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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Annual Task/Submissions Calendar](#)

[Emergency Drills](#)

[Hazardous Materials Management](#)

[Safe Schools](#)

[Tragic Event/Crisis Response](#)

[Violent Threat Risk Assessment](#)

[Workplace Safety and Health](#)

**Form Cross Reference:**

[June Submissions to Superintendent's Department](#)

[Hutterian June Submissions to Superintendent's Department](#)

[Emergency Preparedness Plan Template](#)

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**Legal/Regulatory Reference:**

[Manitoba Regulation 77/2005](#), section 6 (Safe Schools Regulation)

[The Public Schools Act](#), section 47.1(1), 47.1(3)

[The Education Administration Act](#), section 4(1)(p.1), (p.2), (p.3)

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The Interlake School Division (ISD) shall support an emergency preparedness program which includes emergency planning, training, and education. The purpose of this program is to plan for the immediate physical safety of students and staff in the event of natural or man-made emergencies and disasters.

All schools must develop an [Emergency Preparedness Plan](#) based on the information and templates provided. All schools shall cooperate fully with Emergency Measures Organizations in planning for and responding to local emergencies.

Every school must establish a committee, known as the Safe School Advisory Committee, to advise the Principal in developing an Emergency Preparedness Plan for the school. An existing parent council or advisory council may serve as such a committee, provided its membership includes the Principal, a parent of a student attending the school, a teacher from the school, and a member of the student council (if one exists and includes grades 9-12). The Principal is responsible for calling meetings of the committee, and for ensuring that a record of the proceedings is kept. Once developed, the Emergency Preparedness Plan must be reviewed at least annually.

A school's Emergency Preparedness Plan must outline the role of the Principal, staff, counselling and crisis intervention personnel in the event of an emergency; and must include procedures for:

- controlling visitor access to the school site;
- communicating inside and outside the school building in an emergency;
- contacting students' parents or guardians in an emergency;
- responding to the threat posed by a person having a weapon on the school site;
- responding to bomb threats, fires, chemical spills and weather-related emergencies;
- evacuating school buildings;
- carrying out emergency practice drills (see [Emergency Drills](#)).

While it may not be possible to identify all potential human or natural emergencies which could threaten the well-being of students and staff in attendance at school, adequate planning requires that a reasonably comprehensive list be compiled. The following potential emergencies have been identified:

- adverse weather conditions, such as snowstorms, tornadoes, or electrical storms;
- failure of a school building system, such as power, gas and water;
- fire/explosions, either inside the school or adjacent to the school;
- chemical spills as a result of an accident in the school or in the vicinity of the school;
- human actions of a life-threatening nature, such as bomb threats, threats involving the use of weapons or child removal/abduction;
- medical emergencies, accidents and/or death.

The Principal must ensure that the content and procedures of the school's Emergency Preparedness Plan is communicated to all school personnel responsible for acting in emergency situations and, where appropriate, to students and their parents.

Each school and worksite must have their Emergency Preparedness Plan in a binder located in their facility with an electronic copy submitted to the Division Office. All Emergency Preparedness Plans must use the same table of contents and templates.

A copy of the Emergency Preparedness Program is to be submitted to the Superintendent/CEO or designate by October 31st of each school year.