



Administrative Policy and Procedures Emergency Plans and Procedures

Original Document 1 of 17	Approval Date 2022	Review Date 2025
Contact Person/Department Principal/ Facilities Manager	Identification AP3040	Area of Focus: School Operations

Rationale

InnovOak Private School is committed to supporting the welfare of its employees, students, volunteers, visitors and guests to the premises. The purpose of this emergency response plan is to ensure safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This plan has been created to address in a coordinated and systematic manner all types of emergencies affecting the school.

This plan establishes processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the plan in the event of an emergency or catastrophe. The guidelines shown in this plan are intended to keep the school employees prepared if premises or facilities become unsafe.

Definitions

Emergency: For the purposes of this plan, an instance or combination of instances of unsafe conditions that pose a threat to people or property, and include instances of fire or smoke; natural disaster or severe weather; chemical, biological or radiological incidents; and structural failures.

Fire or smoke: Any blaze (fire) of combustible materials causing danger of burns from fire or suffocation or choking from smoke inhalation. This can also include fires nearby where there is a clear danger of the fire spreading to or causing the air to become un-breathable due to smoke.

Natural disaster or severe weather: Any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornadoes, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disaster may also include excessive periods of intensely cold weather, or excessive periods of intensely hot or humid weather.

Chemical, biological, or radiological incidents: This may include a release of toxic chemicals or other dangerous agents within the vicinity, including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to ionizing radiation.

Structural failures: Any damage to property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include but are not limited to bomb threats; collapsed walls, ceilings, or foundations; burst water mains; electrical power outages; and so on.

Guidelines

In general, employees must report an emergency event immediately to a member of management or other appropriate authority.

Once the emergency has been ascertained, response or assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate. Response or assessment teams are composed of at least one person per department to coordinate and instruct co-workers. These teams will coordinate emergency or evacuation efforts within their areas of responsibility.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property. Only the Head of School or their designate has the authority to declare a state of emergency for and can activate this plan.

Unless there is an imminent threat to physical safety that creates urgency, please contact the Principal or Facilities Manager to allow them to manage a coordinated school response.

The Principal/Facilities Manager/ or designate is trained to manage large scale emergency response and is best suited to oversee next steps (such as evacuation, directing of emergency response, dealing with parents, managing student needs etc. Staff may be given supporting roles or be asked to use their skills during any emergency to support the safety of staff and students

There must be an emergency binder in the office with all school specific details listed. This is part of the secretarial duties within the school and that binder should be more detailed than this policy. It should have an alpha list and contacts for all families, updated semimonthly. A staff fan out, contact information, maps of the school and evacuation routes along with details to contact families (in case of evacuation and loss of computer access) must be planned for and included

The Principal must keep the emergency drill log here from past years. The binder should be kept in the main office and should be removed by the secretary during any evacuation (including drills)

Please use form 3040a which should be posted in each room and located in the Emergency Binder. It dictates specific site steps to take as an emergency unfolds. It also covers first aid, and medical emergencies beyond this procedural document

Each Staff member is responsible for ensuring there is a copy of Form 3040a in their work area. This would mean in classrooms, in offices, and anywhere students congregate. There is no need to post one in the gymnasium at this time

All rooms should have a sign designating the fire exit location and it should be displayed near the room door. Tornado safe spots may also be listed on a separate poster. These are distributed through the Secretary and Custodian (if needing replacement)



Fire Emergency

Active Fire

1. Ensure the fire alarm has been activated.
2. Dial 911 and notify the fire department of the emergency conditions.
3. Supervise the evacuation of the occupants. Public address system can be used if necessary.
4. Upon arrival of firefighters, inform the officer in command regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.
5. Ensure the fire alarm system is not silenced until the fire department has responded and the cause of the alarm has been investigated.
6. Procedures must be established to facilitate fire department access to the building and the fire location within the building.
7. Close all room doors and fire exit doors as leaving rooms and buildings
8. Principal or designate to sweep to ensure building and washrooms are empty
9. An evacuation of building map should be on file for each classroom and in the School Emergency Binder

Extinguished Fire

1. Telephone the Fire Department via 911
2. Make contact with the district office
3. Close off area.
4. Do not disturb fire area (no clean up).
5. Fire department will notify police if required.
6. Obtain name of individuals who discovered fire and witnesses in the area.

Fire Drills

The purpose of a fire drill is to ensure building occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

If there is a fire suppression system monitored by the alarm company - the facilities manager or the custodian is responsible for bringing the system offline.

Please bring the system offline 15 minutes before the drill and record the drill in form 3040b which is required to be kept in the Principal's office for the current year, and then in the Emergency Binder in the main office for 5 years

Following each drill, all persons with delegated responsibilities should attend a debriefing to report on their actions and the reactions of the occupants. Fire drills must be conducted in accordance with the frequencies stated in the fire code. (6 per year)

Responsibilities of Principal and/or Designate during Fires and Drills

The principal or designate has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in their fire safety plan.

1. Establish emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Scheduling the necessary six fire drills.
5. Control of fire hazards in the building.
6. Maintenance of building facilities provided for safety of the occupants.
7. Provisions made for alternate safety measures of occupants during a shutdown of fire protection equipment.
8. Assuring those checks, inspections and tests as required by the fire code are completed on schedule and those records are retained.
9. Notification of the Chief Fire Official regarding changes in the fire safety plan.
10. Be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel.
11. Designate and train sufficient assistants to act in this position.
12. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan.
13. Survey the building to determine the number of exits available from each floor or area.
14. Prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.
15. Ensure that the schematic diagrams show type, location and operation of all building fire emergency systems, e.g. location of fire alarm control panel, fire hose cabinets and water control valves are maintained.

Training of Supervisory Staff

All supervisory staff is to be supplied with a copy of the fire safety plan and are required to become familiar with its contents.

All supervisory staff be shown:

1. How to reset the fire alarm system (an activated system must not be reset until authorized by a fire department officer).
2. The location of the standpipe and sprinkler controls where applicable.
3. The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, spare sprinkler heads, etc.).
4. How to bring elevator(s) to the ground floor and hold them for emergency crews (where applicable).
5. How to use the fire fighting equipment installed within the building.
6. Use of the public address system.
7. In the event of fire, **ensure the ventilation system is shut down**.
8. The procedures for evacuation of non-ambulatory occupants (if necessary).

Best Practices for Fire Safety

1. Do not chain doors.
2. Do not allow wedging or blocking of fire doors.
3. Doors to stairways closed at all times with the exception of magnetic door hold open devices that are hard wired into the fire alarm system.
4. Keep stairways, landing, hallways, passageways and exits, inside and outside, clear of any obstructions at all times.
5. Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
6. Keep access roadways, fire routes and fire pumper connections clear and accessible for fire department use.
7. Participate in fire drills: occupant participation is mandatory.
8. Ensure other site users are familiar with fire safety procedures.
9. No double locks or unusual locking devices on doors.
10. Avoid unsafe cooking practices, deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
11. Do not use unsafe electrical appliances.
12. Do not use extension cords as permanent wiring.
13. No more than 25 percent of surface area in a classroom can be covered with paper
14. Do not over-load outlets.
15. Know the correct building address.



INNOVOAK SCHOOL

School Closing

Severe weather conditions refer to conditions such as ice, fog, rain, sleet, snow and/or wind which are considered serious enough to raise concerns regarding the safety of pupils travelling to and/or from school may result in school closing. Safety is paramount

InnovOak believes that students can benefit from old fashioned weather canceled days that have been a Waterloo Region tradition until recently. Our inclement weather dates will coincide with the public and catholic school systems to allow for families who have students in our school and other systems. However we will designate whether we will consider it a traditional inclement weather day, or an online learning day. This will be made clear in any announcements made on a particular day.

Due to the prevalence of cancelling school now that online learning is available and now that parents can also work remotely, we anticipate that we will balance the needs of families to use these days, along with our mandate of 110 credit hours to strike a balance.

However, our goal is to put students and families first.

Physical Plant Issues that Would require School Closure

If the building is not safe or not conducive to comfortable learning, InnovOak will close the building for the day. Some examples include

- Hydro failures
- Water main breakage
- Heating and air-conditioning failures
- School security breach overnight

Specific Criteria for a Closure

- Health and safety of both students and staff
- Fire alarms are not functioning
- Washrooms/drinking water are not available
- Power blackouts in all, or part, of the plant
- Hazardous chemical spills
- Temperature in the building is below 15 degrees Celsius and not heating (60 degrees Fahrenheit)
- Temperature in the building is above 27 degrees Celsius and not cooling (81 degrees Fahrenheit)

School is Closing (Once the Day has Started)

Once the school is opened, every effort will be made to send students home at their normal dismissal times. If there is extreme weather deterioration, a decision may be made to allow students to be dismissed early. The Principal or designate(s) and Custodian will remain in the school until all students have left, to supervise stranded students, to answer telephone calls, to ensure the security of the building, and until reasonably assured that all students have had an opportunity to arrive home safely.

It is the duty of the principal to prepare, in advance, a contingency plan that will provide for the care and safety of the students and staff. The plan should include procedures for an emergency early dismissal/school closing caused by the weather or some other circumstance and procedures regarding any other issues that would need to be addressed (e.g., alternatives for secondary school exam days). Include a communication plan for parents.

Parents have the option of keeping their children at home or picking them up before the regular dismissal time when concerned about the weather conditions. Parents should be reminded of this throughout the inclement weather season. The Principal, or designate, should make every effort to be at the school if conditions permit, to answer calls and accommodate students who may arrive.

The principal, or designate, will remain in the school, to supervise stranded students, to answer telephone calls, to ensure the security of the building, and until reasonably assured that all students have had an opportunity to arrive home safely.

In early fall, and as new students enroll, the principal shall inform parents, in writing, student dismissal/school closing contingency procedures. Regular information items about the contingency plan in the school communications during the winter months will help keep parents prepared for this situation. The information will advise parents to listen to the following radio stations for last-minute emergency information

It is the specific responsibility of parents to arrange alternative accommodation for their child if the latter cannot go home during an unscheduled school closing.

The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, what the alternative arrangement would be. It is recommended that this information be reviewed and verified with parents and students on a monthly basis, especially during the inclement weather months.

Poor Weather and Off Campus Trips

All off-campus trips will be cancelled when STWR buses for day school students in Waterloo Region are not operating due to severe weather conditions. InnovOak has no control over this decision. If public transportation is being used, then the trip should be discussed with the principal. **No private transportation or InnovOak vehicles may be used if there is STWR cancellations**

Student Absence due to Poor Weather

Children may be excused from school if inclement weather (freezing rain, extreme cold, fog, snowstorm, etc.) is such that parents consider their children's safety to be endangered. Parents may also come to school to pick-up their child before regular dismissal time. Students who remain at home due to severe

weather are to have their absence noted/changed to a "G Day" on the student register, after confirmation by parent.

Staff Absence due to Poor Weather

Please consult with your supervisor around any particular issues you may have. We expect staff to come to work if it is safe to do so and will close the school if we feel it is unsafe for staff and students to be in the building. As such, we would expect that very few staff would need any further considerations in this regard

School Closing - (Before the Day has Started)

The principal will take into consideration the weather, the travel distance of staff, the travel distances of students, the modes of travel to the school, the school location, and the weather forecast currently and for the entire school day when making a decision around closing the school due to weather.

The school may be closed for plant issues – such as no water or hydro etc

The Principal will inform the School Secretary and Manager of Communications who will begin the steps to inform parents and staff about the school closure

A notice will appear on the school website and an email will be sent to parents and students by 6:45 (barring unusual Circumstances or if the situation is changing). The school will endeavor to make a decision close to 6:00am to align with both local school boards. There will be no media release as that message sometimes is incorrect.

The secretary will be responsible for the email sent to parents, the communications manager will manage external posting of messages, and the principal will communicate with staff.

Incident Weather communication will be done using school email accounts. Staff, students, and parents are asked to be checking their emails on poor weather days before leaving to school. If the local school boards have canceled classes or moved online for the day, InnovOak will be sending a message with our status and whether we have a Incident Weather Day or an Online Learning Day.



Extreme Weather

Outdoor Access During Extreme Weather

InnovOak is sensitive to the safety and well-being of students during periods of severe weather conditions. Two considerations must be balanced to best meet the needs of students:

- There is a need to ensure the safety and well-being of students. During severe weather conditions, the safety of students must be the primary concern of principals. The Principal will make the decision to keep students inside when the conditions warrant such action.
- Outdoor classes and breaks for students where physical activity and socialization refresh students and help them to be more successful in the learning activities that follow. We will allow outdoor access whenever possible.

Extreme Cold

The decision will be made using the following data:

- The specifics of the local situation. Some Schools have protected areas where weather conditions are mitigated; others are very exposed.
- Local weather reports. Both temperature and wind conditions must be considered. In general, when the "wind chill" factor is approximately -20° C, the principal should ensure that local mitigating circumstances make it safe to send students outside.

Following are some excellent sources:

- University of Waterloo weather website: <http://weather.uwaterloo.ca/Default.asp>
- Environment Canada weather website: http://weatheroffice.ec.gc.ca/forecast/canada/index_e.html?id=ON
- Input from other staff members should be considered.

The principal is responsible for using this data to make the best decision.

Smog Advisory

The Ministry of the Environment issues Smog Advisories when the expected Smog level will reach or exceed 50. Outdoor activity may be minimized when needed

When a Smog Advisory is issued, all teacher planned outside play and sports activities will be cancelled for students in Kindergarten to Grade 8. Students will be encouraged to find non strenuous activities to participate based upon understanding how they physically feel in the weather.

We will follow the weather advisory language: Smog Advisories suggest that "strenuous outdoor activities should be reduced".

Additional information about Air Quality Forecasts is available on the Ontario Ministry of the Environment website at <http://www.airqualityontario.com>

The principal is responsible for using this data to make the best decision.

Extreme Heat

The Principal will take into account the outdoor temperature, time of day, and air quality within the building when deciding on whether or not the students should be allowed outdoors when the temperature is above 30 degrees Celsius.

Site mitigating factors such as the level of shade, and amount of breeze should be considered as well.

The principal is responsible for using this data to make the best decision.



Natural Disaster or Severe Weather (Tornados)

This is a slow-moving emergency that may or may not lead to a real threat to safety. As such there will be plenty of time for the school to inform staff and students as to their needs and our next steps. Due to these circumstances, there will be more advance notice of oncoming threats to safety and there will be plenty of time for everyone to shelter in the safest parts of the building

The principal will develop a specific safety plan to share with staff and students as part of the emergency drills process

When Environment Canada indicates a severe thunderstorm watch or warning, office staff will monitor the weather stations for further direction. This information will be shared with teachers who are considering to be outdoors

- o If a tornado watch or warning is issued, all outdoor activity will cease and all staff will be asked to remain indoors
- o If a tornado is spotted, the school will begin to take more immediate action (spotted means that the emergency networks are broadcasting storm size, trajectory and are warning people to shelter
- o An emergency plan needs to incorporate:
 - o Account for all employees and visitors, ensuring that everyone is inside the facility.
 - o Close all windows, curtains, and blinds and instruct all employees and visitors to move away from windows.
 - o If necessary, gather employees and visitors into the basement or, if no basement is available, into bathrooms or another enclosed area.
 - o Listen to all weather reports for updates.
 - o Do not leave the basement or enclosed area until the weather warning has been lifted.
 - o Encourage, Staying calm. Encourage others to stay calm also by being well prepared with the plan
 - o Have portable radios available, along with extra batteries, and/or appropriate smart phones.
 - o Be prepared for isolation at the premises. Ensure that emergency equipment and supplies are available, or can be readily obtained. (candles, matches, flashlights, first aid kit, and a whistle are minimums)



Bomb Threats

In the unlikely event of a bomb threat, it is impossible to distinguish valid threats from hoaxes. Therefore, all threats will be treated as real in order to protect lives and property, and the premises will be evacuated immediately. The procedure should be printed and posted near all incoming phone lines (usually the main office) for reference

BOMB THREAT PROCEDURES

If A Bomb Threat Call is Received - remain calm, aware, and focused:

1. Complete and retain on permanent file detailed notes the which include the exact time and date the call was received.
2. Note the exact words of the threat—particularly the location of the bomb and when it is going to explode.
3. Ask:
 - Where is it now?
 - When is it going to explode?
 - What does it look like?
 - What kind of bomb is it?
 - Why did you place the bomb?
 - Where are you calling from?
 - What is your name?
4. Note whether the voice is male or female, loud or soft, and approximate age.
5. Note the accent or diction of caller, or any speech impediments.
6. Does the caller sound calm, emotional, vulgar, intoxicated, etc.?
7. Note background noises—traffic, music, voices, etc.
8. Does the voice sound familiar? Who might it be?
9. Note the time the caller hung up.
10. **Immediately notify the Principal or designate**



Chemical, Biological, or Radiological Emergency

This will be treated with the same importance as a fire emergency and be respectful of the danger that has potentially been created.

Unlike a fire emergency, there may be minimal spread of the danger (eg a spill of a not airborne hazard).

All areas with dangerous chemicals will have WHIMIS information on file. The WHIMIS information will be kept in the main office and within the areas that could have potentially dangerous chemicals (Custodial, Shop, or Science Labs)

If an issue is raised as being dangerous to the wellbeing and health of students and staff, the area and or the school will be evacuated immediately

The school staff will consult with the WHIMIS information and contact the fire department as needed

The scope of the evacuation and the urgency will depend upon what the presenting emergency is. For example, a gasoline spill from a snowblower or lawnmower is not treated the same as a chemical release from a science lab.



Medical Emergency

Medical emergencies may happen with any one, at any place, and at any time. Specific site procedures will be developed by the school principal and found on the emergency response chart that each classroom and public area will have

An emergency medical plan will include the following details

- Call the office for the Emergency Team
- Staff trained in first aid will be dispatched
- Have the office Call 911 and report the situation and follow any instructions given.
- Support the situation as needed until the team arrives and can support/ assess the situation]
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Emergency Drills and Procedures for Non classroom Staff or Visitors

Emergency Drills must be held over the school year. Three Fire drills are mandated in the fall, and three in the spring. These are recorded in the Emergency binder and proof may be required by the fire department at any time. The first fire drill of each set is prescheduled. The second drill in the fall is announced to staff and the day may be shared with students, Drills 3,5 and 6 are at random times and will not be announced beyond those needing to know to support students who may need extra help.

As well, InnovOak will practice a hold and secure (remain indoors) and a lock down (remain in classroom) drill during the school year. These will be communicated to parents and not a complete surprise to students or parents

If a tornado drill is needed, InnovOak will practice this drill in the month of May or June. Since this emergency is slow to develop, learning the proper "turtling technique" can be taught as students are evacuated and before the school would be in the path of a tornado

All staff in the building at the time of a drill must participate in the drill as per emergency protocols. Staff on Planning time or without a teaching assignment are needed to ensure a smooth handling of the situation. Staff are expected to return to their normal roles during a drill (eg return to a classroom or the office etc)

Visitors are expected to leave the premises during a drill just as they would during an emergency.



INNOV**OAK** SCHOOL

Missing Employee, Student or Visitor Procedure

InnovOak School operates a Safe arrival and locked door policy. Visitors are not permitted into teaching areas unless cleared by the office.

Student attendance is monitored and checked twice during the school day for elementary, and the start of each period for secondary (due to credit accumulation)

Teachers will monitor who comes and goes from their classroom and will report a long absence to the office. If a teacher, or other adult in charge of students or volunteers becomes concerned, the office will be notified

- Employees will be directed by the response or assessment team member to systematically search the premises, both inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas. (Much like is done during a fire or evacuation drill)
- If a search of the premises proves unsuccessful, the principal, head secretary, or designate shall notify local law enforcement by calling 911. Give a description of the missing person or a photograph (if available). The authorities will assume control of the search from this point.
- The family or responsible party of the missing person shall also be notified by the school principal or head secretary. Explain what is being done to find the missing person and that the local law enforcement has been notified as well.

All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord.



Individualized Workplace Emergency Response Information

The School will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the School has been made aware of the need for accommodation due to the employee's disability.

The School will provide the employee's workplace emergency response information to any person that is designated to provide assistance to the employee.

The individualized workplace emergency response information will be reviewed by the School:

- (i) when the employee moves to a different location in the organization;
- (ii) when the employee's overall accommodations needs or plans are reviewed; and
- (iii) when the School reviews its general emergency response policies.

Alternative Formats

The School is dedicated to ensuring the health and safety of all our employees, students, volunteers, visitors, and guests. As such, we will provide our emergency response plan in a format that takes into consideration individual needs.

It is critical that all of our employees, students, volunteers, visitors, and guests know and understand our emergency response plan, if the information provided to you is unclear or is in a format that prevents you from fully knowing and understanding our process, please contact the Principal or Director of Human Resources:

The Principal will work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include, but are not limited to:

- enlarged text;
- braille format;
- communication support either in person or over the phone; and
- documents provided by e-mail.

If requested, and upon approval by the individual, the individual emergency response and fire evacuation plan shall be shared with the person designated to provide assistance to the individual.