



911

EMERGENCY RESOURCE

for Durham District School Board Administrators

**The First Few Minutes:
Immediate Actions Required to Protect
Students & Staff**



SEPTEMBER 2022

The following 9-1-1 Emergency Resource is provided to assist in an initial response to an emergency and provide guidance to Principals/Administrators to protect staff, students and visitors. Further direction should be received from 9-1-1 emergency responders (Police, Fire, EMS), local or regional emergency management organizations, or **the Emergency Central Response Team.**

The resource is designed as a **quick reference tool.** The proper use of this resource requires a working knowledge of the more detailed Durham District School Board **Policies and Procedures.** These documents form the basis of your **School Emergency Plan.**

While the flipchart does include some specific protocols for unique, specific hazards, it primarily provides direction as to which Emergency Procedure (i.e. Lockdown, Hold and Secure, Shelter-in-Place, Evacuation or Early Dismissal) administrators should consider in the early stages of an emergency as the situation unfolds.

For more information regarding the Durham District School Board's Emergency Management Program, Principals can contact the Manager of Health and Safety at **(905) 666-6409 or 1-800-265-3968 ext. 6409.**

Director of Education

Superintendent of Education Family of
Schools/Positive School Climates



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What is an Emergency?

Emergencies are defined by an impending threat to life, health, or property.

Actions should be taken to protect students, staff and visitors, and if possible, to mitigate damage to school property.

1. Assess the situation

Gather all the information you can from available sources.

- What has happened or is likely to happen that could result in harm?
- When, where, how did it happen? Was anyone hurt? How many injured?
- What is needed to protect students, staff and visitors?
- What emergency procedures, practices and precautions need to be implemented?
- What external assistance is needed and who should be contacted?

Use the resource to determine the incident type, flip to the associated page and follow directions.

2. Stay calm - notify 9-1-1

Provide a name, call back number and as much detail as possible.

3. Isolate staff/students from the hazard

To reduce exposure (Implement a Lockdown, Hold & Secure, Shelter in Place or Evacuate).

4. Contain hazard – close doors, seal off area and prevent entry. Consider state of field trips and outdoor activities.

5. Provide first aid to injured persons – if necessary.

6. Notify Emergency Central Response Team of the situation

Email using the following distribution address by typing in: **EmergencyCRT**

Emailing the essential information using this distribution list will ensure that all members of the Emergency Response Team receive the necessary details in a coordinated and timely manner.

9-1-1

POLICE-FIRE-AMBULANCE

Request the service you need first.

Our Emergency Central

Response Team Email is:

EmergencyCRT

Location: _____

Contact Numbers: _____

Your Emergency Central Response Team is:

Your FOS Superintendent & FOS System Lead
System Lead for Positive School Climates
Manager of Health and Safety
Superintendent of Positive School Climates
Superintendent of Inclusive Student Services
Executive System Lead
Manager of Communication
Superintendent of People and Culture
Head of Facilities Services
Associate Director of Equitable Education
Associate Director of Corporate Services
Senior Manager - Early Years

If you do not have access to email for whatever reason, contact either your FOS Superintendent or the System Lead for Positive School Climates. They will then initiate the email to the Emergency Central Response Team.

7. Ensure that the evacuation route and point of departure is clear

Vehicles and students (if applicable).

8. Leave a recorded message

Advising callers of the emergency and number of partnering school/evacuation site
– post a written message on front doors of school with contact numbers.

9. Consider releasing students

If incident is prolonged and students can be safely dismissed, consult with the Emergency Central Response Team for approval before contacting parents/guardians.

10. Update all parties — as soon as new information becomes available, please continue to update the Emergency Central Response Team.

THREAT OUTSIDE SCHOOL PROPERTY

Implement Hold and Secure

- Initiate hold and secure announcement
- Call 9-1-1
(provide a name, call back number and as much detail as possible).
- If contacted by Durham Regional Police confirm that it is a hold and secure, not a lockdown.
- Have staff and students who are outside of the school return to the school building.
- Ensure that all exterior school doors are locked.
- Email Emergency Central Response Team by typing **EmergencyCRT**



THREAT INSIDE SCHOOL PROPERTY

Implement Lockdown

(use PA to announce)

- Initiate lockdown announcement
- Call 9-1-1 (Provide a name and call back number and as much detail as possible).
- If contacted by Durham Regional Police, confirm that it is a lockdown and not a hold and secure.
- Close/lock classroom doors.
- Restrict movement.
- “Blackout” classrooms.
- Email Emergency Central Response Team by typing **EmergencyCRT**

Once inside the classroom staff and students are to:

- stay away from doors and windows
- turn off lights and close blinds
- be aware of sight lines
- if there is a window in the classroom door, consider a cover for the window if safe to do so
- take cover if available (get behind something solid)
- remain absolutely quiet
- teachers take attendance
- no cell phone use unless necessary to communicate regarding the incident.

Gather as much information as possible:

- Location of incident
- Type and quantity of material involved
- Identifying labels or markings

Call 9-1-1

Provide all available details.

Question

Exposure Outside?

Is the risk to staff and students greater if you attempt to leave the school?

↓

YES

↓

Implement Shelter in Place

Close all windows. Shut down ventilation by pressing the master HVAC button (large red e-stop button) located in the Principal's office.

Question

Exposure Inside?

Is the risk to staff and students greater if you remain in the school?

↓

YES

↓

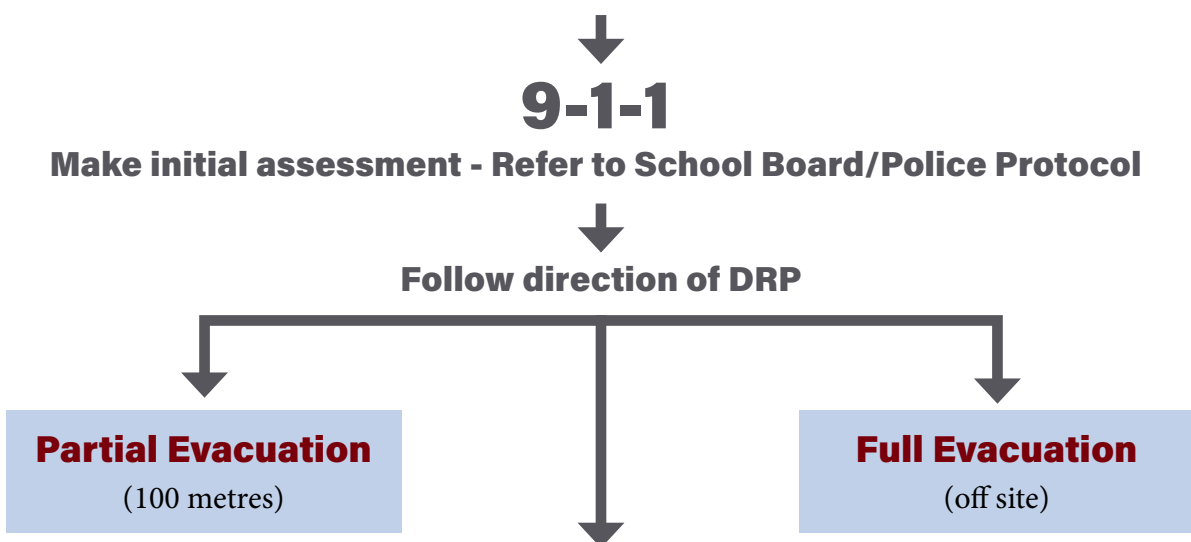
Implement Full or Partial Evacuation

Email Emergency Central Response Team by typing EmergencyCRT

Immediate Actions by Person Receiving the Call Information

1. Record caller's number if shown on call display
2. Gather Information/Record Details
 - who is calling?
 - where is the bomb?
 - what does the bomb look like?
 - what kind of bomb is it?
 - why did you place the bomb?
 - when will the bomb detonate?
3. Notify Office/Principal immediately

Immediate Actions by the Principal



Search/Visual Scan

Clear Evacuation Routes First

- Alert School Emergency Response Team
- Liaise with Police and follow their direction e.g.: conduct search/visual scan (Do not use cell phone, two-way radios or fire alarm. Evacuation of students/staff under direction of DRPS as per school Board/Police Protocol).
- Notify Superintendent (Notify teachers if search expanded)
- **DO NOT TOUCH OBJECT IF FOUND**
- Return to school after "ALL CLEAR" signal from police

Email Emergency Central Response Team by typing EmergencyCRT

FIRE PROTOCOLS

Upon Detection of Fire and Smoke

1. Activate fire alarm.
2. Call 9-1-1. Provide name and call back number and as much detail as possible.
3. Close all windows and doors - do NOT lock doors.
4. Shut off gas and power where applicable.
5. Exit at the closest fire exits.
6. Direct staff to assist with searching, evacuating and clearing halls, washrooms, non-teaching spaces and other common areas.
7. Direct students to assembly points outside school – take class lists and attendance lists.
8. Take attendance.
9. Return to school upon receiving the “ALL CLEAR” signal from Fire Services.

All incidents of fire must be reported to 9-1-1 or the local Fire Department.

Email Emergency Central Response Team by typing EmergencyCRT

POWER/HEAT/WATER FAILURE

Question

Will the power or heat be off-line for an extended period of time? (i.e. hours)

YES

Consider early dismissal.
(if safe to move off-site)

Contact Emergency Central Response
Team for direction

NO

Remain in class until repairs
can be made.

1. Ensure staff/first aiders have protected all persons from further injury and secured a safe scene.
2. Call 9-1-1. Provide a name and call back number and as much detail as possible. Provide all details related to victim and first aid.
3. Provide emergency care as appropriate.
4. Assign staff member to meet and direct first responders (Police, Fire, Ambulance).
5. Notify the victim's parent/emergency contact about the incident.
6. Gather information for the first responders. (i.e. PowerSchool and school based medical information.) Thoroughly document the incident.
7. Assign a staff member to accompany the victim to the hospital. The staff member should remain until parent/ guardian arrives.
8. Email Emergency Central Response Team by typing **EmergencyCRT**
9. Notify the Health and Safety Department, if it is a critical injury.
10. Ensure staff member attending hospital has return transportation.

In Case of Critical Injuries

1. **Under the Occupational Health and Safety Act a critical injury is an injury of a serious nature that,**
 - (a) places **life in jeopardy;**
 - (b) produces **unconsciousness;**
 - (c) results in a **substantial loss of blood;**
 - (d) involves the **fracture** of a leg or arm, but not a finger or toe;
 - (e) involves the **amputation** of a leg, arm, hand or foot but not a finger or toe;
 - (f) consists of **burns to a major portion of the body;** or
 - (g) causes the **loss of sight** in an eye.
2. **Report staff and student critical injuries immediately to the Health and Safety Office at 905-666-5500 ext. 5415**

Email Emergency Central Response Team by typing EmergencyCRT

Spring and summer weather events can take many forms, some posing hazards. These differing hazards include extreme heat, heavy rain/flooding, lightning and strong winds.

Strong Winds/Tornadoes

Primary Hazard: flying debris

- monitor Environment Canada Watches and Warnings, online radar and if it is safe to do so “keep an eye to the sky”

Primary Safety Measure: Shelter in Place

- the best protective areas within your school are the interior rooms and hallways on the lowest floor(s);
- rooms with large roof spans (e.g. gymnasiums, cafeterias and auditoriums) offer little or no protection from tornado strength winds;
- If safe to do so, consider moving staff/students from portables to the school building.

Heavy Rains/Flooding

- Conservation authorities through their Flood Forecasting and Warning Service issue, as warranted, watershed condition statements, flood watches and flood warnings. Typically, these consist of: Weather Conditions, Issues and Actions;
- These messages are issued to the Health and Safety Department who in turn, relay the messages to all schools.

Lightning

Primary Hazard: lightning strike

(direct & indirect)

- monitor Environment Canada Watches and Warnings, online radar and if it is safe to do so “keep an eye to the sky”;

Primary Safety Measure: Shelter in Place

- your school is your best shelter. Second best is a vehicle with a metal roof;
- if you can hear thunder, you can get hit by lightning. Environment Canada advises you to stay inside for 30 minutes after the last rumble of thunder;
- consider keeping students indoors or delaying dismissal if necessary.

Emergency Decision-Making Process

Principals experiencing an emergency situation should consider the following options in terms of protective actions:

Lockdown

“Lockdown” should **only** be used when there is a major incident or threat of school violence within the school, or in relation to the school. The over or misuse of Lockdowns, will result in staff/students becoming desensitized and they will not take Lockdowns seriously.

Hold and Secure

“Hold and Secure” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. 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.

Shelter In Place

“Shelter in Place” should be 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.

Evacuation

For use when conditions outside are safer than inside. Evacuations may be precautionary or responsive in nature and may result in transporting students and staff to a Partnering School or Temporary Holding Centre. Arrangements with Partnering Schools should be made ahead of time as part of a prudent planning process.

Closure/ Early Dismissal

For use when release of students prior to the end of the school day such as failure of school power/heating systems; evacuation due to internal threat; or impending severe weather situations. Used only when conditions allow for the safe exit from school property. Consult Emergency Central Response Team for approval.

Our Community Safety Colleagues



Keeping our schools, homes, and community safe.

