

INSTRUCTION

Emergency Evacuation Procedures for Persons Requiring Specialized Assistance

1.0 Introduction:

- 1.1 The Ontario Fire Code, O.Reg 213/07, latest version, Division B, Part 2 Section 2.8 "Emergency Planning requires a fire safety plan for all schools. This plan shall include the emergency procedures for evacuating persons requiring assistance and must be approved by the Chief Fire Official or designate. This procedure complies with the Ontario Fire Code to provide safe egress for all students, including any requiring specialized provisions evacuate the school premises.

2.0 Procedure:

- 2.1 Principals shall devise a systematic evacuation plan such that the following are considered and, as necessary, incorporated into your plan.
- (a) Establish and maintain a "red binder" for Emergency Evacuation Procedures that will include floor plans, list each location of classrooms accommodating persons requiring assistance throughout the day, list the number of persons utilizing mobility aides (e.g. wheelchair) and staff assigned thereto, plus the type and location of any equipment used in the evacuation of these persons.
 - (b) Determine and post designated stairwell(s)/location(s) and secondary areas of refuge into the plan (as a temporary measure or in the event that total evacuation is not possible) if the following criteria are met for your school:
 - (i) stairwells have large enough landings to accommodate the maximum number of disabled students on a given floor throughout the day, without obstructing ambulatory students and are approved for use by your Fire Prevention Officer.
 - (ii) secondary areas of refuge provide adequate fire separation, protection from smoke, provide multiple opportunities to turn away from a fire and move to a safe area and are approved for use by your Fire Prevention Officer.
 - (iii) students are attended to by trained staff who have previously demonstrated the ability to evacuate individuals in a timely fashion.
 - (iv) staff are equipped with communication devices (walkie talkies) to maintain communication at all times
 - (c) Initiate procedures for regular fire drills, bearing in mind that all procedures must allow for every eventuality (practiced or actual).
 - (d) Initiate and maintain liaison with the Fire Prevention Officer in your school area. Before implementing your plan, ensure that the Fire Prevention Officer has had input into the plan has approved the Fire Safety Plan. The plan must be reviewed on a minimum cycle of every 12 months and if necessary, revised by September 30 and January 31 of each year if there are renovations to the school, changes in the number of persons requiring assistance or to any component of the plan. Revised plans must be approved by the Chief Fire Officer or designate.
 - (e) Principals shall provide their respective Fire Prevention Officer with comprehensive lists detailing the number of persons requiring evacuation assistance in their school. These lists shall be forwarded to the applicable Fire Prevention Officer as part of the submission of the school's Fire Safety Plan. Timing required: by September 30 of each year and an updated list by January 31 of each year or more frequently based on any changes to the site and plan. For convenience, Fire Department contact information is provided:

Ajax Fire Emergency Services	Headquarters Address: 900 Salem Road North Ajax, Ontario Mailing Address: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	(905) 683-7791 Option 2 Fire Prevention (905) 683-3050 Fire Alarm Testing
Brock Township Fire Department	1 Cameron Street East Cannington, ON L0E 1E0	(705) 426-7641 Beaverton (705) 432-2355: Headquarters (705) 878-6004: Chief Cell (705) 878-2571: Fire Prevention Officer Brock Township Office Bob Graham – Fire Chief
Oshawa Fire Services	199 Adelaide Ave. W. Oshawa, Ontario L1J 7B1	(905) 433-1238: HQ (905) 433-1236: Fire Prevention (905) 433-1234: Oshawa Dispatch
Pickering Fire Services	1616 Bayly St. Pickering, Ontario L1W 3N2	(905) 839-9968 Administration
Scugog Township Fire Department	30 Crandell St. Port Perry, Ontario L9L 1J6	(905) 985-2384 Fire Hall Administration.
Uxbridge Fire Department	17 Bascom St. Uxbridge, Ontario L0C 1K0	(905) 852-3393
Whitby Fire Department	111 McKinney Dr. Whitby, Ontario L1N 5R5	(905) 668-3313

- (f) The evacuation of students is the responsibility of administrators, teachers and educational assistants. Those involved in the evacuation of persons requiring assistance shall be specifically trained for such purpose.
- (g) Any equipment that may be needed to assist in the evacuation of persons requiring assistance may be recommended by the Occupational Therapist and/or Physiotherapists in consult with the DDSB team. These professionals can also provide training in its use. SEA equipment, including that for safety and mobility, is the property of the board and is assigned to individual students. Please assure that it moves with the student should they change schools or notify the Education Officer – Inclusive Student Services for reassignment of the equipment should the student leave the Board.
- (h) Staff are responsible and are covered by the Board for liability. For this reason, **volunteers, including those on student placements, are not to be included within evacuation plans** for individuals requiring assistance. However, this does not exclude Administration and first responders drawing support from

volunteers **in an emergency situation** as in such cases the student volunteers would also be covered by Board insurance.

- (i) A formal letter is to be sent annually to parents/caregivers of students requiring assistance during emergency evacuation. The letter should explain in general terms the overall plan (see Addendum 1: Sample Letter).

Appendix:

Appendix One: Sample Parent/Caregiver Letter

Effective Date

97-06-17

Amended/Reviewed

2006-02-08

2012-10-12

2019-11-25

ADDENDUM 1: SAMPLE LETTER

Date

Dear Parents/Caregivers

As part of the **Insert: School Name** fire safety plan, an evacuation procedure has been designed to accommodate the needs of persons requiring assistance. This plan has been approved by the Chief Fire Official.

The plan involves the use of administrators, teachers and educational assistants trained in proper lifting and transfer techniques, and where appropriate, use of equipment recommended by Occupational Therapists or Physiotherapists.

To minimize potential for injury due to evacuation, students requiring assistance may be taken to a safe, temporary refuge area as identified in the plan, with evacuation staff in constant communication with the school administration. Should evacuation prove necessary the staff will then complete the process following appropriate techniques previously demonstrated to the Fire Prevention Officer.

Principals will, annually, provide the Fire Prevention Officer in their school area with a list of persons requiring evacuation assistance who are regularly in the school (e.g., students and staff). This information will be kept in the school as well as within the electronic database shared between the DDSB and local fire departments for communication with responding crews.

These emergency evacuation procedures will ensure a safe exit from the school when needed. If you have any concerns or would like further discussion, please contact us at the school..

Principal – **INSERT: Principal Name**

c: Superintendent of Inclusive Student Services
Within master fire plan on site at the school