

prepare and post, on each floor or area, a map of the building and secondary exits for use by the occupants in case of need for evacuation.

Fire Drills:

uation drills.

Evacuation fire drills shall be held a minimum of three (3) times in each of the Fall and Spring months. All staff and students shall participate in each fire and evacuation drill.

Such drills shall be recorded in the Fire Safety Plan using the template provided within the Fire Safety Plan. The Incident and Date and the time and location of the holding of during each drill practice.

Reporting a Fire:

All fires should be reported to the Fire Department, the appropriate Family of Schools Superintendent and to the Superintendent of Facility Management Services.

Plan to be Filed:

In accordance with the Ontario Fire Code, a copy of the approved Fire Safety Plan for each school shall be filed in the school's main office and with an updated electronic version.

Duties of the Facility Manager:

The Facility Manager shall:

ensure that custodial checks, tests and inspections are completed on schedule and that wo (2) years;

ensure resolution of inspections deficiencies in a timely manner, and

maintain a permanent log of maintenance work completed that includes:

- o description and date of work carried out
- o the name of person performing such work
- o note of parts required/replaced
- o a note of any unsatisfactory conditions and steps taken to correct them
- o a note verifying that any equipment/controls de-prioritized for maintenance have been restored.

Duties of the Director/Facility Manager of the Durham Manager:

adherence, and

manage facilities program responsibilities, including preventative maintenance program.

Duties of the Custodian(s):

inspections shall be directed by the Superintendent of Facilities Management and as specified in the Fire Safety Plan.

Such system and equipment inspections shall include:

- portable fire extinguishers
- fire alarm and voice communication systems
- sprinkler systems and water supply where applicable
- emergency lighting systems
- means of egress and exit signs
- cooking equipment where applicable

The results of these inspections shall be recorded by the custodian in a manner designated by the Superintendent of Facilities Management.

After Hours:

In the event of a fire, evacuation, lockdown, bomb threat or any other emergency situation, the custodian(s) is responsible to contact and notify the school hours Facility Manager/Custodial Supervisor on duty and/or their immediate Supervisor of the emergency.

Duties of all School Personnel:

Each school staff member, academic and non-academic, shall be familiar with the Fire Safety and Emergency Response Plans for the school in which the staff member is located and shall fully understand their role in the event of an emergency.

Procedural Responsibilities:

The Director of Education/Designate shall be responsible for the development of a Fire Safety Plan for the school in which the Superintendent, School Board, and all other appropriate school components identified within this procedure.

II. Lockdown procedures:

In an emergency response plan to deal with any situation that require a school lockdown

Every school must conduct a minimum of two (2) lockdown practice drills each school year and a record of such drills shall be maintained.

All schools will develop school specific Lockdown procedures as part of their Safe Schools planning process and be guided by the HRPS School Board Protocol. Such procedures will take into account:

- o Lockdown/hold and secure terminology

- o site-specific special
readily mobile without assistance
- o school preparations for lockdown/hold and secure/shelter-in- procedures
- o roles and responsibilities for staff, students, police, parents/guardians,
- o procedures for initiating a lockdown/hold and secure/shelter-in-
- o procedures when a lockdown/hold and secure/shelter-in- is initiated
- o procedures for evacuation and end of a lockdown "hold and secure/shelter-in-
- o training for staff and students and other community partners on the lockdown procedures

Plan to b

Each school shall develop a plan to be completed and updated in accordance with the Emergency and Crisis Response Plan, which must be appended to the HRPS-School Board Protocol.

Each school plan, as well as the Board plan, shall be thoroughly reviewed annually.

Annual Bomb Threat Practice Drills

1. All members of the HCDSB
HRPS-School Board Protocol
2. Every school must conduct a minimum of two (2) Bomb Threat practice drills each school year, and a record of such drills shall be maintained.
3. Every
in accordance with School Board Protocol
4. An individual school bomb threat response plan shall include information on:
 - roles and responsibilities of staff, students, parents/guardians, police, EMS and/or Fire Department
 - receiving information on a bomb threat/intake procedures
 - contacting police, EMS and/or Fire Department
 - search procedures
 - evacuation and re-entry procedures

Each school's bomb threat response plans and procedures shall be included in the school's Emergency and Crisis Response Plan, which must be appended to the School Board Protocol – Halton: Support Every Child and Reach Every Student.

Each school's plan, as well as the HRPS-School Board Protocol, shall be thoroughly reviewed annually.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____