

SCHOOL OPERATIONS & EQUITABLE EDUCATION

911 - Emergency Response Guideline

1.0 Introduction

This guideline is intended to assist staff in the prompt response to situations which may threaten the safety of students, staff, parents and community members in the Durham District School Board.

Planning for emergencies and other critical incidents is essential. Principals are expected to work with their Safe and Accepting Schools Team to review safety data, including data collected by the Violence Risk Assessment Tool and School Climate/Well-Being Surveys, to revise their Safety Plan. The Emergency Response Guidelines should be included and adapted to support the Safety Plan. The Safety Plan should then be embedded into the School Improvement Plan, and thoroughly reviewed with school staff, and where appropriate, students and members of the School Community Council.

2.0 General Procedures

2.1 School Staff will:

- Review the information in the 9-1-1 Emergency Flipchart
- Adapt, implement and practice the protocols and procedures
- Ensure the safety of the students, staff, parents and community members
- Follow the predetermined plan for each emergency

2.2 Suggestions:

- Include expectations from the 9-1-1 Emergency Flipchart in your Staff Handbook and your Supply Teacher Handbook
- Post the 9-1-1 Emergency Flipchart in prominent areas within your School
- Inform students, staff, parents and community members of the importance of communicating potential safety issues to the office
- Ensure staff follow the supervision schedule, and are visible when on supervision
- Ensure Health and Safety representatives conduct the required Health and Safety inspections
- Ensure that staff and students practice one Lockdown, and one Hold and Secure during each school year

3.0 References

Refer to the following documents in order to support your Emergency Response Plan:

- Procedure: Checklist of Emergency, Operational and Personnel Procedure
 - (a) First Aid
 - (b) Fire Drill
 - (c) Fire Plan Update
 - (d) Emergency Closing
 - (e) Evacuation of Handicapped Students
 - (f) Nuclear Evacuation (See Emergency Preparedness Plan)
 - (g) Emergency Response Guidelines **including the designation of a school evacuation site**
 - (h) Anaphylaxis

- Procedure - Police/School Board Protocol
- Guidelines for Reporting Children in Need of Protection
- Threat Assessment
- Safe Schools Audit and Checklist
- Policy/Procedure/Regulation – Security and Safety
- C.F. – 09/10–014 Automated External Defibrillators (AED) Rollout Update
- C.F. – 004 School Climate/Well-Being Surveys, Violence Risk Assessment Tool and Safe and Accepting Schools Teams

Appendix:

Emergency 911 Booklet

Effective Date

2004-01-19

Amended/Reviewed

2006-08-09

2011-01-05

2017-02-01