



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Emergency Preparedness
Section: Educational Services

Policy Code: ES-2.1

Established: April 27, 2000

Revised or

Reviewed: May 28, 2009; February 27, 2014; May 23, 2023

1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board recognizes the importance of maintaining school environments that are safe for employees to work. The Board further acknowledges that the safety of the student is of prime importance and all necessary steps will be taken to protect their welfare in an emergency situation.

2. OBJECTIVE

This policy formally establishes the Board's commitment to creating safe learning and working environments.

3. 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 situation. This plan identifies essential school/Board staff and their roles and responsibilities.

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.

4. APPLICATION

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

5. RESPONSIBILITY

The Board of Trustees is responsible for establishing and approving Board policies.

The superintendent responsible for school operations, or designate, is responsible for the guidelines and directives within this policy and related administrative regulation, in addition to the maintenance of the Emergency Response Database.

The family of schools superintendent and the Executive Officer of Facilities Services, or designate, are responsible to review the Emergency Preparedness Plan for each school or Board site.

The principal/manager of each school/site is responsible for the development and review of the Emergency Response Plan for their location.

6. POLICY

6.1 The Ontario Fire Code requires all boards to establish procedures that shall be followed in the event of fire and other emergencies that may develop on, or adjacent to, school property and to provide for drills in such procedures. All persons in a Board building must take part in emergency drills.

- 6.2 It is the responsibility of each school principal/manager to ensure adequate preparations are made to respond in an organized and expeditious manner in the event of an emergency situation. Therefore, an emergency response plan will be devised by each principal/manager, or designate, and be updated by September 30 each year and submitted to the family of schools superintendent and the Executive Officer of Facilities Services, by uploading to the Emergency Response Database.

7. 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-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](#)

[ES-2.1.1, Emergency Preparedness](#)

Procedural Documents:

[Emergency Response Plan Template](#)

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

Nuclear Emergency Response Procedures

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

[VTRA Stage 1 Quick Guide](#)

[VTRA Stage 2 Quick Guide](#)

8. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Fire Protections and Prevention Act](#)

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

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