

SAFETY GUIDE

Permits Department of the *Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)*

September 2014





Conseil des
écoles publiques
de l'Est de l'Ontario



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1. WORD OF WELCOME

The *Conseil des écoles publiques de l'Est de l'Ontario* (CEPEO) is very pleased to welcome you to its schools. The CEPEO has participated in community use of schools programs for several years, with an eye to increasing community access to school facilities outside of regular classroom hours.

The schools become affordable community sites in order to have an impact on health, community strength and academic success, among other things. Community organizations and the non-profit sector are priority clients.

The CEPEO also participates in the "priority schools" initiative, which provides access, free of charge, to four of its schools for non-profit organizations and community groups that offer activities for youths and adolescents, low-income individuals, childcare services outside of school hours, and education courses for adults and seniors.

The CEPEO'S priority schools are: Marie-Curie, Omer-Deslauriers, Le Trillium and Charlotte-Lemieux.

Your use of these facilities is very important to us – and so is your safety, which is why we have assembled this guide. As a school board, we are responsible for making sure our schools are safe, both during and outside of school hours. All activities must be conducted in accordance with rules and standards to ensure the protection, health and well-being of users in the CEPEO's schools. To our mind, safety is everyone's responsibility. By working together, we can make sure that community activities are carried out fairly and harmoniously.

In this guide, you will find the school board's internal policies on school rentals, the guidelines and regulations of the CEPEO's Permits Department, the environmental clause for rental users (given that the CEPEO is now ISO 14001 certified) and, lastly, a safety and emergency plan.

This guide will help you make the activities you offer safer and teach you what to do in emergency situations involving your clientele, instilling greater trust in your clients.

We hope you enjoy your time with us. Happy reading!

2. CEPEO POLICIES ON SCHOOL RENTALS

RESOLUTION 362-07

Adopted: December 18, 2007

Effective: January 1st, 2008

To be revised:

Administrative directives and effective date: INS12-DA – C.E. – June 10, 2013

OBJECTIVE

1. To provide community groups, organizations, associations and individuals with access to school facilities outside of school hours, on weekends and in the summer.

PRINCIPLE

- 2 In accordance with the Agreement on the Community Use of Schools between the *Conseil des écoles publiques de l'Est de l'Ontario* (CEPEO) and the Ministry of Education of Ontario (MEO), the CEPEO undertakes to make its schools available to community groups, organizations, associations and individuals. The CEPEO recognizes that the rental of its schools supports and encourages an active, healthy lifestyle for children and youth in the community, and fosters community spirit.

The following principles constitute the foundations of school rentals at the CEPEO.

2.1 Schools as hubs for community activity:

- Schools constitute hubs for community activity, and maximize the use of school facilities; for local residents, they are locations for gathering, performing volunteer work, gaining skills, benefitting from community programs, engaging in physical activity and building strong, healthy communities.

2.2 Fair and equal access:

- The CEPEO undertakes to be welcoming and open to all, and to provide community groups, organizations, associations and individuals with fair and equal access outside of school hours, on weekends and in the summer.
- The CEPEO favours increased access to its schools by non-profit community groups.
- The CEPEO undertakes to reduce the fees collected from non-profit groups.
- The CEPEO undertakes to favour increased access by non-profit groups that serve francophone children and young adults.
- The CEPEO and the school take precedence over any organization when it comes to using the premises outside of regular school hours.

2.3 School activities have priority:

- During and after school hours, priority must be given to activities taking place during school days and to extracurricular activities organized or administered by the schools or the CEPEO; the rental of school facilities must not adversely affect the school's primary mission of offering a high-quality education in French in the most effective way possible.

2.4 Payment of fees:

- In accordance with the expectations of the Ministry of Education (MEO), the CEPEO aims to facilitate the payment of fees by users.

RESPONSIBILITY

3.1 The CEPEO, through its Permits Department, is responsible for coordinating and managing the rental of its schools, and for encouraging municipalities to engage in joint planning to facilitate the community use of schools.

3.2 The CEPEO is also responsible for renting its facilities and for being able to issue, through its Permits Department, rental permits to community groups, organizations, associations and individuals who submit an application online.

3.3 The principal of a school for which a rental application is received must:

- approve or deny the application within 5 business days
- ensure someone (janitor) is present in the school during the activities and send the time sheets to the CEPEO Permits Department
- provides the materials requested when the rental permit is reserved (chairs, tables, etc.)

3.4 The CEPEO's Finance Department will be responsible for managing payment of rental permits. This department will establish a payment system and follow up with rental permit users.

3.5 Community groups, organizations, associations and individuals who wish to use school facilities are responsible for complying with the CEPEO's regulations, conditions and guidelines on the use of the school facilities (see APPENDIX C). They are also responsible for ensuring that the school facilities are used in a responsible and respectful manner.

REVENUE ADMINISTRATION

4. The CEPEO divides the fees charged for facilities rentals fairly: the rental fees are placed in the school's operating budget, and the operating fees are placed in the CEPEO's core budget and used to defray operating expenses as set out in Appendices A and B of INS12-DA.

It falls to the Director of Education and Secretary-Treasurer to issue administrative directives covering the implementation and application of this policy.

Reference:

Under paragraph 26 of subsection 8(1) of the *Education Act*

INS12-DA_Renting school facilities

ADE08_Fundraising

ADE08-DA_Fundraising

RESOLUTION 362-07 C.E.

Adopted: December 18, 2007 June 3, 2013

Effective: January 1, 2008 June 3, 2013

To be revised: June 3, 2013

OBJECTIVE

1. To provide community groups, organizations, associations and individuals with access to school facilities outside of school hours, on weekends and in the summer.

ACCESS TO PREMISES

2. In accordance with the Agreement on the Community Use of Schools between the CEPEO and the Ministry of Education of Ontario (MEO), the CEPEO undertakes to make its schools available to community groups, organizations, associations and individuals.
3. The CEPEO recognizes that the rental of its schools supports and encourages an active, healthy lifestyle for children and youth in the community, and fosters community spirit.

POLICY STATEMENTS

4. The rental of school facilities must not adversely affect the school's primary mission of offering a high-quality education in French in the most effective way possible.
5. The rental of school facilities must not entail any additional costs for the CEPEO.
6. The CEPEO and the school take precedence over any organization when it comes to using the premises outside of regular school hours, on weekends and in the summer.
7. In accordance with the Agreement on the Community Use of Schools between the CEPEO and the MEO, the CEPEO undertakes to:
 - reduce the fees collected from non-profit groups as defined in APPENDICES A and B *Organization categories and Fee schedule for the use of school facilities*
 - favour increased access to its schools by non-profit community groups
 - maintain its agreements with the municipalities in its region
 - provide non-profit community groups, organizations, associations and individuals with fair access to school facilities outside of school hours, on weekends and during the summer
 - give priority access to non-profit groups that serve francophone children and young adults

- The CEPEO favours increased access to its schools by non-profit community groups
- The CEPEO, through its Finance Department, must facilitate the payment of fees, as much as possible by users

RENTAL APPLICATION PROCESS

8. The rental application process must meet the following conditions:
 - Online registration at the following address: location.cepeo.on.ca/Start.aspx?Lang=EN, at least 15 business days before the start of the rental period.
 - Approval or denial of the rental application by the school within five (5) business days of the online registration.
 - Validation of the rental permits for a period of no more than one year. For the renewal of a rental permit for the following year, the registration period will begin on June 1st of each year, on a first-come, first-served basis.
 - All rental permits must be accompanied with liability insurance in the amount of \$5,000,000 (see details below regarding insurance).
 - Following approval of the rental application by the school, the CEPEO Permits Department must provide the school rental applicant with the regulations, conditions and guidelines governing the use of the school facilities (APPENDIX C). The department must make sure the applicant receives a digital copy of the following documents: *Online Registration Procedures* and *Safety Guide by the Permits Department of the CEPEO*.
 - Payment of fees for the rental permit will be forwarded to the CEPEO's Finance Department under the terms chosen – two options: by cheque (made payable to the CEPEO and mailed to the attention of the Finance Department at the following address: 2445 St. Laurent Blvd., Ottawa, Ontario K1G 6C3 or by preauthorized debit.
 - During and after school hours, priority must be given to activities taking place during school days and to extracurricular activities organized or administered by the schools or the CEPEO.
 - The CEPEO's Permits Office will immediately revoke the authorization to use its facilities if the regulations and conditions found in APPENDIX C and the digital documents mentioned above are not strictly followed at all times.
 - The CEPEO reserves the right to refuse to rent its premises in the future to any community group, organization, association or individual for insufficient funds (three transactions per year).

RENTAL FEES

9. Rental and operating fees (see APPENDIX B *Fee schedule for the use of school facilities*) are required from community groups, organizations, associations and individuals in the following cases:
 - when no memorandum of understanding or lease between the two parties (the CEPEO and the community organization) has been reached and signed
 - when a community group, organization, association or individual wishes to use one or more school premises during the evening, weekend or summer.
10. The fees charged for the use of the school premises are collected by the CEPEO's Finance Department in accordance with APPENDICES A and B.
11. The facility rental and operating fees are payable to the CEPEO, to the attention of the Finance Department, in accordance with the terms chosen prior to the start of the facilities being used (by cheque or preauthorized debit).
12. The fees for summer camps and education centres are payable to the Finance Department in accordance with the terms chosen (by cheque made payable to the CEPEO or by preauthorized debit).
13. Janitor overtime pay is covered by the CEPEO.
14. Janitors' overtime time sheets must be sent for approval to the CEPEO Permits Department, specifying the reason and the nature of the activity on the school's schedule.
15. Revenues generated through the rental of facilities are divided in accordance with APPENDIX B *Fee schedule for the use of school facilities*:
 - the rental rate into the school's operating budget, four times a year, at the end of the following months: March, June, September, December, and
 - the operating rate into the CEPEO's core budget

INSURANCE

16. Users of the school facilities are required to hold a civil liability insurance certificate for a minimum of \$5,000,000.
17. Users who already have liability insurance in force must provide the CEPEO Permits Department with a copy of the insurance certificate bearing the name of the CEPEO as an additional insured no later than one week before the beginning of the rental period.
18. Users who do not already have insurance must purchase civil liability insurance from the Ontario School Boards' Insurance Exchange (OSBIE) through the CEPEO Permits Department. The Permits Department must complete the OSBIE form to determine the cost of the premium according to their rate schedule, which can be found online in the registration procedures.

19. The Permits Department will inform the user of the applicable amount by providing him or her with a copy of the OSBIE form. The user must pay the insurance premium by cheque made out to the CEPEO or by preauthorized debit, accompanied by the rental permit. Payment must be sent to the attention of the CEPEO's Finance Department no later than one week before the beginning of the rental period.

Reference:

INS12_Renting school facilities

ADE08_Fundraising

ADE08-DA_Fundraising

Memo B13 from the Ministry of Education, November 24, 2006

– Community Use of Schools Program.

3. INTERNAL REGULATIONS AND GUIDELINES OF THE CEPEO PERMITS DEPARTMENT

REGULATIONS, CONDITIONS AND GUIDELINES GOVERNING THE USE OF SCHOOL FACILITIES

The *Conseil des écoles publiques de l'Est de l'Ontario* has participated in the Ministry of Education's community use of schools program for several years, with an eye to increasing community access to school facilities outside of school hours, on weekends and in the summer, in order to participate in community social activities.

However, the core purpose of our schools is education; consequently, no permit will be granted if it would impede the normal course of school activities before, during or after regular school hours. Rental permit users must comply with the CEPEO's regulations.

The school board will immediately revoke the authorization to use its schools if the required regulations and conditions are not strictly followed at all times. It is understood that the acceptance of the rental permit application and the following of the rules and conditions governing the use of the schools will be subject to an agreement with legal force.

Subject to the approval of the school principal and the authorization of the Permits Department of the CEPEO, users who have applied for a rental permit may use the school facilities for discussions, conferences or any other activities that have public, civic, educational or cultural value.

PROCESS

Users who wish to rent facilities in one or more schools must submit an application online for the school of their choice at the following address: location.cepeo.on.ca/Start.aspx?Lang=EN. All applications must be submitted online at least fifteen (15) business days before the expected date of use of the premises.

RENTAL SCHEDULE:

- Rental permits are available from Monday to Sunday, before and after regular school hours, and generally end at 10 p.m. at the latest during the week. It is possible to rent school facilities during school holidays, Christmas vacation, March break and the summer, depending on the application. Schools will remain closed on statutory holidays.
- A rental permit application is valid for a period of up to one school year. The permit can be renewed as of June 1st of each year.
- All rental applications will be on a first-come, first-served basis.

User requirements to be met before submitting a rental permit application

- The person submitting the application must be at least 18 years old.
- The person or organization must have an internal policy of performing vulnerable sector checks to comply with the *Education Act*.
- The person or organization must have read the CEPEO registration procedures available on the site location.cepeo.on.ca/Start.aspx?Lang=EN.
- The person or organization must have at least \$5,000,000 in liability insurance coverage no later than one week before the start of the activity.

Users renting school premises acknowledge that it is prohibited to:

- Smoke on any CEPEO premises, including in buildings and on school grounds, in accordance with the provincial act passed on January 1, 1989.
- Consume, possess, sell or distribute illegal drugs in the school facilities and on school board grounds.
- Bring alcoholic beverages into the schools without a permit issued by the city.
- Bring foods containing nuts (peanuts, almonds, etc.) into the school.
- Advertise or post notices in the school facilities or on school board grounds, unless prior written authorization has been obtained from the school principal.
- Move or use materials belonging to the school unless prior permission from the school principal has been obtained.
- Park on lawns or in front of entrances. Fire lanes must not be blocked; offenders may be fined, and their vehicle may be towed. Free parking on any school board grounds is a privilege that users exercise at their own risk.
- At no time may users transfer the rental permit or sublet the facilities or equipment to any third party not included in the agreement between the two parties.

Use of school facilities and procedures to follow:

- Users who have a rental permit must supervise anyone admitted to the school during an activity, and ensure that all regulations regarding the use of the school facilities are strictly followed.
- Users must ensure that all individuals admitted to an activity arrive at and leave the school at the times indicated on their rental permit.
- It is understood that the number of people involved in the activity may not exceed the maximum occupancy of the rented premises under the Fire Code.
- Users must indemnify the CEPEO from any losses or harm to individuals, school buildings, materials or property that are caused by or arise from the use of the school by any person who has been given permission to enter it.
- Users will lose access to the facilities if they organize, encourage or support activities that are immoral or illegal, or that exhibit racial, ethnic or religious intolerance.
- A CEPEO employee appointed by the school principal must be on site during all activities for property security purposes. The janitor or a CEPEO staff member designated by the school principal is responsible for the premises and facilities at all times, and his or her instructions must be followed. The janitor or CEPEO staff members is not responsible for supervising the behaviour or actions of the supervisor, volunteers, participants or workers involved in the activity.
- The CEPEO Permits Department has the right to revoke, at any time, all authorization to use the school facilities, even if fees have been paid, if, in its opinion, use of the school facilities is not in the best interests of the school board or the community. If applicable, the CEPEO reserves the right to choose whether or not the user will be reimbursed.
- All electrical wiring installed temporarily must meet the standards of the Ontario Electrical Safety Authority.
- The activity supervisor and participants must comply with the *Health and Safety Act* and the emergency safety measures found in the Safety Measures document available online at the following address: location.cepeo.on.ca/Start.aspx?Lang=EN.
- The CEPEO is not responsible for any injuries or harm caused to any individuals, or for damage to any property in, on or around the school grounds.
- Any group or organization in excess of one hundred (100) people requires the services of a second member of the CEPEO custodial staff for security and cleaning purposes. The school will assume responsibility for providing this staff member.
- Running shoes with non-marking soles must be worn for all activities taking place in the gym.
- Rental users must be sure to have a copy of the rental permit issued by the CEPEO Permits Department in their possession at all times. The CEPEO Permits Department reserves the right to visit any of the rental sites at any time.

INSURANCE

- All users must have a minimum of \$5,000,000 in liability insurance. Failure to provide such a certificate or to purchase the required insurance, at least one week before the activity, will automatically result in the application being denied.
- Users who already have liability insurance must provide the CEPEO Permits Department with a copy of the insurance certificate bearing the name of the CEPEO as an additional insured by e-mail to the following address: permisdolocation@cepeo.on.ca.
- Users who do not already have insurance must purchase civil liability insurance from OSBIE through the CEPEO Permits Department. To purchase this insurance, the user must pay the insurance premium at the rate set out in the OSBIE rate schedule, and do so at least five (5) business days before the beginning of the rental period. The CEPEO Permits Department will provide the user with a photocopy of the completed draft of the OSBIE facility user group insurance program.
- Please note that all rental fees and OSBIE insurance premiums are payable to the CEPEO Finance Department, either by preauthorized debit or by cheque.

4. ISO 14001 ENVIRONMENTAL CLAUSE

Last January, the CEPEO became the first school board in North America to receive the ISO 14001 certification, and to offer its students international certification through the Kids' ISO 14000 program. By spring 2016, every school in the CEPEO, as well as head office, will be certified under the ISO 14001 standard, marking us as an organization of the future that is responsible and eco-friendly, and that cares about sustainable development.

The ISO 14001 standard is an environmental management standard. It sets out environmental requirements, which companies must meet.

Companies adhering to the ISO 14001 standard must:

- develop and implement an environmental policy
- set objectives and develop processes to meet the commitments of this environmental policy
- determine the actions needed for continuous improvement of its environmental performance

To maintain its certification, the CEPEO must:

- comply with environmental regulations
- improve its waste management
- improve its energy consumption
- raise awareness about environmental protection among students, staff and partners
- protect the environment itself
- engage in continuous improvement of environmental practices

PROTECTING THE ENVIRONMENT

Users who rent our school facilities have a responsibility to ensure activity participants follow the CEPEO's environmental policy, which seeks to protect and preserve the environment by reducing energy consumption and waste production. The CEPEO subscribes to the concept of sustainable development, and recognizes that its environmental management responsibilities hold an important place among its priorities, across all its activities.

Here are a few examples to put into practice during your time at the CEPEO's schools:

To follow waste management instructions:

- Most schools have recycling bins. Each bin has pictograms explaining the types of waste that are accepted.

To reduce energy consumption:

- When leaving the premises after your activity is finished, be sure to turn off the lights and close the windows in the rooms you used.

THE MANDATE OF THE SCHOOL BOARDS

Under the legislation in force in Ontario, school boards are responsible for maintenance, health and safety within their school sites. They must develop measures and policies so as to ensure an environment that is as healthy and safe as possible for students, staff and others on school property.

Consequently, school boards have a duty to provide all their clientele with schools that are safe and well maintained. Facilities and equipment must be monitored continuously. They must also ensure, as much as possible, that users can offer their activities safely.

To meet this mandate, the CEPEO Permits Department has developed a section on safety and emergency measures to help users of its school facilities better manage their activities. For the CEPEO, the well-being of users is important, and we work constantly to maintain all safety aspects within our schools.

A safe environment helps build confidence between our partners and promotes achievement. In fact, for the CEPEO, safety is everyone's concern. So it is important to work together in order to reduce risks and prevent injuries. For response efforts to be effective, a safety and emergency plan must be in place.

5. SAFETY AND EMERGENCY MEASURES

In order to provide a safe environment while activities are taking place in classrooms, workshops and gymnasiums, the CEPEO Permits Department feels it is important to establish safety measures so as to encourage success and reduce the risk of accidents and incidents. The people involved remain the primary pillars.

1. Presence of resource persons (activity supervisors):

- Determine a safe ratio of resource persons to participants. A ratio of one supervisor to every fifteen (15) participants would be ideal.
- ensure that there are two resource persons on hand during activities in order to be able to respond in case of emergency. A group should never be unsupervised during an emergency.

***To provide two persons to support an activity, users can opt for the services of high school students. These students are required to do volunteer work in order to obtain their diploma. Activities that offer services in French will be prioritized for volunteer work. If you need a young volunteer, you can write to the following address: permisdolocation@cepeo.on.ca.

- supervision should be provided especially when instructing people in the gym, workshops, etc. – places where the risk of accident is greater.

2. Qualifications of resource persons

Resource persons must have the necessary qualifications to offer adequate safety in order to reduce the risk of incidents and accidents involving the activities:

- Be capable of responding in case of emergency; often, these are the first people to provide first aid to an injured person. The CEPEO emphasizes that resource persons should have first aid and cardiopulmonary resuscitation (CPR) training keep their training up to date. At least one person per site at all times.
- Have appropriate training to develop safe behaviours that follow the rules, so as to ensure safety with the equipment and field of play. Activities should be pleasant experiences that offer a sense of well-being.
- Have suitable training to ensure appropriate classroom management, so as to ensure the safety and respect of participants.

3. Inspecting the materials, site, equipment and grounds

The CEPEO must regularly inspect its facilities and equipment in order to maintain a high level of safety for the students and staff of its schools. To ensure your safety, the CEPEO Permits Department recommends that the supervisors:

- inspect the materials or equipment and the physical environment at the beginning and end of the activities. All problems should be reported to the CEPEO Permits Department by completing the School Facility Maintenance Report (see appendix), sent to the following address : permisdelocation@cepeo.on.ca or given to the on-site CEPEO representative so action can be taken promptly.

4. Activity management:

- Tailor the instruction to the activity, participants and environment.
- Be sure to provide clear rules and instructions that will enable the activities to run smoothly (= safety and support).
- Be properly prepared for sports activities, which should include a warm-up period. Take the health, behaviour, skill level and learning ability of the participants into account. The CEPEO Permits Department has found and provided you with an athlete's charter that summarizes sportsmanlike behaviours to adopt (see appendix).
- Make sure that school facilities and equipment are used by the appropriate number of people.
- Make sure participants are dressed appropriately in order to reduce the risk of accidents for the planned activities. For example, it is essential to wear running shoes for sports activities.
- Use materials differently when safety is unclear, especially for sports fields in case of rain.
- Be sure to tidy the rooms used appropriately at the end of your activities.
- Make sure that materials and equipment are carefully put away at the end of your activities, as the participants are responsible for their use.

5. Safety instructions

Because all activities involve some risk, the CEPEO Permits Department sets out, in this section, the appropriate steps to take in the event of an emergency, in order to increase the effectiveness of your response. At the end, you will find the CEPEO emergency plan.

A. Before your activity begins:

- a. Have a first aid kit and know how to use it.
- b. Have a working telephone in order to call for emergency assistance if needed.
- c. Establish an emergency communication plan to follow (make sure you know the emergency numbers you need).
- d. Know the fastest route to the nearest hospital.
- e. Know the location of emergency equipment, such as defibrillators, in the school.
- f. Always use gloves when there is blood or other bodily fluids.
- g. Know which participants have health concerns, such as high blood pressure or diabetes.
- h. Know which participants are taking medication.
- i. Know the names of all participants and always keep an attendance list.

B. In case of injury or emergency response:

- Remain calm and use a reassuring tone of voice.
- Respond promptly to the sick or injured person, assess the severity of the injury/illness and guide your care accordingly, such as:
 - administering medication
 - using the first aid kit
 - calling emergency response: dial 911
 - while waiting for the emergency responders, pay close attention to the sick or injured person so you can provide information to the medical responders
Here are a few examples: loss of consciousness, uncontrollable bleeding, difficulty breathing, major injury, etc.
- Complete the accident report and send it to the CEPEO Permits Department or give it to the on-site school board representative (see appendix).
- Call the emergency contact of the sick or injured person as quickly as possible.
- Make sure all participants are safe in an emergency situation.

6. CEPEO EMERGENCY PLAN

The CEPEO offers community users a series of emergency measures in order to facilitate and prepare them for responses to emergency situations.

Rental permit users are responsible for informing their staff and establishing a response plan accordingly in order to meet the requirements of these emergency measures.

Tip: You may wish to designate one person for each role or responsibility



A. TOXIC SUBSTANCE/SUSPICIOUS ODOUR

IF YOU ...

Discover noxious fumes or a suspicious odour inside or outside the school

YOU SHOULD ...

- Notify the on-site CEPEO resource person, if possible
- Evacuate or direct your group to the outdoor assembly point (usually at the far end of the school grounds)
- Make sure no one is forgotten
- Get your attendance list
- Take attendance at the assembly point
- Follow the instructions given to you by the authorities
- Call 911, if necessary (HazMat team)



B. FIRE

IF YOU ...

See flames, smell smoke or hear the fire alarm

YOU SHOULD ...

- Stop everything
- Get your attendance list
- Turn off the lights and any electrical devices
- Close and lock the door behind you
- Calmly evacuate the premises with your whole group and meet at an outdoor assembly point
- Do not use the elevators
- Assist any persons with disabilities as per your established procedure
- Make sure no one is forgotten
- Take attendance at the assembly point
- Call 911 if necessary



C. EVACUATION

IF YOU ...

Hear an instruction to evacuate the building

YOU SHOULD ...

- Stop everything
- Get your duly completed attendance list
- Turn off the lights and any electrical devices
- Close and lock the door behind you
- Calmly evacuate the premises and move to the assembly point
- Do not use the elevators
- Assist any persons with disabilities as per your established procedure
- Check to make sure no one has been forgotten
- Take attendance at the assembly point
- If you are asked to leave your assembly point, meet at the evacuation site planned for the school

(Each school has an evacuation site; the CEPEO Permits Department can give it to you.)

D. SECURING THE SCHOOL



IF YOU ...

Hear... "This is the principal. The school is now in secure mode, and must immediately be secured."

YOU SHOULD ...

- Close and lock the door to your room (after getting your group together)
- Close the windows, draw the curtains and lower the blinds
- Keep your group away from windows and doors
- Take attendance and note the reason for any absences (e.g., did not come that day)
- Reassure your group by speaking calmly
- Maintain silence
- Do not open the door until an announcement is made over the PA system that the procedure is over
- If anyone insists on leaving the room, do not try to stop or restrain them
Record their name and time of departure and pass the information along if necessary
- Call 911 if necessary
- Follow the instructions of the police or other emergency responders



E. SUSPICIOUS OBJECT/BOMB THREAT

IF YOU ...

Find a suspicious object

Receive a bomb threat (orally, in writing or over the phone)

YOU SHOULD ...

Suspicious object

- Do not touch or handle the object If the object has been opened, secure the immediate area By moving the people in your group away
- Contact the CEPEO resource person
- Get your attendance list
- Evacuate your group to the outdoor assembly point
- Make sure no one is forgotten
- Take attendance
- Wait for instructions

Bomb threat

- Notify the CEPEO resource person in person
- Wait for instructions



F. LOCKDOWN

IF YOU ...

Hear... "This is the principal: Emergency! LOCKDOWN

LOCKDOWN LOCKDOWN. I repeat, the school is now in

LOCKDOWN mode. Hide!"

YOU SHOULD ...

- Close and lock the door to your room (after getting your group together)
- Extinguish all sources of light, block the glass pane in the door (if possible), and close the windows, curtains and blinds
- Seat your group on the floor along the wall that is least exposed to view through the windows and the glass pane in the door, if it is not blocked
- Take attendance and note anyone who is missing
- You need to hide, stay quiet and remain calm
- Anyone outside the building should hide or go to the evacuation site planned for the school
- Silence reigns: Ignore all bells, alarms and announcements. Do not use the house telephone; turn off your group's cell phones and do not access the Internet.
- Remain hidden until a police officer (or other person in authority) unlocks the door and announces the end of the lockdown.



G. DISTURBING OR THREATENING BEHAVIOUR

IF YOU ...

Witness disturbing or threatening behaviour...

The threat may be verbal or written, represented by a drawing or posted online, or take the form of gestures and be directed at a target

YOU SHOULD...

- Notify the on-site CEPEO resource person
- Document the incident by completing the incident/accident report found in the appendix



H. EARTHQUAKE

STEPS TO TAKE IN THE EVENT OF AN EARTHQUAKE

No matter where you are, take shelter immediately and remain in one place until the shaking has finished.

IF YOU ARE INDOORS

- Remain there. Do not rush outside.
- Take shelter under a table, desk or other sturdy piece of furniture and hold on
- If you are in a hallway, crouch against an interior wall
- Do not stand in a doorway. It could slam shut and hurt you
- Protect your face and head
- Face away from windows
- Keep away from windows, glass partitions, mirrors, fireplaces, bookcases, tall furniture and light fixtures
- If you are in a wheelchair, lock the wheels and protect the back of your head and neck
- Do not use the elevators
- If you are in an elevator during an earthquake, press the button for every floor and get out as soon as you can

IF YOU ARE OUTDOORS

- Remain there. Try to move to a safe location, far from windows, buildings, electrical wires or telephone poles
- Stay in a protected location until the shaking has finished.

AFTER THE INITIAL SHOCKWAVE

- Be prepared for aftershocks, which can take place for some time after the initial earthquake
- Once the shaking has stopped, check that you are unharmed, then check on people near you. If there are injuries, administer first aid. Contact emergency services if necessary.

7. CONCLUSION

With all the community activities that take place in its schools, the CEPEO plays an important role in community development throughout the region it serves.

This role provides considerable benefits to the community. For example, encouraging young people to practice sports after schools hours reduces sedentariness, which improves the conditions and habits of that community.

The CEPEO opens its schools to the community and makes sure the activities are used to develop safe and appropriate services.

In order to ensure efficient community development, teamwork is essential. With this guide and the Permits Department, the CEPEO is proud to work with community site users in order to maximize preventative measures. The health and safety of our community are everyone's concern!

WELCOME TO OUR TEAM!

APPENDICES

APPENDIX A

TABLE OF ORGANIZATION CATEGORIES

<p>A (minimal rental and operating fees)</p>	<p>NON-PROFIT ORGANIZATIONS</p> <p>Definition: Community organizations are groups of people who have come together over a social project or issue. They may be managed by volunteers or employees. There may be minimal fees for participating in activities. These organizations are not supposed to make a profit. (Has a registration number and/or a Canada Revenue Agency number)</p> <p>Examples: Community health and/or local community association: the Red Cross, blood donor clinics, vaccination clinics, health clinics, etc.</p> <p>City of Ottawa (reciprocal agreement)</p> <p>Cultural schools, religious organizations, senior's groups, service clubs, charitable groups, etc.</p>
<p>B (minimal rental and operating fees)</p>	<p>COMMUNITY MEMBERS (NON-PROFIT)</p> <p>Members of the community who want to practice a sport with friends, meet with members of the community for a special project, etc. Does not have a registration number.</p>
<p>C (rental and operating fees)</p>	<p>FOR-PROFIT ORGANIZATIONS</p> <p>These organizations are managed with the goal of making a profit for their activities. Has a registration number. Examples: Dance classes, martial arts, gymnastics, babysitting, first aid, driving classes, tutoring or homework clubs organized by external organizations (with compensation), etc.</p>
<p>D (no rental fees)</p>	<p>ACTIVITIES IN CEPEO SCHOOLS</p> <p>Pedagogical, academic, before- and after-school and administrative activities of the CEPEO and its schools. Volunteer work during school hours and in activities related to the teaching program.</p> <p>School councils, school boards and parent's associations. Tutoring and homework clubs for CEPEO students.</p> <p>All capital property activities/repairs during the school year and the summer. Adult education classes.</p>
<p>E (operating fees)</p>	<p>PRESCHOOL AND BEFORE-/AFTER-SCHOOL PROGRAMS</p> <p>Christmas holidays, March break, summer term. Administered by head office.</p>
<p>F (operating fees)</p>	<p>NON-PROFIT AND FOR-PROFIT CAMPS</p> <p>Christmas holidays, March break, summer term. Administered by head office.</p>

APPENDIX B

FEE SCHEDULE FOR THE USE OF SCHOOL FACILITIES

Category	Description	Classroom (1 to 3) Seminar room Staff lounge IT room	Single gym and/or Single gym with stage	Double gym and/or Library	Atrium Kitchen	Cafeteria	Auditorium ¹	Sports fields	Weekday operating fees	Weekend operating fees ²
A	Non-profit organizations	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$50/hr.	\$0/hr.	\$0/hr.	\$5/hr.
B	Non-profit community members	\$10/hr.	\$15/hr.	\$20/hr.	\$15/hr.	\$25/hr.	\$75/hr.	\$10/hr.	\$0/hr.	\$10/hr.
C	For-profit organizations	\$20/hr.	\$30/hr.	\$40/hr.	\$30/hr.	\$50/hr.	\$140/hr.	\$10/hr.	\$0/hr.	\$20/hr.
D	Activities in CEPEO schools	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.	\$0/hr.
E	Preschool programs (Lease-12 months)		Before-/after-school programs (10 months)		CEPEO before/after school daycares - CAMPS					
Covers only operating fees	Number of children	Rate/month	Number of children	Rate/month	Square footage	March rate/WEEK	Summer rate/MONTH			
	<24	\$125.00	0 - 50	\$50.00	< 3000 sq. ft.	\$75.00	\$75.00			
	24 or more	\$150.00	51 - 100	\$100.00	3000 to 6000 sq. ft.	\$150.00	\$150.00			
			101 or more	\$150.00	6000 to 9000 sq. ft.	\$225.00	\$225.00			
					9000 to 12000 sq. ft.	\$300.00	\$300.00			
					12000 to 15000 sq. ft.	\$375.00	\$375.00			
					15000 to 18000 sq. ft.	\$450.00	\$450.00			
					> 18,000 sq. ft.	\$525.00	\$525.00			
F	NON-PROFIT camps		FOR-PROFIT camps		¹ Organizations should anticipate expenses to cover the rental of equipment and accessories (microphones, lighting, etc.) and technician's fees. ² Operating fees include heating, lights, security guards, janitors or building supervisors.					
Covers only operating fees	Square footage	Rate/week	Square footage	Rate/week						
	< 3000 sq. ft.	\$75.00	< 3000 sq. ft.	\$300.00						
	3000 to 6000 sq. ft.	\$150.00	3000 to 6000 sq. ft.	\$600.00						
	6000 to 9000 sq. ft.	\$225.00	6000 to 9000 sq. ft.	\$900.00						
	9000 to 12000 sq. ft.	\$300.00	9000 to 12000 sq. ft.	\$1,200.00						
	12000 to 15000 sq. ft.	\$375.00	12000 to 15000 sq. ft.	\$1,500.00						
	15000 to 18000 sq. ft.	\$450.00	15000 to 18000 sq. ft.	\$1,800.00						
	> 18000 sq. ft.	\$525.00	> 18000 sq. ft.	\$2,100.00						

APPENDIX C

SCHOOL FACILITY MAINTENANCE REPORT

SCHOOL FACILITY MAINTENANCE REPORT

School: _____

Date: _____

Organization name: _____

SCHOOL FACILITY	ROOM NO.	COMMENTS
Gymnasium		
Classroom		
Bleachers		
Auditorium		
Cafeteria		
Workshop		
Library		
Lobby/Concourse		
Sports fields		
Other		

APPENDIX D

ATHLETE'S CHARTER

Based on the sportsmanship charter according to the Government of Quebec, Department of Education (1994, pp. 97-98)

<p>ARTICLE 1:</p> <p>Sportsmanship means, first and foremost strictly following all the rules, and never deliberately trying to commit a fault.</p>	<p>ARTICLE 2:</p> <p>Sportsmanship means respecting the officials. The presence of officials or referees is a necessary component of any competition. Officials have a difficult and often thankless role to play. They fully deserve everyone's respect.</p>
<p>ARTICLE 3:</p> <p>Sportsmanship means accepting all the referee's decisions without ever calling his integrity into question.</p>	<p>ARTICLE 4:</p> <p>Sportsmanship means gracefully acknowledging the superiority of your opponent in the face of defeat.</p>
<p>ARTICLE 5:</p> <p>Sportsmanship means accepting victory with modesty, without making fun of your opponent.</p>	<p>ARTICLE 6:</p> <p>Sportsmanship means knowing how to recognize good plays and good performance by your opponent.</p>
<p>ARTICLE 7:</p> <p>Sportsmanship means wanting to measure yourself fairly against your opponents. It means counting on talent and ability alone in striving for victory.</p>	<p>ARTICLE 8:</p> <p>Sportsmanship means refusing to win through illegal means or cheating.</p>
<p>ARTICLE 9:</p> <p>Sportsmanship, for officials, means thoroughly knowing all the rules and applying them impartially.</p>	<p>ARTICLE 10:</p> <p>Sportsmanship means keeping your dignity under all circumstances; it means exhibiting self-control. It means refusing to let physical or verbal violence get the better of you.</p>

APPENDIX E

INCIDENT/ACCIDENT REPORT

School: _____

Date and time of accident: _____

Name of occupying organization: _____

1. DESCRIPTION OF THE ACCIDENT			
Location			
Description of the incident/accident (provide as much detail as possible)			
First aid administered			
Property damage?			
2. NATURE OF THE ACCIDENT (CAUSES)			
Comments:			
REPORT COMPLETED BY:			
Name	Occupation	Telephone	Signature