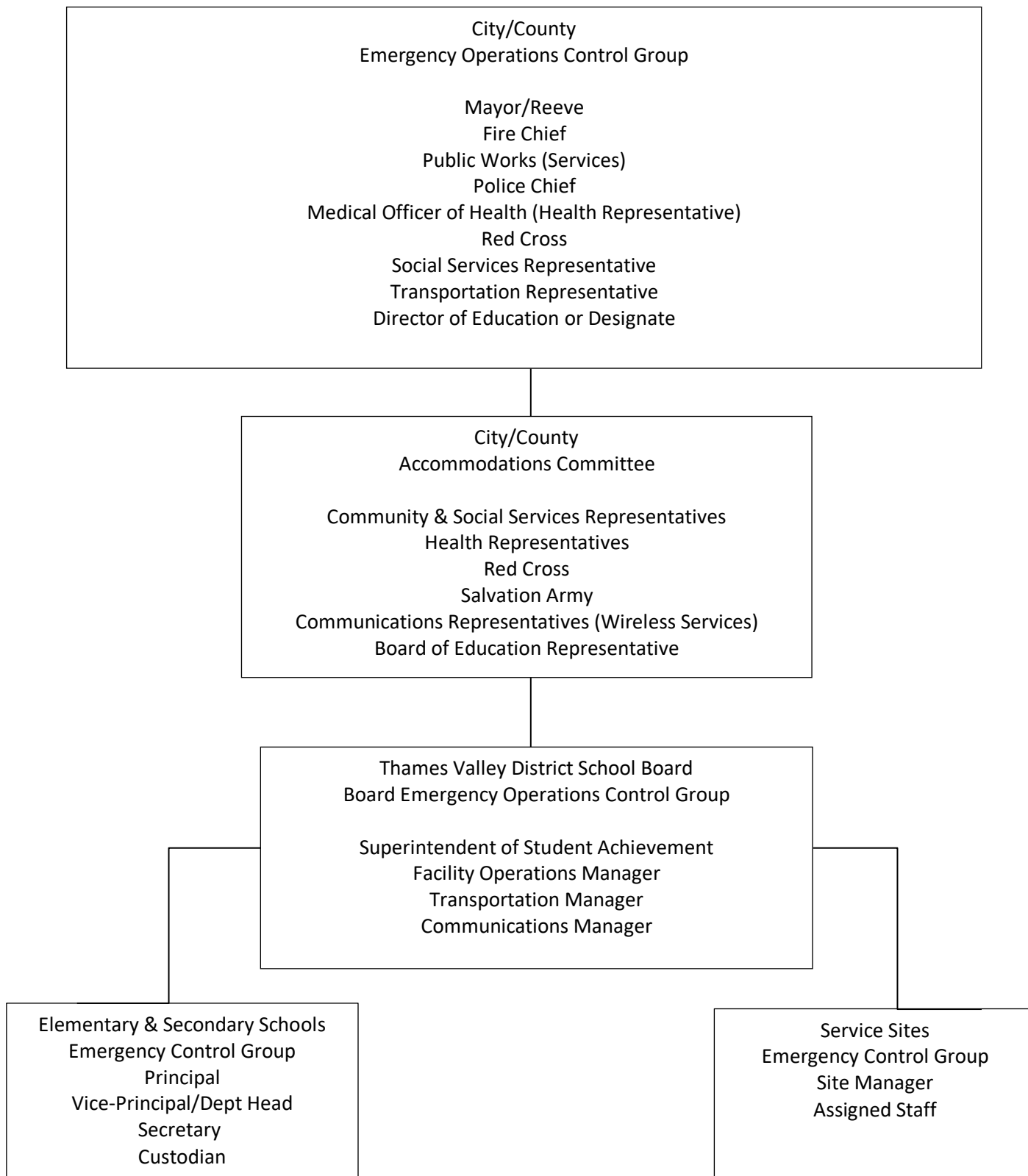
A3 A request from the Safety Specialist as part of the Municipal Emergency Operations Group.

In the past, people have arrived at our sites before authority can be given by the Associate Director of Learning Support Services, or in the event of an evening emergency, the Manager of Facility Services. Authority for public occupancy must be granted by the appropriate Superintendent/Manager in cases A and A2 above.

Our agreement with the Municipalities/Counties ensures that the building will remain in the control of the Thames Valley District School Board during an emergency.

(See School Accommodation Form in Electronic Forms on the Employee Portal)

Emergency Control Groups



2.1 **Receiving School Roles**

If you are receiving the public in an emergency declared by the City/County, in most cases the Red Cross will arrive ahead of evacuees to set up a receiving area. Receiving areas should be close to the receiving door and large enough to temporarily seat evacuees as well as provide space for the Red Cross Registration Area. If you are receiving the public during school hours, segregation of your students and evacuees should be maintained.

Security of Board Assets and Services will remain an issue during the emergency. Steps should be taken to ensure that board assets are secured and telephone, computer, and fax access is restricted.

A Receiving Team should be designated prior to receiving evacuees.

The team members should be identified by vests or colourful arm bands.

The following is a suggestion of team members and duties:

- Host Principal will co-ordinate and assign team duties at the school.
- Custodian is in charge of disembarkation, parking and pick-up, segregation of the evacuee area, security and hygiene.
- Secretary will co-ordinate/document communications.
- Teachers/Educational Assistants will be in charge of monitoring and assisting.
- Students may serve as runners.

NOTE: The **Principal of the Receiving School has authority** and responsibility for all staff and students who are on site. If the Principal of the Receiving School is absent, **the Vice-Principal of the Receiving School assumes this authority.**

The Principal of the Evacuating School will assume this authority only if the above two are not available.

(See Request for Shelter Form in the Employee Portal on Electronic Forms)

2.1 Receiving School Roles - continued

2.1.1 Receiving School Preparation Considerations:

As a Receiving School you may have to consider the following, dependent on the duration of the emergency.

- A plan for Parking and Transportation.
- Control and segregation of Regular Students.
- Communication: Schools have historically been used by communities in emergency situations. After a train derailment in Mississauga schools received extremely high telephone bills because evacuees, accommodated in the schools had contacted friends and family using school telephones. School telephones also became very busy with incoming calls making contact with the Board Offices and support personnel virtually impossible.
- Segregated washroom facilities and sanitary conditions.
- Nursery care of infants and toddlers.
- Kitchen Facilities: The Red Cross will generally set up refreshments in evacuee area but may require some kitchen facilities for water, cleaning, bottle warming, etc.
- First Aid Facilities: Dependent on the nature of the emergency, evacuees may be injured, in shock, or have a condition which requires a first aid facility.
- The Press may have to be accommodated at the site. The movements of the press are to be co-ordinated by the Principal of the Receiving School with due consideration to the privacy of evacuees and the student population.
- Handicapped care and facilities, as well as safety for the medically fragile.
- Details of all communications and matters that arise during the entire time the school is being used for evacuation need to be logged and records maintained.
- Security becomes an issue when unsupervised public is received. The security of the building and the rooms within that building need to be monitored. The Principal and Custodian should discuss the building security with regard to fire safety as well as personal safety.

2.1 **Receiving School Roles - continued**

2.1.2 **Receiving School Kits**

In your preparation phase it is suggested that a Receiving School Kit be developed. This kit will include information and resources for your school's EOC members, Staff, and those individuals that are being evacuated to your school.

An Emergency Receiving Kit should include:

Item	Distribution
Your school's Receiving Plan	EOC Members
Individual Participant Kit, i.e. directions, roles and function in the event of an emergency	EOC Members
Instructions for special requirements, i.e. receiving the handicapped, medically fragile, animals	EOC Members
Instructions for infant/day care requirements	Evacuated Persons
Copies of small scale drawings indicating reception routes, entrances, reception areas and washrooms designated for evacuees	Evacuated Persons
Copies of small scale drawings indicating fire routes and exits	Evacuated Persons
Copies of small scale drawings indicating shut offs for gas/ventilation, i.e. air/heat handling systems	EOC Members
Copies of small scale drawings indicating emergency facilities, i.e. first aid room, kits, stretcher, etc.	EOC Members and Evacuated Representative
List of staff names and functions	EOC Members
Receiving staff identification, i.e. vests, signs, etc.	EOC Members
Copies of a preparation check list	EOC Members
Supply of paper, pencils and erasers	EOC members
Rules of receiving school, i.e. smoking, designated areas, interaction with students, etc.	Evacuated persons

(See Receiving School EOC Form and Receiving School Log available in Electronic Forms on the Employee Portal)

2.2 Emergency Evacuating Plan

The nature of the emergency will dictate the extent of your response and the number of people you will require on your Response Team.

If your school is being evacuated because of a mechanical problem within the school which does not directly affect the surrounding community, arrangements for transportation and accommodation can be arranged quickly and efficiently with Board transportation personnel and the Principal of a Receiving School. As more areas are affected the more complicated the procedure becomes. As families become separated transportation is more in demand and your staff and students become more concerned with the safety of their own family.

Your prime concern when evacuating a school is the safety and security of students. If you are evacuating a school in an emergency which threatens large portions of the community you will have two added pressures.

- Parents will attempt to pick up their children, impeding your evacuation by clogging transportation routes.
- Your staff will become concerned for the safety of their families. Planners have discussed abandonment in several recent Canadian emergencies and have found that it is not likely to occur when persons involved are kept informed and updated on community activities.

When contacting a Receiving School to prepare for your arrival, you will be asked for details on the nature and extent of your emergency.

It is imperative that the public be kept informed of the steps which will be taken to ensure the safety of the children. Once the decision has been made to evacuate a school a telephone call is to be placed to the Superintendent of Student Achievement. This line will not be closed and will be monitored until the last person, the Principal, leaves the school.

You will need an emergency response team to ensure the safety of staff and students during your evacuation. We suggest your Custodian and Secretary be part of this team.

NOTE: When considering evacuation of your school to another site the first consideration is to be another Thames Valley District School Board Facility. If this is not possible Emergency Evacuation Agreements will need to be signed between the Director of the Thames Valley District School Board and the equivalent position for the organization to which you are evacuating to.

(See Request for Shelter Forms in Electronic Forms on the Employee Portal)

2.2 Emergency Evacuating Plan - continued

2.2.1 Emergency Evacuation Plan Considerations:

As you plan for any potential evacuation of your school you may have to consider the following, dependent on the urgency of the emergency:

2.2.2 Transportation Arrangements:

The pick-up and drop-off areas for all staff and students with special consideration for those with special needs. It may be necessary to load some special needs students into vehicles by physically lifting them. Be advised, that depending on the nature of the emergency of the evacuation, some parents and/or guardians may try to pick up students. If this is allowed to occur it must be documented who picked up the student, the name of the student, and the time which the student was picked up.

2.2.3 Classroom Evacuation:

If time permits students should be evacuated one classroom at a time to the waiting transportation. This will allow for proper supervision, orderly departure, and will also allow for proper attendance counts.

2.2.4 Student Attendance Sheets:

The most recent attendance sheets and records must be taken for accurate head counts. Do not forget to take records for any students that may have been dropped off after opening attendance or any student that has left early. Extra blank copies will help keep attendance tracking after you arrive at the receiving location.

2.2.5 Other Attendance:

Do not forget to take into account the whereabouts of staff and volunteers.

Medications, dispensing logs, and instructions must accompany any evacuated students and continue to be taken under the protocols laid out in the Thames Valley District School Board's Policy. Do not forget to take extra blank logs for each student in the event of an extended evacuation.

The Building must be secured and properly shut down.

2.2.6 Door and Phone Notice:

A notice should be posted on the school door to inform parents of the evacuation site and the pick-up procedure. If the school is equipped with an automated message the message should be changed as well.

2.2 Emergency Evacuating Plan - continued

2.2.7 Co-Ordination with Board Office:

Ongoing contact must be made with the Education Centre in order to maintain communications with the public and to plan for additional measures that may be needed.

2.2.8 Documentation:

Details of all communications and matters that arise during the entire time of the evacuation need to be logged and records maintained.

(See Evacuation School Form and Evacuating School Log in Electronic Forms on the Employee Portal)

2.2.9 Basic Evacuation Kit:

In the final planning stages of your school's Emergency Evacuation Plan a basic evacuation kit should be prepared for quick removal and reference.

This kit should include, but is not limited to:

- Your school's evacuation plan including emergency roles and duties;
- Instructions for special requirements, i.e. wheelchairs, special needs (physical & medical);
- Medications log and extra blank forms;
- Copies of small scale school drawings indicating evacuation routes, exits and pick- up points;
- List of staff names and responsibilities;
- Listing of telephone numbers:
 - Board Office
 - Students
 - Staff
- Copy of attendance form and blank forms;
- Supply of paper and pencils.

2.3 Incidents of Violence

Refer to Thames Valley District School Board's Safe Schools Policy, Procedure, and Protocols.

2.4 Industrial Emergencies

2.4.1 Dangerous Chemicals:

Industrial or transportation accidents may result in the release of hazardous fumes or an explosion. Police and fire personnel, along with some municipal workers, are trained to deal with the various dangerous goods which may be spilled. Report any such incidents to them immediately. Stay away from the spill and be prepared to evacuate immediately. If there is an accident of this sort in your area tune to a local radio or television station for information or instruction. Do not use the telephone unless it is imperative. If it is necessary to evacuate quickly notification will be given to the affected area by police siren, loud hailer or by emergency workers going from door to door.

(See Place and Shelter Form in Electronic Forms on the Employee Portal)

2.4.2 Vehicular Chemical Spills:

This procedure is to be followed when there is a chemical spill or traffic mishap involving vehicles carrying toxic chemical (within 100 yards of a school).

Overview

When a vehicle carrying chemicals is involved in a traffic mishap, there are two areas of concern:

- If the product is flammable, a spark may ignite the load resulting in an explosion which in some instances may travel several hundred yards.
- Escaping chemical fumes may travel upwind or lodge themselves (if heavier than air) in low lying areas, posing serious inhalation problems.

It is difficult to provide a policy which will cover all situations due to the variety of chemical characteristics. The following procedure is general in nature and is to be used when Fire Protection and Police authorities are not available for guidance.

Procedure

- a. Move all students from classrooms below ground level to higher level classrooms.
- b. Shut down the ventilation system intakes and exhausts.

2.4 Industrial Emergencies - continued

2.4.2 Vehicular Chemical Spills:- continued

Procedure - continued

- c. Telephone 911 (9-911) to ensure the incident has been reported to authorities. Ask the nature of the hazard. You will, in all likelihood, be put onto the fire department for this information:
 - if the mishap is in close proximity to the school;
 - if there is any noticeable leakage of gas/fumes;
 - if the load is placarded as being flammable.
- d. Remove the staff and students to higher ground 3 - 4 blocks away from the mishap, traveling upwind and not traveling in low ground areas. Ensure your evacuation does not congest traffic lanes or emergency vehicle access to the site.

3.0 Fire Safety Plan

This document has been prepared to incorporate all the necessary information and documentation to assist all facilities within the Thames Valley District School Board in preparation or response to Fire Safety.

This document is required by the Ontario Fire Code and is to be kept readily available on the site by the Principal/Building Manager and made available to Fire Officials on request or in case of an emergency.

A written, tested and approved Fire Safety Plan helps to ensure the effective utilization of life safety features in a building. The required Fire Safety Plan should be designed to suit the resources of each individual building or school.

Fire Safety Plans are intended to help the Principal / Building Manager with the essentials for the safety of all occupants, to ensure an orderly evacuation in case of an emergency and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building. A school or facilities Fire Safety Plan must be submitted to the local fire department for approval and fire department use.

The Fire Code, Ontario Regulation is a provincial regulation made under the authority of the Fire Marshals Act. R.S.O., 1997. This Code requires the owner of a building to be responsible for carrying out the provisions of the Fire Code and defines "owner" as any person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property. Consequently the owner may be anyone or a combination of parties, including the principal, facility managers or tenants who have been charged with, or assumed the responsibility for, a building or portion of a building.

NOTE: The Building and Occupant Information section must accompany this Fire Safety Plan to comply with the Fire Code

3.1 Instructions To Occupants On Fire Procedures

In case of fire, Staff WILL:

- Sound the alarm;
- Ensure the safe evacuation of students;
- Close all windows and doors as you leave the area;
- Use exit stairwells to leave the building immediately;
- Gather in a prearranged area away from the building;
- Take a roll call to ensure all students and staff have been evacuated.

DO NOT USE ELEVATORS

All occupants must be able to quickly and safely leave any area in which they are threatened by fire. The most desirable solution for physically challenged is to be able to evacuate the building without assistance.

Occupants requiring evacuation assistance may be temporarily held in defined refuge areas. The refuge areas must be identified in your Fire Safety Plan and evacuation methods clearly articulated to individuals providing assistance. During a fire drill or alarm, these individuals should be removed to the staging area. In the case of a partial evacuation of a school, these individuals should also be moved to the staging area.

Form 3.4 Approved Areas of Refuge (available in Electronic forms on the Employee Portal):

- a. Designates approved areas of refuge for each student and must be included in the Fire Safety Plan.
- b. Identifies the areas of refuge within the school that have been approved and signed off by the Principal and the Fire Inspector, or their designate.

DO NOT RETURN TO THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL

If you are in an internal room and a fire alarm is heard:

1. Before opening the door, feel the door and the door knob for heat. If it is not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, close the door behind you and leave by the nearest exit stairwell.
3. If you encounter smoke in the corridor or stairwell consider taking a corridor to the other side of the building where another stairwell may be clear.

3.1 Instructions To Occupants On Fire Procedures - continued

4. If you cannot leave your room or have returned to it because of fire or heavy smoke, remain in your room and:
 - close the door;
 - ensure the door is unlocked for possible entry of fire fighters;
 - telephone emergency number (911 or 9-911) telling the fire department where you are. If there is no phone, use the intercom or shouting to attract attention;
 - seal all cracks where smoke can get in by using wet articles to seal door cracks, ventilation grills;
 - crouch low to the floor if smoke enters the room;
 - move to the most protected room or area of the room and partially open the window if any for air; close the window if smoke comes in;
 - wait to be rescued, remain calm do not panic; and
 - listen for instructions or information that may be given by authorized personnel over a loudspeaker.

3.2 Fire Extinguishment/Control/Confinement

If a small fire cannot be extinguished with the use of one portable fire extinguisher, or the smoke presents a hazard to the room occupants, the room should be evacuated and the door to the area closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and evacuate the building.

In the event a small fire is determined to be extinguishable, make sure the following steps are taken in sequence:

1. Activate the fire alarm system.
2. Call 911 "(9-911)", even if auto signaling provisions to an alarm company or facility services are in place.
3. Attempt to extinguish the fire while keeping yourself between the fire and the nearest exit door.

3.3 Fire Hazards

To avoid fire hazards in the building, staff and students are advised:

1. Not to put burning or hot materials or ashes into garbage containers.
2. Do not dispose of flammable liquids, oily rags or aerosol cans in classroom/office containers. The Custodian can advise of appropriate disposal for these items.

3.3 Fire Hazards - continued

3. Avoid unsafe practices when using heat or flame, never leave an open flame or heating source unattended.
4. When working with heat or flame, ensure loose and dangling clothing is contained and surrounding area is clear of combustibles.
5. Do not store combustibles, including recycling materials in stairwells or hallways.
6. Do not store or stage materials at exits (i.e., doorways).
7. Halls are not work or storage areas and must be kept clear at all times.
8. Do not hang items from the ceilings.
9. Limit the combustible coverage of walls to under 20% of the total wall space.

Building occupants are advised to:

1. Know where the alarm pull stations and the exits are located.
2. Know the procedure for calling the fire department.
3. Know the correct building address.
4. Ensure you are familiar with the procedure for evacuating students, including students who require assistance to evacuate the building.
5. Know your prearranged evacuation spot.

3.4 Fire Alarms

Where school buildings are occupied by students in instructional programs supervised by a school Principal or designate, the school Principal or designate should telephone the Fire Department immediately in case of fire or fire alarm.

All alarms are to be treated as real. False alarms must be investigated and verified by the Principal/custodian or designate, before a return to the building is announced, or the alarm is discontinued.

When buildings are in use by other groups and the Principal is not on duty, it will be the responsibility of the Principal's designate to carry out the foregoing procedure.

3.4 Fire Alarms - continued

If fire is detected, the following procedures must be followed:

1. Ensure that the fire alarm has been activated.
2. Notify the fire department and Facility Services of the emergency.
3. Bring the elevator to the ground floor and lock it.
4. Supervise the evacuation of building occupants. Emergency voice communication systems should be used where available.
5. Upon the arrival of the fire department, inform the fire officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.
6. Have a copy of the Boards Emergency Procedures/Fire Safety Plan and provide access and vital information to fire fighters (i.e. master keys for rooms, elevators, etc.).
7. Provide a list of locations of disabled persons to fire fighters.
8. Ensure the alarm system is not silenced until the fire department has responded and the cause of the fire has been investigated.

3.5 Supervisory Staff Duties

At all times, the Supervisory Staff identified in the Fire Plan or other persons so assigned are responsible for the following:

1. Ensuring that the doors to stairways are kept closed at all times.
2. Ensure that stairways, landings, hallways, passageways, and exits, inside and outside, are clear of any obstructions at all times.
3. Ensure that combustible materials are not accumulated in any part of a stairway, fire escape or other means of egress, or near elevator and ventilation shafts.
4. Ensure that combustible waste materials do not accumulate in locations that may constitute a fire hazard.
5. Promptly remove all combustible waste from the building.
6. Keep access roadways, fire routes, fire hydrants, and standpipe connections clear and accessible for fire department use.

3.5 Supervisory Staff Duties - continued

7. Have a working knowledge of the fire alarm system and how it is reset.
8. Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
9. In case of any shutdown of the fire protection system, notify the fire department and designate a staff member to patrol the hallways once every hour.
10. Arrange for an alternate person to be responsible for your duties in the event of your absence.
11. Conduct and log fire drills (available in Electronic Forms on the Employee Portal).
12. Update the Boards Emergency Procedures/Fire Safety Plan every September and as necessary.
13. Ensure persons using the building after hours are informed of the buildings fire procedures and emergency signaling.
14. Clearly identify a secondary fire evacuation route from each room in the building and post an approved evacuation sign.

The Principal/Building Manager has many responsibilities related to fire safety and must ensure that the following measures are incorporated in the Fire Safety Plan:

1. Establish emergency procedures.
2. Appoint and organize supervisory staff to carry out fire safety duties.
3. Instruct supervisory staff and other occupants to ensure they are aware of their fire safety responsibilities.
4. Conduct and log fire drills.
5. Controlling of fire hazards in the building.
6. Maintain the building facilities to ensure the safety of occupants.
7. Provide for a fire watch during a shutdown of fire protection equipment.
8. Ensure that checks, inspections, and testing, as required by the Fire Code, are completed on schedule and that records are retained.

3.5 Supervisory Staff Duties - continued

1. Notify the Chief Fire Official regarding any changes in the Fire Safety Plan.
2. Be in complete charge of the approved Fire Safety Plan. and the specific responsibilities of the personnel.
3. Designate and train sufficient staff to ensure the success of the Fire Safety Plan.
4. Educate and train all building personnel and occupants in the use of the existing fire equipment, and in the actions to be taken under the approved Fire Safety Plan.
5. Survey the building to determine the number of exits available from each floor area.
6. Where floor layouts are complex, prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in case of an evacuation.
7. Ensure that the schematics' diagrams include the items outlined in Section 4.1.

3.6 Fire Drills

The purpose of a fire drill is to ensure that the occupants of a building are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of the exits. Participation in the drill is mandatory for all building occupants, including any visitors or volunteers in the building at the time of the drill.

Ideally, fire drills should begin with practices on each floor or area. A voice communication system should be used where available.

Advance notice to staff of a drill date and time is recommended.

In order to avoid unnecessary response by the Fire Department, the Principal or designate is required to notify the monitoring service or appropriate Fire Department at least 15 minutes prior to a drill. At the conclusion of the drill, the Principal or designate will ensure that all fire systems and monitors are enabled.

Records of the drill will include date, time, evacuation times (i.e., total evacuation - 2 minutes), problems and notations. Following the fire drill, a debriefing meeting of the Supervisory Staff is to occur with the details of the meeting noted on the log. Principals may choose to debrief students following the drill.

Fire drill logs must be retained and accessible for the current and the previous school year (available in Electronic Forms on the Employee Portal).

3.6 **Fire Drills** - continued

3.6.1 **Frequency of Fire Drills**

Total Evacuation School Fire Drills:

- must be held **three** times in the **fall term** and **three** times in the **spring term**, for a total of **six times in a school year**.

Daycare Centre Fire Drills:

- shall be held **monthly**.

Non-School TVDSB Facilities Fire Drills:

- must be held **annually**.

3.6.2 **Log of Fire Drills**

Total evacuation school fire drills must be held three times in the fall term and three times in the spring term for a total of six times in a school year. A log must be completed following each fire drill and each log is to be retained for three years (available in Electronic Forms on the Employee Portal). “Log of Fire Drills”

3.7 **Maintenance Procedures for Fire Protection Systems**

The Fire Code contains a listing of the frequency for inspection of fire protection equipment and systems. It is also stated in the Fire Code that records of all tests and corrective measures are retained at the building for a period of two years after they have been performed or after they have expired.

Following are lists of tests required under the fire code so that you may ensure that appropriate documentation is maintained on site.

Definitions for key words

Check	⇒	Visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.
Inspect	⇒	Physical examination, to determine that the device or system will perform in accordance with its intended operation or function.
Test	⇒	Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

3.7 Maintenance Procedures for Fire Protection Systems - continued

Portable Fire Extinguishers Reference should be made to the Fire Code, Section 6 for exact details			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Inspect all portable fire extinguishers	Monthly	D4030.1	Custodian
Portable fire extinguishers subject to maintenance	Annually	D4030.1	Contractor
Hydrostatically test carbon dioxide and water type extinguisher	Every 5 Yrs	D4090.2 D4030.1	Contractor
Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every 12 Yrs	D4030.11	Contractor
Recharge extinguishers after use or as indicated by inspection or maintenance	As required	D4030.1 D4030.11 D4090.2	Contractor

Emergency Power Systems			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Check all components of the system, operate the generator setting it at least 50% of its rated load for 30 minutes	Monthly	D5090.2 D5090.21	Custodian
Emergency Lighting-Batter Packs: Test unit operation, run for 30 minutes, check lights operating, verify the following day and log	Monthly	D5090.2	Custodian
Check air filters on emergency generators	Every 6 months	D5090.2	Custodian
Vacuum unit	Annually	D5090.2	Custodian
Inspect and service generator and generator set	Annually	D5090.2	Contractor
Check torque heads and valve adjustments for engines	Every 2 Years	D5090.2	Contractor
Check installation of generator windings	Every 5 Years	D5090.2	Contractor

3.7 Maintenance Procedures for Fire Protection Systems - continued

Fire Alarm Systems			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Check fire alarm A/C power lamp and trouble light	Daily	E1090.0	Custodian
Rotationally check pull stations, activate monitoring alarm check for signal to control facility, check for all activation of safety equipment.	Monthly	D5030.11	Custodian
Check all fire alarm components including standby power batteries	Monthly	D5030.11	Custodian
Test fire alarm system, including central alarm monitor.	Monthly	D5030.11	Custodian
Verify fire alarm system by certified fire alarm contractor acceptable to the Fire Marshal	Annually	D5030.11	Contractor

Service Equipment, Ducting, Chimneys			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Check range hoods, filters and ducts subject to accumulations of combustible deposits and clean as necessary	Weekly	D4090.4	Custodian
Check fire suppression system is operational	Monthly	D4090.4	Custodian
Inspect chimneys, flues and fluepipes and clean as necessary	Annually	B3020.21	Maintenance
Inspect disconnect switch for mechanical air conditioning and ventilation	Annually	D3050.4 D3040.11 D3050.51	Maintenance
Inspect controls for air handling systems used for venting	Annually	D3040.11	Maintenance
Clean and inspect range hood in cafeteria equipment	Bi-Annually	D4090.4	Contractor

3.7 Maintenance Procedures for Fire Protection Systems - continued

Standpipe and Hose Systems			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Inspect general condition of hose	Weekly	D4020.1	Custodian
Inspect hose cabinets to ensure hose position and that equipment is in place and operable	Monthly	D4020.1	Custodian
Inspect hose valves to ensure tightness and to ensure no water leakage	Annually	D4020.1	Contractor
Remove and repack hose and replace worn gaskets	Annually	D4020.1	Contractor
Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually	D4020.1	Contractor
Hydrostatically test standpipe systems piping which normally remains dry	Every 5 Years	D4020.2	Contractor
Inspect all fire hydrants and fire hydrant water flow	Annually	D4020.1	Contractor

Means of Egress			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Check all doors in fire separations to ensure they are closed	As Required		Custodian
Maintain exit signs and exit lights to ensure they are clear, legible and illuminated	As Required		Custodian
Maintain corridors free of obstructions	As Required		Custodian

3.7 Maintenance Procedures for Fire Protection Systems - continued

Sprinkler Systems			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Check that unsupervised sprinkler system control valves are open.	Weekly	D4010.1	Custodian
Check that the air pressure on dry pipe systems is being maintained.	Weekly	D4010.2	Custodian
Test sprinkler alarms using alarm test connection.	Monthly	D4010.1 D4010.2	Custodian
Test sprinkler supervisory transmitters and water flow devices.	Monthly	D4010.1	Custodian
Test gate valve supervisory switches and other sprinkler/fire protection system devices.	Monthly	D4010.1	Custodian
Check exposed sprinkler system pipe hangers.	Annually	D4010.1	Contractor
Check all sprinkler heads.	Annually	D4010.1	Contractor
Inspect dry pipe valve priming level.	Annually	D4010.2	Contractor
Remove plugs of caps on fire department connections and inspect for wear, rust or obstructions.	Annually	D4010.1 D4010.2	Contractor
Test water flow on wet sprinkler systems using most remote test connection.	Annually	D4010.1	Contractor
Trip test dry pipe trip system.	Annually	D4010.2	Contractor
Test flow of water supply using main drain.	Annually	D4010.1	Contractor
Check dry pipe valve rooms or enclosures during freezing weather.	Weekly (Nov-Apr)	D4010.2	Custodian

Fire Department Access			
Check/Inspect/Test	Frequency	PM Code	Responsibility
Ensure streets, yards and private roadways provided for fire department access are kept clear.	As Required		Custodian

3.8 Alternative Measures For Occupant Fire Safety

In the event of any shutdown of the fire protection equipment and systems or part thereof, the fire department will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

3.8.1 Fire Alarm Shutdown

In the event of a shutdown of the fire alarm system, the fire department will be notified and a notice will be posted on all floors. The notice will explain the extent and the duration of the shutdown. Notices will also be posted when the system is reactivated.

Building Occupants will be instructed to advise the fire department immediately via 911 (9-911) of any fire situation and to warn other occupants of the fire verbally.

3.8.2 Sprinkler or Standpipe Shutdown

In the event of a shutdown in sprinkler or standpipe systems, the fire department will be notified immediately. They must be informed of the extent and expected duration of the shutdown. They must also be informed immediately upon reactivation of the system.

NOTE: All shutdowns will be limited in duration and area. During the shutdown of fire protection equipment the Principal/Building Manager will provide personnel to patrol all unprotected areas every hour until such time as the system is again operational.

3.9 Fire Protection Measures

The following are descriptions of some of the fire protection measures and equipment which may be in your building:

3.9.1 Fire Alarm Systems

The purpose of a fire alarm system is to alert all the occupants of a building that a fire exists, so that such occupants may put into practice the measures required by the Fire Safety Plan.

All fire alarm systems shall be maintained in full operational condition.

A single stage system sounds a general alarm throughout the entire building.

A fire alarm may be activated by a manual pull station, by a heat detector, smoke detector, or a sprinkler head.

3.9 Fire Protection Measures - continued

3.9.2 Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors, or other means of egress provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

3.9.3 Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants, and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter. In addition, access into a building require consideration (i.e. With a key box, through preplanning, etc.).

3.9.4 Portable Extinguishers

Portable extinguishers are intended as a first response to cope with fires of limited size. The most common types of fire are:

1. Wood/paper
2. Flammable liquids
3. Electrical

Portable extinguishers are rated for the corresponding classes of fire.

3.9.5 Standpipe and Hose Systems

A standpipe system is an arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply which permits an adequate supply of water to the hose outlets.

3.9.6 Automatic Sprinkler Systems

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system is usually activated by heat from a fire and discharges water over the fire area.

3.9 Fire Protection Measures - continued

3.9.7 Water Supply - Rural Settings

The total water supplies required for fire-fighting purposes may be supplied from various sources such as a municipal water supply or storage tanks (elevated or underground), lakes, rivers, wells, swimming pools, or a combination of sources. Water supplies must be accessible to fire-fighting equipment and be within practical distances.

3.9.8 Fire Pumps

Fire pumps are used to ensure that the water required for fire-fighting and automatic sprinklers, standpipes, and hose systems are available.

3.9.9 Emergency Lighting

Emergency lighting ensures that exits, corridors, and common routes to exits are illuminated in the event of power loss.

3.9.10 Elevators

All elevators should be returned to and kept locked at street level in fire emergency situations.

4.0 BUILDING AND OCCUPANT INFORMATION

4.1 Schematic Diagrams

The following list of equipment or facilities must be shown on your schematics:

- Fire Alarm Panels
- Fire Alarm Annunciator Panels
- Emergency Voice Communications Centre
- Sprinkler Shut-Off Valves
- Fire Pumps
- Fire Department Siamese Connections
- Emergency Power Sources
- Boiler Rooms
- Electrical Rooms
- Compactor Room (garbage room)
- All Exits
- List all other major Fire Protection Equipment, if any (standpipe/gas shut-off valve)
- Location of Occupants Requiring Assistance
- Hazardous Materials & Chemical Storage Including Gas Manifold Rooms
- Storage Tanks
- Outdoor Flammable Storage
- Handicapped Refuge Areas

NOTE: Schematic diagrams of the basement, main level, and a typical floor ***must*** be included in the Fire Safety Plan.

4.0 BUILDING AND OCCUPANT INFORMATION - continued

4.2 Audit of Human Resources

An audit form is to be completed identifying the persons having responsibilities regarding evacuation in fire or emergency situations and retained in the school's Emergency Preparedness and Fire Safety Plan manual. This form is available in Electronic Forms on the Employee Portal.

4.3 Receiving School EOC Personnel

An audit form is to be completed identifying the persons at the receiving school having responsibilities regarding evacuation in fire or emergency situations and retained in the school's Emergency Preparedness and Fire Safety Plan manual. This form is available in Electronic Forms on the Employee Portal.

4.4 Individuals Who May Require Assistance in the Event of a Fire or Emergency

Individuals with disability-related needs—including students, employees, volunteers, or other regular occupants—who may require assistance during an emergency (e.g., fire, evacuation, lockdown, or medical incident) must have an Individual Emergency Response Plan completed and included in the site's Emergency Preparedness Files.

For individuals located in a multi-floor building who may require evacuation assistance from emergency responders, their information must be entered into the appropriate "Area of Refuge" section of the site's Fire Safety Plan.

Visitors, guests, or temporary staff must communicate any accessibility needs to their host upon arrival.

This process applies to individuals with either temporary or permanent needs affecting their capacity to respond independently during emergencies. These needs may include, but are not limited to:

- Physical, sensory, or cognitive disabilities
- Medical or mental health conditions
- Use of assistive devices or medications (e.g., EpiPens, glucose tablets)
- Communication or sensory processing differences

Procedural Requirements

- The Individual Emergency Response Plan is to be provided to all staff at hire and completed with their supervisor, as applicable.
- Approved forms are located in the Employee Portal > Electronic Forms and in the appendix of this procedure.
- Schools and departments must use Appendix A: Individual Emergency Response Plan. This form is to be stored:
 - In the Main Office Emergency Binder
 - In the Classroom Emergency Binder (where applicable)

- At central department locations, as determined by site leadership and shared with the emergency response team

Evacuation and Refuge Planning

- All building occupants must be able to quickly and safely exit areas of risk.
- Independent evacuation is the preferred solution wherever feasible.
- For individuals requiring assistance, designated refuge areas (for multi-floor locations) must be identified in the Fire Safety Plan and include:
- Clearly articulated evacuation procedures
- Assigned Emergency Assistance Network members
- Required staff training to support those assigned roles

Review and Training

- Plans must be reviewed annually or when:
- The individual's needs change
- There is a change in classroom, work location, or emergency personnel
- Training must be provided to designated support staff. All training and review dates must be recorded in the plan.

This process supports compliance with the Accessibility for Ontarians with Disabilities Act (AODA), fosters inclusive safety practices, and affirms the dignity and safety of all Thames Valley District School Board community members.

4.5 Approved Areas of Refuge

Areas of refuge must be approved in consultation with the Fire Department with the limitations as noted. A schematic for each location is to be attached. The Approved Areas of Refuge form is available in Electronic Forms on the Employee Portal. This form is to be completed and retained in the school's Emergency Preparedness and Fire Safety Plan manual.

4.6 Audit of Building Resources

An audit of building resources is to be completed and retained in the school's Emergency Preparedness and Fire Safety Plan manual. The form is available in Electronic Forms on the Employee Portal.

4.7 Emergency Use of Board Facilities/Accommodation Form

In the event of a major emergency or evacuation where the facilities of the school might be needed for housing evacuees, the Principal shall have on hand in printed form information about the school's facilities. The Emergency Use of Board Facilities/Accommodation form is available in Electronic Forms on the Employee Portal. This form is to be completed and retained in the school's Emergency Preparedness and Fire Safety Plan manual.

4.0 BUILDING AND OCCUPANT INFORMATION - continued

4.8 Disaster Probability By Group

Probability of disaster based on type of disaster is to be indicated on the form, *Disaster Probability by Group*, which is available in Electronic Forms in the Employee Portal.

This form provides likely, possible or unlikely classifications for three classifications:

- environmental and natural events;
- technological and industrial events;
- human and political events.

This form is to be completed and retained in the school's Emergency Preparedness and Fire Safety Plan manual.

5.0 FORMS

The following forms must be completed and retained at your location and within your Fire Safety Plan. All forms can be accessed through the Employee Portal under Electronic Forms.

- **Approved Areas of Refuge (article 3.4, 4.5)**
- **Audit of Building Resources (article 4.6)**
- **Audit of Human Resources (article 4.2)**
- **Disaster Probability by Group (article 4.8)**
- **Emergency Preparedness Plan and Fire Safety Plan**
- **Emergency Use of Board Facilities / Accommodation Form (article 4.7)**
- **Evacuating School Log (article 2.2.8)**
- **Evacuation School Form (article 2.2.8)**
- **Individual Medical Emergency Plan**
- **Log of Fire Drills (article 3.5, 3.68.2)**
- **Place and Shelter Form (article 2.4.1)**
- **Receiving School EOC Personnel (article 2.1.2, 4.3)**
- **Receiving School Log (article 2.1, 2.2)**
- **Request for Shelter Form (article 2.1, 2.2)**
- **School Accommodation Form (2.0)**
- **Individuals Who May Require Assistance in the Event of a Fire or Emergency (article 4.4)**