



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name:** Emergency Preparedness  
**Section:** Educational Services

**Regulation Code:** ES-2.1.1  
**Policy Code Reference:** ES-2.1

Established: April 27, 2000

Revised or

Reviewed: May 28, 2009; February 27, 2014; May 25, 2023

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### 1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-2.1, Emergency Preparedness. It provides standards and procedures for developing, maintaining and implementing a school/site Emergency Response Plan.

### 2. DEFINITIONS

**Administrative Regulation**

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

**Board**

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

**Board of Trustees**

The elected governance branch of the Board.

**Emergency**

Any abnormal situation which endangers people, property, or the environment and which requires prompt action beyond normal procedures.

**Emergency Response Database**

A repository where Emergency Response Plans are stored.

**Emergency Response Plan**

A comprehensive plan that outlines the procedures to follow in the event of an emergency. This plan identifies essential school/Board staff and their roles and responsibilities.

**ERT**

Emergency Response Team

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Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

Ontario Fire Code

An Ontario Regulation under the Fire Protection and Prevention Act, 1997, that applies across Ontario and consists of a set of minimum requirements for fire safety within and around existing buildings and facilities.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

**3. APPLICATION**

This Administrative Regulation applies to all employees involved in the development, review, and practice of emergency procedures.

The Emergency Response Plan is not accessible to external stakeholders due to confidentiality.

**4. RESPONSIBILITY**

**4.1 Principal**

Each school year, the school principal or designate is responsible to review and update the Emergency Response Plan for the school, by September 30. In particular,

- 4.1.1 changes to members of the Staff Emergency Response Team,
- 4.1.2 changes to Emergency Telephone Numbers, and
- 4.1.3 updating the Pre-Emergency Planning sections for each incident type.

**4.2 Family of Schools Superintendent/Executive Officer, Facilities Services**

Each school year, the family of schools superintendent/Executive Officer, Facilities Services, or designate, will monitor to ensure that the updated Emergency Response Plan for their family of schools/Board site has been uploaded to the Emergency Response Database by September 30. The Emergency Response Plan should be reviewed to confirm that:

- 4.2.1 the school administrator names are correct on pages 1 and 3, for the current school year, and

4.2.2 the family of schools superintendent name and contact information are correct throughout the document.

### **4.3 Superintendent Responsible for School Operations**

Each school year, the Superintendent responsible for School Operations, or designate, will monitor to ensure that all plans have been uploaded to the Emergency Response Database and will maintain responsibility for this repository.

## **5. PROCEDURE**

### **5.1 School Emergency Response Plan**

Each school principal, or designate, will develop an emergency response plan. This plan will be reviewed and if necessary updated by September 30 each year and submitted by uploading to the Emergency Response Database.

5.1.1 It is suggested that a school-level committee be formed to develop and review school-level plans with consideration given to representation from all staff groups, as well as from students, parent(s)/guardian(s), and community members.

5.1.2 The principal shall establish a school Emergency Response Team (ERT). The school ERT is normally made up of the principal, head custodian, head secretary, school first aid providers and other staff as required.

5.1.3 A principal must hold at least six emergency drills per year.

5.1.4 The Board will be notified of an emergency as appropriate, by the appropriate family of schools superintendent or designate.

5.1.5 The Emergency Response Database, available as an application on KPR on the Web, provides an online directory of emergency contact information for each school. The principal shall review and update the Emergency Response Database by September 30 of each year.

5.1.6 The Board shall provide all existing emergency procedures, plans, and information, upon request by Board staff, in an accessible format or with appropriate communication supports in a timely manner.

### **5.2 Emergency Response Plan – School Responsibilities**

It is the responsibility of each principal to ensure that adequate preparations are made to respond in an organized, calm and expeditious manner in the event of a wide variety of emergency situations. No amount of preparation will guarantee an

adequate response but should provide reassurance to all involved that all sensible precautions have been taken.

As well, preventative action may prevent emergencies from occurring. Examples might include adequate yard duty, thorough maintenance of sump pumps and furnaces, awareness of staff and students of animals with high incidence of rabies, and knowledge of local dangers such as old wells or swollen creeks.

This administrative regulation is designed to facilitate the task of planning at the school level. It is not intended to restrict any preparations found to be helpful. Planning and recordkeeping should be kept as simple, similar and handy, as possible.

**5.3 Key Components of the Emergency Response Plan**

5.3.1 The school Emergency Response Plan shall include procedures and protocols to address the following emergencies:

- Accident - Bus/Vehicle
- Accident - Serious Injury
- Anaphylactic Shock
- Assaults/Fights
- Assaults/Sexual Assaults
- Bomb Threat
- Chemical/Hazardous Materials Accident
- Earthquake
- Fire
- Flood
- Gas Leak
- Intruder(s) - Non-violent
- Lockdown - Intruder(s) - Violent
- Missing Child/Kidnapping
- Severe Weather
- Utility Failure

5.3.2 The following types of evacuation procedures shall be included in the plan:

Evacuation	Type of Risk/Threat
1. Onsite school to yard	Fire/Bomb Threat/Gas Leak
2. Onsite yard to school	Environmental/Chemical/ Hazardous Material/Intruder/ Stray Animal

Evacuation	Type of Risk/Threat
3. Onsite classroom to classroom	Violent Intruder/Lockdown
4. Offsite evacuation	Chemical/Gas Leak/Fire/ Flood/Utilities Failure/ Nuclear Emergency
5. Offsite transportation	Bus/Vehicle Accident/Field Trip Accident

5.3.3 A template is available to assist in the development of the emergency response plan, which is available on KPR on the Web through the Emergency Database tile. Using this template, the principal will develop the school’s emergency response plan by September 30 each year and upload the plan to the Emergency Database application.

**5.4 School Emergency Evacuation Kit**

It is required that each school has:

- 5.4.1 a main office emergency kit containing items and information pertaining to the safety of all staff and students. Principals shall ensure that all office staff know the location of this kit.
- 5.4.2 individual classroom or homeroom kits containing items and information pertaining to that particular class. A subsection of the classroom kit can be used as a travel kit for trips.

The lists of suggested contents of the kits may need to be revised to reflect the individual needs and concerns of each school.

5.4.3 Contents of Main Office Kit

The main office kit will include:

- 5.4.3.1 a copy of the school’s Emergency Response Plan;
- 5.4.3.2 one current school staff directory, indicating the names of school staff members trained in first aid;
- 5.4.3.3 a list of staff members who are part of the Emergency Response Team;

- 5.4.3.4 recent lists of all students attending the school, including their parent(s)/guardian(s) telephone numbers and addresses, bus route numbers, medical problems, an emergency contact, and, if applicable, iodide pill information;
- 5.4.3.5 a floor plan of the school, showing all emergency exits (available from the Board's Facilities Services Department);
- 5.4.3.6 one battery-operated bullhorn;
- 5.4.3.7 one local street and zone map;
- 5.4.3.8 a list of assigned roles for school personnel;
- 5.4.3.9 lists of students who ride buses, including bus/route number;
- 5.4.3.10 first aid manual and kit, containing a list of staff members with valid first aid training;
- 5.4.3.11 Plans of Care forms and corresponding medications are to be placed in the kit upon notification of evacuation;
- 5.4.3.12 daily attendance record (where applicable); and
- 5.4.3.13 summary of information to be made public during an emergency, including the name of the Executive Officer, Corporate Affairs.

#### 5.4.4 Contents of Classroom Kit

The classroom kit should include:

- 5.4.4.1 a copy of the school's Emergency Response Plan,
- 5.4.4.2 sufficient white peel-off stickers to identify each student and adult in the class at the site of emergency – preprinted with names,
- 5.4.4.3 a list of assigned roles for school personnel,
- 5.4.4.4 the class list indicating the information in item 5.4.3.4 in the Main Office Kit,
- 5.4.4.5 the class list indicating attendance,

- 5.4.4.6 the floor plan of the school, showing all emergency exits,
- 5.4.4.7 paper, pens, pencils sufficient to supply all students, and
- 5.4.4.8 Plans of Care for students requiring medical care, including provisions for students with disabilities.

5.4.5 Contents of Travel Kit

The travel kit should include:

- 5.4.5.1 the names of all students and adults on trips identified by bus and/or driver indicating the bus company and driver's name,
- 5.4.5.2 signed Consent for Educational Travel forms, for each child, or Consent for Athletic Participation and Travel forms,
- 5.4.5.3 the destination and/or itinerary for out-of-classroom trips greater than one day, and
- 5.4.5.4 Plans of Care for each child on the trip and student medication(s), as required for individual students.

Note: One kit is to be taken on the trip and a copy of the travel information is to be left in the school office.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-8.5, Bus Accidents and Resulting Injuries](#)

[ES-1.1, Safe and Caring Schools](#)

[ES-1.5, Health and Medical Needs](#)

[ES-2.1, Emergency Preparedness](#)

[ES-3.6, Program Safety](#)

Administrative Regulations:

[BA-8.5.1, Bus Accidents and Resulting Injuries: Process](#)

[ES-1.1.8, Procedures in the Event of a Bomb Threat](#)

[ES-1.5.1, Health and Medical Needs](#)

[ES-1.5.1, Appendix A Plan of Care, Administration of Medication Log](#)

[ES-1.5.1, Appendix B Program Safety Guidelines for Concussions](#)

[ES-1.5.1, Appendix C Diabetes Management Protocol](#)

Procedural Documents (internal):

[Emergency Response Plan Template](#)

Nuclear Emergency Response Procedures

[Safety Guidelines for Out-of-Classroom Programs](#)

[Police/School Board Protocol \(2016\)](#)

Violence Threat Risk Assessment (VTRA)

## 7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Fire Protections and Prevention Act, 1997](#)

[Ontario Regulation 213/07: Fire Code, section 2.8](#)

[Ontario Regulation 298: Operation of Schools – General](#)