

# 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; KTw ()-2 (e ( )5 (9r6;)-2 (1.)4 )T

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 updating the**

**Emergency Preparedness**

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 LBDC d-0.005 TDC d-0.005 TDC d-0.005 TDC d-0.0e0 T(n)2 (EMC 5 0 To4 )T

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

- 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

5.4.4.6 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 identify2-n (i)-2 (ps)-1 ( )5 (i)-2 (/P

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