



WRDSB EMERGENCY PROCEDURES

Responsibility:	<i>Superintendent, Human Resource Services Controller, Facility Services Manager, Health, Safety & Security</i>
Legal References:	<i>Ontario Occupational Health and Safety Act (R.S.O. 1990)</i>
Related References:	<i>Administrative Procedure 3040 - Bomb Threat; Administrative Procedure 3050 - Fire Drills; Administrative Procedure 3020 - Flood Conditions; Administrative Procedure 3070 - Tornado Conditions; Administrative Procedure 3090 - Lockdown/Hold and Secure/Shelter in Place; HR-05-770 Accident Investigation Report</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations for responding to emergency situations and outline the plan of action that is to be followed in an emergency.

2. Emergency Definition

- 2.1 Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the lives and property of our society which, by their nature or magnitude, require a coordinated response by a number of agencies, both government and private, under the direction of the appropriate officials. This would include floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents (i.e., toxic gas leaks), electrical power blackouts, building or structural collapse, radiation fall-out, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

3. The Emergency Plan for the Waterloo Region District School Board

- 3.1 The Emergency Plan for the Waterloo Region District School Board is to be kept at each school site. Administrative Council members are to designate staff to maintain and review the system Emergency Plan. The Emergency Plan for the Waterloo Region District School Board is to be revised as necessary, and the Emergency Measures Fan-Out System is to be updated and issued annually by the Superintendent, Human Resource Services, or designate.

4. Emergency Communication System

- 4.1. Waterloo Region District School Board Emergency Situation Action Plan
 - 4.1.1 Incident Occurs
 - 4.1.2 Go to Administrative Services Procedures:
 - 4.1.2.1 Bomb Threat (AP 3040);
 - 4.1.2.2 Fire Drill (AP 3050);
 - 4.1.2.3 Flood Conditions (AP 3020);
 - 4.1.2.4 Tornado Conditions (AP 3070);
 - 4.1.2.5 Lockdown/Hold and Secure/Shelter in Place (AP 3090).
 - 4.1.3 Internal Procedures
 - 4.1.3.1 Each school and every Board service involved with this emergency plan shall prepare functional emergency procedures or guidelines outlining how that

- school/site or service will fulfill its responsibilities during an emergency. This should be contained in the School's Emergency Binder.
- 4.1.3.2 Each school principal and every Administrative Council member shall designate its staff to maintain and revise its own emergency procedures or guidelines.
- 4.1.4 Action Prior to Declaration of District Emergency
- 4.1.4.1 When an emergency exists, but has not yet been declared to exist, Board employees may take such action(s) under the Emergency Plan as may be necessary to protect the Board's staff, students and facilities.
- 4.1.4.2 Once a standard Instructional Services Emergency Procedure has been used and any of the following occur, the principal notifies the appropriate Superintendent and asks that an emergency be declared:
- major property damage;
 - multiple injuries;
 - loss of life;
 - long-term loss of utilities.
- 4.1.4.3 The Superintendent contacts the designate, who then calls out the District Emergency Control Group.
- 4.1.4.4 The Emergency Plan for the Waterloo Region District School Board begins to operate.
- 4.1.4.5 The Waterloo Region District School Board Emergency Measures Fan-Out is implemented.
- 4.2 Externally-Identified Emergency
- 4.2.1 The Waterloo Regional Police Service (519-653-7700) would notify Urgent Response.
- 4.2.2 Emergency messages received from other agencies (e.g., Grand River Conservation Authority) should be verified by Urgent Response (ext. 4123) or the Board's Answering Service (519-749-3838), with the Waterloo Regional Police, before notifying the Superintendent, Business Services & Treasurer of the Board.
- 4.2.3 Urgent Response would notify the Superintendent, Business Services & Treasurer of the Board, or designate.