

Appendix C:**DSB Ontario North East Community Use of Schools Emergency Action Plan Protocol**

Every Community Use of Schools permit holder must have an emergency action plan in place prior to the start date of their permit. Emergencies can occur at any time, and most often require an immediate response. For this reason, each permit holder **MUST** designate an Event Supervisor who will be responsible for coordinating and communicating pertinent actions and information required in an emergency response scenario. The Event Supervisor must be trained and able to implement the action plan in any emergency and must be available to do so. If the designated supervisor cannot be present, a back-up supervisor, trained in the same, must be available.

Please familiarize yourself, the Event Supervisor, and your group with the location of all emergency exits, first-aid kits, telephones, and AED (Automated External Defibrillator) locations within the school. Should a situation occur where evacuation is required, please establish an evacuation procedure, and designate an evacuation meeting point, ensuring all members of the group are aware of the location and procedure.

Please find DSB Ontario North East's emergency response expectations below. Please use these expectations as a guideline when designing your action plan.

SCENARIO	EXPECTATION
MEDICAL EMERGENCY	If there is a medical emergency: • Call 911 • Know the location of the first aid kits and AED machines • Administer first aid/CPR as required • Complete incident reporting requirements as soon as possible following treatment of injured person.
FIRE	If you discover fire: Leave the area immediately. Close the doors behind you. Activate the fire alarm from the closest pull station and call 911. Begin evacuation procedures. • On activation of the fire alarm, mandatory evacuation is required, re-entry is not permitted until Fire Services have deemed safe to do so. • If evacuation is required, the Event Supervisor shall confirm that all individuals have evacuated the premises, and are present at the evacuation meeting point, and will report that confirmation to the custodian and/or fire services.

*SHELTER IN PLACE	Where a physical, biological, or chemical hazard exist outside the facility: • Close, secure and stay away from exterior doors and windows. • Take attendance to ensure all members of the group are present. • Stay in the sheltered area until you are instructed by authorised personnel that it is safe to do otherwise.
*HOLD AND SECURE	Should there be a threat within the community: • Close, secure and stay away from exterior doors and windows. • Take attendance to ensure all members of the group are present. • Remain within your designated area until you are instructed by authorised personnel that it is safe to do otherwise.
*LOCKDOWN	Should there be a threat within the facility that would require a lockdown (response to a major/violent incident within the school building): • Lock all doors and windows. If a door does not lock, find a way to secure it (door wedge, chair, desks up against it). • Move away from doors and windows, remain quiet and follow staff/police instructions. • Take attendance to ensure all members of the group are present. • Cell phones are not to be used unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines). • Individuals are to contact the office ONLY with vital information regarding the violent incident. • Disregard fire alarm system and school bells unless otherwise informed, or in immediate danger from smoke or fire. • Remain in the secure location until notified by appropriate personnel, or police, on what actions to take next.

***Shelter in Place** is used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school to protect them from an external situation. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

***Hold and Secure** is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

***Lockdown** is used only when there is a major incident or threat of school violence within the school, or in relation to the school.