



Policy Manual – Students

S.M.03 Emergency Response Plan

POLICY STATEMENT

The Hamilton-Wentworth Catholic District School Board is committed to taking every reasonable precaution to ensure the health and safety of all students and staff due to emergencies that may arise throughout the year. The emergency response plan for each school and board site building is one precaution to be implemented.

It is the expectation of the Board that each principal and site manager shall hold appropriate practice drills. The required drills in each school and board site building are:

- Fire Drill: Six drills (three between September and November/three between March and June);
- Lockdown: Two drills (no unannounced drills allowed); and,
- Bomb Threat: One drill (no unannounced drills)

Purpose

In order to provide for the health and safety of its students and staff, the Hamilton-Wentworth Catholic District School Board shall have in place an emergency response plan and procedures designed to address emergency situations in either an individual school setting, a group of schools, other Board related buildings, or a problem affecting the community at large. Such a response plan shall contain provisions for:

- system-wide emergencies;
- school emergencies;
- emergency evacuation procedures;
- fire;
- bomb threats or other serious threats of harm;
- lock down;
- pandemic threats;
- inclement weather;
- school bus accidents; and,
- communications

Responsibility

Superintendent Human Resources
Health and Safety Manager
Principals/Vice-Principals Managers
Site Supervisors

Regulations

- Regulation 298 S.6 (1) - Emergency Procedures
In addition to the drills established under the fire safety plan required under Regulation 454 of Revised Regulations of Ontario, 1990 (Fire Code) every Board must provide for the holding of drills in respect of emergencies other than those occasioned by fire, including lockdowns.
- **Emergency Response Manual 2019**

Policy Review Date

BM Original Policy Approved March 1994

Revisions: 06 May 1997, 01 June 2004, 02 June 2009, 06 May 2004, 30 August 2016,
06 November 2019, **10 March 2023**

To be reviewed every three years- **2026**