



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** USE OF SCHOOL FACILITIES IN EMERGENCY SITUATIONS  
**POLICY NO:** B.R. 06

<b>Date Approved:</b> June 21, 1990	<b>Date of Next Review:</b> October 2022	<b>Dates of Amendments:</b> October 19, 2017
<b>Cross References:</b> Province of Ontario Emergency Response Plan, 2008 Provincial Nuclear Emergency Response Plan, 2009 The City of Toronto Emergency Plan, December 19, 2013 TCDSB School Emergency Response Plan, Third Edition		
<b>Appendix</b>		

**Purpose:**

This policy sets out parameters to follow when the nature of an emergency requires the temporary use of Toronto Catholic District School Board (TCDSB) facilities by non-TCDSB groups.

**Scope and Responsibility:**

This policy applies to all TCDSB facilities and non-TCDSB groups, organizations, government agencies, public health authorities and first responders (Police, Fire, EMS) who may need shelter and assistance or set up a command post in times of emergency. The Director is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence



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**Fostering Student Achievement and Well-Being**

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

### **Policy:**

The Toronto Catholic District School Board is conscious of its moral and corporate responsibility to provide shelter and care to groups in local **and provincial** emergency situations on a temporary basis. The nature of such circumstances requires an immediate response and thus the Board delegates authority to the Director of Education to permit the temporary use of Toronto Catholic District School Board facilities by Non-TCDSB groups, organizations, or government agencies, **public health authorities or first responders (Police, Fire, EMS)** in times of emergency, without prior Board approval.

### **Regulations:**

1. The request for temporary use of facilities will be made by an Officer or Senior Official of the group, organization, or government agency experiencing the emergency indicating the nature of the emergency, anticipated duration of need, and specific facility needs.
2. The response to any request for temporary emergency use of facilities by Non-TCDSB groups, organizations, or government agencies will be coordinated by the appropriate ~~Curriculum Support Unit~~ **Area Superintendent and School Principal** who will:
  - a. communicate directly with the requesting body to clarify need;
  - b. communicate directly with ~~administrative personnel responsible for the school or other facility in which space has been requested~~ **TCDSB**



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- Facilities Operations and Planning Services**, to determine availability and to orchestrate any necessary movement of furniture or equipment; and
- c. make any other non-permanent physical arrangements necessary to accommodate the request.
3. All such arrangements will be made at no cost to the Board with the exception of labour/supervision costs necessary to address the emergency nature of the request.
  4. The Toronto Catholic District School Board will set aside annually a contingency budget fund to cover these potential costs.

APPENDIX A



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**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

The Director of Education will report to the Board, at the earliest opportunity following the use of a facility in an emergency, the following information:

- a. the group utilizing the facility;
- b. the nature of the emergency;
- c. location of facility used; and
- d. the duration of use.

APPENDIX A