



## **KENORA CATHOLIC DISTRICT SCHOOL BOARD**

### **100 General Administration Procedures**

#### **AP 106: Emergency Procedures**

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#### **1. Responsibilities**

- 1.1 Emergency procedures to be prepared by the principal of each school, approved by the Board and a copy of these procedures kept on file at the Catholic Education Centre.
- 1.2 Emergency procedures for other board facilities to be the responsibility of the director of education.

#### **2. Keys**

Keys used for board facilities must be accessible to the Catholic Education Centre. The keys must be kept current:  
for the schools, by the principal,  
for other facilities, by the Manager of Staff and Building Services.

#### **3. Student Information**

Each school office shall have the names of doctors, dentists and other similar information regarding pupils on file to be used in case of an emergency.

#### **4. First Aid**

Staff members in each school should have the opportunity to become skilled in the latest techniques of first aid and emergency treatment. A minimum of two qualified staff in each school shall hold current qualifications. A list of qualified staff members shall be posted in the staff room and each office.

## 5. School Emergencies

- 5.1 Instances which might occasion the removal of students from school, or result in the cancellation of a class or classes or in the closing of the school:
- 5.1.1 when the temperature in the building drops to a point where the health and comfort of the pupils is of concern;
  - 5.1.2 in the event of a water pipe break which cannot readily be cleaned up;
  - 5.1.3 in the event of a serious malfunction of the sewage system, including a water supply failure, so that toilets do not function, and a health hazard could exist,
  - 5.1.4 in the event of a fire in the building;
  - 5.1.5 in the event of adverse or impending adverse weather conditions, e.g. freezing rain, blizzard conditions, etc.
  - 5.1.6 any other damage, upset or abnormal occurrence which in any way interferes with or threatens the well-being of the children.

### 5.2 Procedures

- 5.2.1 **Children are at school or en route (a problem appears to be of short duration).**
- 5.2.1.1 If the school is usable as a holding area, arrangements will be made to use a safe part of the building while arrangements are made to return children home.
  - 5.2.1.2 If the school is not usable, students will be taken to another school, or public/private hall, or assembly area while arrangements are made for their return home.
  - 5.2.1.3 Any students who are not sent home in 1 or 2 above will be supervised, and instructed, until regular bus or dismissal time.
- 5.2.2 **Children are at school (a problem possibly of a duration longer than that day).**
- 5.2.2.1 If the school is usable as a holding area, arrangements will be made to use a safe part of the building while arrangements are made to return children home.

- 5.2.2.2 If the school is not usable, students will be taken to another school, or public/private hall, or assembly area while arrangements are made for their return home.
- 5.2.2.3 Any students who are not sent home in 1 or 2 above will be supervised, and instructed, until regular bus or dismissal time.
- 5.2.2.4 Advisory to parents that the children should stay home until further notice. Notice can be given to parents via the media.
- 5.2.3 **Children not at school (problem possibly of short duration).**
- 5.2.3.1 Announcement will be made over the radio and if time allows, in the paper that school will be closed on a specific day or days.
- 5.2.3.2 In the event that the message is not received by certain parents or guardians someone will be named to attend at the school in order to receive any pupils who may arrive. Procedures 1,2 and 3 of A will be followed.
- 5.2.4 **Children are not at school (the problem appears to be of long duration).**
- 5.2.4.1 Announcement will be made over the radio and if time allows, in the paper that school will be closed on a specific day or days.
- 5.2.4.2 In the event that the message is not received by certain parents or guardians someone will be named to attend at the school in order to receive any pupils
- 5.2.4.3 Parents will be advised by the media as soon as possible regarding arrangements.
- 5.2.5 **Emergency Holding Areas**
- Saint Thomas Aquinas High School**
- Pope John Paul II School
  - École Ste-Marguerite Bourgeoys
- Ecole Ste-Marguerite Bourgeoys**
- Pope John Paul II School
  - St. Thomas Aquinas High School
- Pope John Paul II**
- St. Thomas Aquinas High School
  - École Ste-Marguerite Bourgeoys

**St. Louis School**

- St. Louis Parish Hall

**The Campus Complex (STA, SMB, PJP)**

- Armories: 468-6749
- Calvary Pentecostal Church: 548-2000
- Beaver Brae Secondary School: 468-6401

**6. Children on out of town school trips**

From time to time, it may happen that an out of town school trip, once started, encounters an emergency which could delay the return home.

- 6.1 In all cases, the first concern must be the safety and welfare of the students. The length of the delay and the related costs are of secondary importance.
- 6.2 In all cases of a delay, the principal is to be informed immediately. Parents are to be informed as soon as possible. To this end, a list of all students on the trip is to be posted in the main office of the school before the trip commences.
- 6.3 The trip is to be delayed until it is considered safe to travel. In the event of mechanical breakdown, the teacher may arrange alternative travel arrangements.
- 6.4 If the delay requires unscheduled overnight stay, the board is to assume 60% of any additional costs of the food and accommodation. The remaining 40% of the cost will be shared between parents and the school.

**Legal Reference:**

Education Act S. 265 (1) (j) Duties of Principals: Care of Pupils and Property  
Ontario Regulation 298 S. 20 (g) Duties of Teachers: Safety Procedures

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