CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

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717 Emergency Preparedness

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure

Emergency Preparedness

Date Approved

February 2026

Projected Review Date

February 2031

Directional Policy Alignment

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy by ensuring the responsible use of resources, promoting safe and healthy environments for students and staff, and supporting sustainable practices that protect the well-being of our school communities

Alignment with Multi-Year Strategic Plan

The Emergency Preparedness administrative procedure aligns with the tenet of To Nurture, within the Board's Multi-Year Strategic Plan by aligning the use of capital resources with establishing safe and healthy learning environments.

CDSBEO Strategic Plan 2025-2030

Purpose

Safety of students and staff members is a matter of the highest priority. The purpose of this administrative procedure is to ensure that each site has a plan in place to react to emergency situations.

Action Required

The Board will have an Emergency and Preparedness Committee. The primary role of the Emergency Preparedness Committee member is to plan for and respond to emergencies or disasters in a manner that would avoid or minimize injuries, reduce losses, and enhance the recovery process.

The Emergency Preparedness Planning Committee should include the following Board level roles:

- The School Board
- The Principal
- The Superintendent of School Effectiveness
- The Emergency Preparedness Coordinator
- The Superintendent of Business
- The Plant Operations and Maintenance Department
- The Occupational Health and Safety Coordinator
- The Communications Lead

The Superintendent of Business or designate will act as the Emergency Preparedness & Planning (EPP) Coordinator.

- Emergency Preparedness Planning Committee meetings should be held at least twice a year or as required to review and implement any updates to any provincial regulation or guidelines.
- Every school and worksite will:
  - Develop an Emergency Preparedness Plan
  - Provide appropriate emergency preparedness training

Responsibilities

The Board of Trustees are responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Nurturing and Protecting Catholic Education Directional Policy.
- Reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

- Ensuring organizational structures are in place to respond to an emergency in the Board.

The Emergency Preparedness & Planning Committee is responsible for:

- Creating and providing necessary documentation for facilities for emergency management.
- Define a process for notification by staff in case of disaster.
- Ensuring that the various facilities emergency response plans are coordinated and linked into a board level response plan.
- Ensure that the various emergency plans are tested, monitored and updated.

The Emergency Preparedness & Planning Coordinator is responsible for:

- Providing or designating the necessary notification to affected external parties.
- Assisting in internal emergencies as required.
- Linking the school's response with that of the municipality or agency (as appropriate).
- Ensuring, as appropriate, the continuation of other day-to-day activities or operations.
- Ensuring senior administration is kept abreast on any situation or changes in status.
- Taking the necessary steps required to provide the necessary services required by the affected school or facility.

The Superintendent of Safe Schools is responsible for:

- Ensuring efficient liaison between the emergency or disaster facility and the remainder of the Board for internal emergency or disaster situations
- Engaging in partnership with police to ensure a coordinated and consistent approach in protocols developed between school boards and police services.
- Will provide training to staff of the Police and School Board Protocol.
- Respond to and investigate incidents when reported by police.
- Will liaise with Police and other emergency services throughout the process.

The Superintendent of Business is responsible for:

- Ensuring an effective accounting of all emergency related expenditures and seek compensation or financial assistance (i.e., disaster relief), as appropriate.
- Advising on emergency related financial matters, as appropriate.
- Taking part in recovery operations (i.e., maintenance, equipment or facility replacement), as appropriate.
- Taking preventative measures to minimize the risks.
- Ensuring that necessary safety equipment is available and in continued good repair.

The Superintendents of Education are responsible for:

- Supporting school and work locations in the development and communication of emergency preparedness plans.
- Cooperating with public authorities and agencies charged with emergency response.
- Liaising with Corporate Communications, principals and/or managers to develop a communication plan during and after an emergency.
- Managing the operational recovery process (as appropriate).
- Ensuring that mental health resources are made available (as appropriate).

Plant Operations & Maintenance Department is responsible for:

- Ensuring organizational structures are in place in the Plant Department to respond to an emergency.
- Coordinating the accessibility and safety of all district facilities, before and during disaster situations.
- Supporting superintendents, principals and managers in an emergency; and
- Cooperating with public authorities and agencies charged with emergency response.
- Identifying and monitoring the status of Board facilities during emergencies or disasters.
- Taking part in recovery operations (i.e., inspection or maintenance of facilities, resumption of facility operations), as appropriate.

Principals are responsible for:

- Calling 911 in an emergency, where appropriate;
- Developing and maintain an emergency preparedness.
- Ensuring that appropriate training and supporting materials are available to staff, students, and parents.
- Ensuring that emergency response equipment is available, properly positioned and maintained.
- Ensuring the presence of systems for disaster or emergency notification.
- Initiating the activation of the school board emergency response plan in an emergency.
- Following the disaster ensure that the plan is evaluated and revised, as required.
- Ensuring that mental health resources are made available as needed.

Communications is responsible for:

- Supporting strategic communications at the emergency site or remotely as required.
- Coordinating and notifying all media of all disaster situations upon receiving the announcement.

- If appropriate, ensuring that media is informed of all matters in a clear and defined manner and when directed, distribute press release regarding the emergency or disaster and how the Board is conducting a proactive response to the situation.
- Monitoring the current status of the emergency or disaster to provide any necessary updates for parents, guardians and the community.

Building Occupants are responsible for:

- Being familiar with the building emergency preparedness and crisis plan in the facility.
- Following emergency preparedness and crisis management procedures in an emergency.

Definitions

Building Occupants: include, but are not limited to staff, visitors, parents/guardians, external service providers/contractors/trade persons/bus drivers, inspectors/officers (Police, Ministry of Labour, Fire Department, Paramedics, Municipal), child care staff (full-day and before-and-after programs), lease/permit holders, shared-use/multi-use groups.

Emergency: Emergency is defined as a situation in which the normal operations of the school or work location cannot continue and/or where the safety of students, staff and building occupants is brought into question.

References

- CDSBEO Emergency Preparedness Manual
- Police and School Board Protocol