



# EMERGENCY PREPAREDNESS PLAN

School Name

20\_\_-20\_\_



# **EMERGENCY PREPAREDNESS PLAN**

**SCHOOL NAME**

## **TABLE OF CONTENTS**

EMERGENCY PHONE NUMBERS .....	1
IN AN EMERGENCY .....	2
EMERGENCY RESPONSE PROCEDURES AT A GLANCE .....	3
AFTER HOURS EMERGENCY CONTACTS.....	4
BOMB THREAT .....	5
BOMB THREAT TELEPHONE PROCEDURE.....	7
BUILDING INFORMATION .....	8
BUILDING FLOOR PLAN .....	9
CHEMICAL SPILLS .....	10
CHEMICAL/SPILL KIT STORAGE LOCATIONS.....	10
CHEMICAL SPILL WITHIN A BUILDING .....	11
EXTERNAL CHEMICAL SPILL – VEHICLE OR TRAIN DERAILMENT ...	12
COMMUNICATION .....	13
EMERGENCY DRILLS .....	14
EMERGENCY EVENT/DRILL REPORT .....	15
EMPLOYEES/STUDENTS REQUIRING ASSISTANCE DURING AN EMERGENCY .....	16
EVACUATION.....	17
ALTERNATE SITE EVACUATION .....	18
SITE SPECIFIC EVACUATION PLAN .....	18
FAILURE OF BUILDING SYSTEMS .....	19
FIRE PLAN.....	20
FIRST AID.....	21
FIRST AID CERTIFIED STAFF .....	21
HOLD AND SECURE.....	22
HOLD AND SECURE COMMUNICATION .....	22
LOCKDOWN.....	23
LOCKDOWN PROCEDURES .....	23
LOCKDOWN COMMUNICATION .....	24
SITE SPECIFIC LOCKDOWN PLAN.....	24
LOCKDOWN CHECKLIST .....	25

LOCKDOWN REPORT.....	26
MEDICAL EMERGENCIES.....	27
MEDIA.....	28
SEVERE WEATHER / BUS CANCELLATION .....	29
SITE SPECIFIC PLAN.....	29
SHELTER IN PLACE .....	30
TORNADO .....	31
VIOLENCE THREAT RISK ASSESSMENT (VTRA) TEAM .....	34
VISITOR ACCESS .....	35

(To auto update this table of contents, click within the table and an option to update will be presented on the first page above our logo)

## EMERGENCY PHONE NUMBERS

<b>RCMP 911</b>	
<b>AMBULANCE 911</b>	
<b>FIRE 911</b>	
RCMP -STONEWALL DETACHMENT	204-467-5591
STONEWALL HOSPITAL	204-467-5514
TEULON HOSPITAL	204-886-2433
SECURITY AND INTRUSTION ALARMS	1-866-623-7500 OR 204-231-1072
MANITOBA POISON CONTROL	1-855-776-4766
MANITOBA HYDRO	1-888-624-9376
EMERGENCY MEASURES ORGANIZATION	1-888-267-8298
<b>DIVISION OFFICE</b>	204-467-5100
MARGARET WARD, SUPERINTENDENT	204-461-0652
TYLER MORAN, ASSISTANT SUPERINTENDENT	204-641-5022
<b>STUDENT SERVICES</b>	204-467-2638
MICHELLE PROCTER	204-461-0285
STUDENT SERVICES ADMINISTRATOR	
<b>TMT FACILITY</b>	204-467-8730
ROBYN LOWE, SAFETY ADVISOR	204-794-1798
BRE LOWE, SAFETY ADVISOR	204-471-1436
JARET THIESSEN, TRANSPORTATION SUPERVISOR	204-461-4491
ANTHONY CORNWELL, MAINTENANCE SUPERVISOR	204-801-3540

**We are located at:**

**This document is to be posted beside all phones in the building.**

## IN AN EMERGENCY

	<p><b>LOCKDOWN</b></p> <ul style="list-style-type: none"> <li>▪ Move out of sight</li> <li>▪ Be quiet and keep still</li> <li>▪ Don't open the door even if the fire alarm sounds</li> </ul>
	<p><b>HOLD AND SECURE</b></p> <ul style="list-style-type: none"> <li>▪ Stay inside</li> <li>▪ Outside doors are locked – no entry or exit</li> <li>▪ Learning continues</li> </ul>
	<p><b>EVACUATE</b></p> <ul style="list-style-type: none"> <li>▪ Leave your belongings behind</li> <li>▪ Exit the building</li> <li>▪ Follow instructions</li> </ul>
	<p><b>SHELTER IN PLACE</b></p> <ul style="list-style-type: none"> <li>▪ Stay inside</li> <li>▪ Follow instructions</li> </ul>
	<p><b>TORNADO</b></p> <ul style="list-style-type: none"> <li>▪ Stay inside</li> <li>▪ Gather in designated safe area</li> </ul>

## EMERGENCY RESPONSE PROCEDURES AT A GLANCE

FIRE OR EXPLOSION	WEAPON/THREAT INSIDE BUILDING	THREAT OUTSIDE BUILDING	HAZARDOUS RELEASE OUTSIDE	BOMB THREAT
<ul style="list-style-type: none"> <li>• Pull building alarm</li> <li>• Call 911</li> <li>• Evacuate building and move to muster point</li> <li>• Determine all staff and students are accounted for</li> <li>• Liaise with emergency crews, if necessary</li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Lockdown procedure</li> <li>• Call 911</li> <li>• Identify threat</li> <li>• Secure area and manage crisis until police arrive</li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Activate hold and secure</li> <li>• Call 911 if necessary</li> <li>• Secure area and manage crisis until police give <b>"All Clear"</b></li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Activate shelter in place</li> <li>• Remain inside until <b>"All Clear"</b> is given</li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Follow phone procedure, record as much info as possible</li> <li>• Report to immediate supervisor</li> <li>• Notify Superintendent</li> <li>• If object detected, evacuate building, call 911 and await police</li> </ul>
MEDICAL INCIDENT OR INJURY	TORNADO	CHEMICAL SPILL	FAILURE OF BUILDING SYSTEMS	SOCIAL MEDIA THREAT
<ul style="list-style-type: none"> <li>• Administer first aid, alert supervisor</li> <li>• Ensure someone stays with injured person</li> <li>• If critical, Call 911 for ambulance</li> <li>• Complete incident report and appropriate insurance documents</li> </ul>	<ul style="list-style-type: none"> <li>• Activate tornado procedure</li> <li>• Gather in identified safe rooms</li> <li>• Stay away from windows and exterior doors</li> <li>• Do not gather in large, open or high roof areas such as gyms, theatres or multi-purpose rooms</li> <li>• Monitor radio or weather.gc.ca for updates</li> </ul>	<ul style="list-style-type: none"> <li>• Contain spill, notify supervisor</li> <li>• Obtain SDS and spill kit</li> <li>• Neutralize and dispose of chemical</li> </ul> <p>If unable to contain spill:</p> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Determine if building services need to be cut off</li> <li>• Evacuate building</li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Notify custodian</li> <li>• Alert maintenance supervisor</li> <li>• Determine if other services need to be cut off</li> <li>• Consult with Superintendent</li> <li>• Determine if staff/students are to be retained or relocated</li> </ul>	<ul style="list-style-type: none"> <li>• Take screenshot of threat, if possible</li> <li>• Immediately notify supervisor</li> <li>• Notify Superintendent</li> </ul>

## AFTER HOURS EMERGENCY CONTACTS

Name:		Name:	
Phone:		Phone:	
Position:		Position:	
Access Level:		Access Level:	
Name:		Name:	
Phone:		Phone:	
Position:		Position:	
Access Level:		Access Level:	

:

## **BOMB THREAT**

All bomb threats whether received by telephone, note or letter will be taken seriously and handled as though an explosive device is in the building. If a bomb threat is received, call 911 immediately.

When there has been a threat or if you see a package or foreign object in an unusual place – **don't touch it!** Survey your immediate area and immediately call 911 to report the device.

All office personnel shall have copies of the Bomb Threat Procedure Form available beside their phones.

The person receiving a bomb threat over the phone is to adhere to the questions outlined on the procedure form and to make clear notes of the conversation. Let the caller talk as long as possible without interruption.

### **PHONE PROCEDURE:**

- Do not transfer the call or place it on hold. Signal another staff member for help and notify the principal immediately.
- Record call display number as shown and the precise time.
- Make a record of the exact wording of the threat. Take notes on everything said and on any observations you can make about background noise, voice characteristics, etc.
- Ask a lot of questions. Refer to the bomb threat procedure form.
- Ask questions in a clear and calm voice.
- Do not interrupt the caller.
- Call 911 to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. The purpose of keeping a person talking is to assist in identifying the caller. Tracing is not always possible.
- If an explosion of any type occurs at any time, evacuate and call 911.
- Notify the Superintendent of the threat and action taken.
- After RCMP have been notified, principal will decide if evacuation is necessary in consultation with emergency services and the Superintendent.
- Communicate with staff that a building emergency is in effect and that all staff should remain in their current location until advised otherwise.

### **EVACUATION:**

If the decision is made to evacuate the building, the following steps will be taken:

- If an area has been identified through the threat or if a suspicious package has been found, select routes and assembly areas away from that area.
- Hallways and stairways should be checked to verify that there are no foreign objects in the evacuation route.
- Evacuate by calling a fire drill.
- Notify the Superintendent of your actions.
- Let the RCMP assume responsibility for dealing with any suspicious parcels or objects.



- Elevators should not be used.
- Use tact. Do not create panic or alarm.
- Evacuate to a minimum distance of 300 feet in all directions.
- No one is to re-enter the building until the RCMP have given the “All Clear”.

#### **DEBRIEF:**

- Always debrief.
- Review staff response to the threat.
- Meet with the person who received the call to offer support and determine if counseling support is required.
- Be mindful of the trauma a bomb threat can bring to staff and students and take appropriate steps to relieve that trauma.
- Complete an incident report and submit it to the Superintendent.

#### **SUSPICIOUS PACKAGE:**

If you receive a suspicious letter or parcel, do the following:

- Do not open, handle, shake, smell, taste or move the suspicious parcel or letter.
- Do not use cellular phones or two-way radios near the building or where the suspicious package or bomb threat is located. Such usage could overwhelm the telephone system, could set off the explosive/incendiary device or distract you and others from emergency instructions.
- Notify your supervisor and co-workers immediately.
- Evacuate the immediate area. Exit the building as you would for a fire drill.
- Relocate to at least 300 feet away.

## **BOMB THREAT TELEPHONE PROCEDURE**

<p><b>WHEN A BOMB THREAT IS RECEIVED:</b></p> <ul style="list-style-type: none"> <li>Listen</li> <li>Be calm and courteous</li> <li>Do not interrupt the caller</li> <li>Initiate call trace action (where available) and notify your responsible authority by pre-arranged signal while the caller is on the line</li> </ul> <hr style="border: 0.5px solid black;"/> <p><b>QUESTIONS TO ASK:</b></p> <ul style="list-style-type: none"> <li>What time will the bomb explode?</li> <li>Where is it?</li> <li>Why did you place the bomb?</li> <li>What does it look like?</li> <li>Where are you calling from?</li> <li>What is your name?</li> </ul> <hr style="border: 0.5px solid black;"/> <p><b>THREAT RECIPIENT'S PARTICULARS:</b></p> <p>Name: _____</p> <p>Contact Number: _____</p>	<p><b>RECORDED DATA:</b></p> <p>Date : _____</p> <p>Time : _____</p> <p>Duration of Call: _____</p> <p><b>EXACT WORDING OF THREAT:</b></p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> <p><b>IDENTIFYING CHARACTERISTICS:</b></p> <p>Gender _____ Estimated Age _____</p> <p>Accent (Eng. Fr., etc.) _____</p> <p>Voice (loud, soft, etc.) _____</p> <p>Speech (fast, slow, etc.) _____</p> <p>Diction (good, nasal, lisp, etc.) _____</p> <p>Manner (calm, emotional, vulgar, etc.) _____</p> <p>Background noise _____</p> <p>Voice was familiar (specify) _____</p> <p>Caller was familiar with area _____</p>
---	---

## **BUILDING INFORMATION**

<b>School/Building Name:</b>	
<b>Address:</b>	
<b>Town:</b>	
<b>Grades:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Building Hours:</b>	
<b>Class Hours:</b>	
<b>Number of classrooms:</b>	
<b>Number of floors:</b>	
<b>Number of portables:</b>	
<b>Number of staff:</b>	
<b>Number of students:</b>	
<b>Number of individuals requiring assistance to evacuate:</b>	

## **BUILDING FLOOR PLAN**

(include identification of chemical storage areas)

## CHEMICAL SPILLS

### CHEMICAL/SPILL KIT STORAGE LOCATIONS

**Chemicals** are used and stored in the following areas:

Location	Intended User

**Spill kits** are located in the following areas:

Location	Department

## **CHEMICAL SPILL WITHIN A BUILDING**

- Assess the situation – clear and seal off the area if necessary. If urgent and major, evacuate and call 911.
- Notify your supervisor and send a staff member for help, if required.
- Control the source of the spill if possible. Dike and contain it to prevent entry into storm or sanitary sewers or other areas of the school.
- Obtain the Safety Data Sheet (SDS) for the chemical(s) spilled from MSDS online or the SDS binder.
- Look up procedures for neutralizing and disposal of the chemical on the SDS.
- Use the chemical spill kit, safe work procedure and follow the SDS procedures for neutralizing or disposal of the chemical.
- Prevent staff and students from coming into contact with the hazardous material/chemical by removing them from the room or cordoning off the area and initiating control zones.
- If evacuating, move staff and students to an upwind location.
- If necessary, shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.

### **If the spill cannot be cleaned up using local resources:**

- Confine the area of the spill.
- Alert your supervisor immediately.
- Evacuate the area.
- Call 911 and inform the operator:
  - what has been spilled
  - approximate quantity of material spilled
  - location of spill
- If the spill involves a flammable liquid, activate the building fire alarm system and initiate the evacuation procedure.
- Meet the emergency responders and provide the SDS for the spilled material.
- If necessary, move staff and students to alternate evacuation site.
- Take attendance and report any missing or injured people to your supervisor.
- No one shall return to the building until the “All Clear” is given by the proper authorities.
- Complete an incident report and submit to the Superintendent.

### **Recovery:**

- Once the spill has been neutralized, contact the custodian and Maintenance Supervisor to assist in the clean up.
- All spill-related materials must be bagged and labeled for hazardous waste pick up.
- Refill all spill kits used.
- Report the incident to the appropriate authorities (Workplace Safety, Conservation, etc.)

## **EXTERNAL CHEMICAL SPILL – VEHICLE OR TRAIN DERAILMENT**

### **Administrator:**

- Call 911 and notify emergency responders of the event.
- Determine which procedure should be activated such as evacuation or shelter in place.
- Notify custodial and maintenance to shut off mechanical ventilation systems, if appropriate.
- Alert staff to close windows and prepare for an emergency.
- Notify Superintendent of the status and actions taken and provide updates of any significant changes.
- Activate internal and external communications plan.
- Monitor radio, television, internet and/or other means of information and report any developments to emergency services.
- If it is determined that conditions warrant an evacuation, issue instructions for relocating to a safer location upwind of the accident site.
- Notify relocation centers of situation.
- Do not allow anyone to return to the building until the authority having jurisdiction has given the “All Clear”.
- Document all actions taken.

### **Staff/Students:**

- Move away from the immediate vicinity of danger.
- Implement reverse evacuation if staff/students are outside; observe wind direction by observing flags or leaves and move people appropriately.
- Execute shelter in place or evacuation as directed by the administrator.
- Remain in the safe area until the “All Clear” signal has been issued.
- If evacuation does occur, do not re-enter the building until “All Clear” has been given.

### **External Air Exclusion:**

- Consider closing outside air intake and sheltering people inside the building until the emergency passes.
- The level of action will depend on the proximity of the accident to the building, the wind velocity/direction and the weather.
- Provincial Emergency Measures Operation personnel or local RCMP will instruct the administrator to take the action deemed most appropriate.

## COMMUNICATION

Adequate and appropriate communication in the event of an emergency is of extreme importance. Development of the school communication plan shall take into consideration the need to communicate to students, staff, emergency agencies, parents/guardians, senior administration, the Board, and the media. The Division Office shall serve as the communication centre.

To ensure that all staff and students are accounted for and adequately instructed as to actions to be taken, the following shall apply:

- If there is a need to evacuate the building immediately this shall be signaled by the local fire alarm OR where necessary, via the public address system or school bells
- students, or staff responsible for students, shall not re-enter the school until the “ALL CLEAR” has been given by the authorities
- where re-entry within a short period of time is not possible, the students and staff shall be directed by a designated staff member to reassemble at a safe area of the school to receive instructions as to the next course of action to be taken
- the principal or designate shall communicate actions taken in response to an emergency either to the Superintendent or to a member of the senior administrative staff as soon as possible.
- should relocation within the immediate community be necessary, verification of safe arrival and student accounting shall be communicated by the principal or designate to the Division Office as soon as possible.

The principal or designate shall assume responsibility for communication with parents/guardians after consulting with the Superintendent respecting actions taken to safeguard students. The Superintendent shall communicate with the media where necessary.



## **EMERGENCY DRILLS**

### **Schools**

Fire drills are to be held at least 10 times in each school year and, where practical in the opinion of the principal, at least once in each month. If it is not practicable to do one per month, **at least one must be held during the winter months.**

At least one Lockdown drill must be held during each term or semester in a school year.

An emergency evacuation drill is to be conducted within the first two months of each school year.

### **Other Facilities**

Other buildings within Interlake School Division shall hold at least one fire drill and one Lockdown drill per year.

### **Emergency Drill Report Form**

All drills shall be recorded on the Emergency Drill Report Form and on the Monthly Principal Report Form.

**EMERGENCY EVENT/DRILL REPORT**  
**(COMPLETE AND RETAIN FOR CURRENT SCHOOL YEAR)**

Please check one:

- Fire ☐
- Alternate site evacuation ☐
- Lockdown ☐

Other: \_\_\_\_\_  
(please specify)

Facility name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Total Evacuation time: \_\_\_\_\_

Fire alarm activation method: \_\_\_\_\_  
(location of pull station used)

Unusual conditions: \_\_\_\_\_  
(weather, construction, temporary exits)

Concerns/Comments:

---

---

---

---

---

---

---

Person(s) conducting drill: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Copy of report is to be submitted to Safety Officer if there are any concerns identified during the drill.



## EMPLOYEES/STUDENTS REQUIRING ASSISTANCE DURING AN EMERGENCY

Name	Location	Persons assigned to assist	Instructions

Remember that the use of elevators should not form part of these procedures.

The ISD Safety Advisor will survey staff annually to determine if an individualized emergency response plan is required. If so, a plan will be prepared by the safety advisor and provided to the school.

School Principals are to identify students who may require assistance during an emergency and consult with the Safety Advisor to prepare an individualized emergency response plan where applicable.

**ALL INDIVIDUALIZED EMERGENCY RESPONSE PLANS ARE TO BE INSERTED AFTER THIS FORM**

# **EVACUATION**

An evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and that staff and students can safely reach the evacuation location.

## **Administrator responsibilities:**

- Call or designate another to immediately call 911 (fire, police, emergency responders) to give notice that the building has been evacuated.
- Notify staff/students that they are to immediately stop all activities and evacuate.
- Notify the Superintendent of the evacuation.
- Determine evacuation routes based on location of the incident and type of emergency.
- Proceed to the muster point.
- When attendance has been received, determine in consultation with emergency services whether it is necessary to move to the alternate site.
- Do not re-enter building until the “All Clear” has been given.

## **Staff/Students:**

- Immediately stop all activities.
- Proceed in an orderly fashion to the designated exit.
- Fire marshals will sweep their designated areas and bathrooms as they leave.
- Proceed to the muster point.
- Fire marshals/teachers shall take attendance and report any missing persons to administration immediately.
- If it is necessary to move to the alternate site, proceed with students in an orderly fashion.
- Do not re-enter building until the “All Clear” has been given.

## **Custodial:**

- Immediately stop what you are doing.
- Evacuate the building using the nearest escape route.
- Check in with the administrator.
- If there is an alarm and it is safe to do so, proceed to the fire alarm panel and determine the source of the alarm.
- Do not silence the alarm as that will be done by the fire department.
- Wait for emergency services to arrive and direct them to the problem.
- Provide information on emergency shut-offs and fire department connections.
- Support and cooperate with the fire department.
- Return to the muster point to await instructions from the administrator or maintenance supervisor.
- Do not re-enter building until the “All Clear” has been given.

## **ALTERNATE SITE EVACUATION**

If it is necessary to move to an alternate location after an evacuation (poor weather conditions, type of emergency, duration of incident), we will gather at:

<b>Name of site:</b>	
<b>Address:</b>	
<b>Phone:</b>	

<b>Name of site:</b>	
<b>Address:</b>	
<b>Phone:</b>	

## **SITE SPECIFIC EVACUATION PLAN**

(Site specific evacuation plan details to be included here)

## **FAILURE OF BUILDING SYSTEMS**

### **ELECTRICAL**

- Alert the custodian and your supervisor.
- Contact the maintenance supervisor for assistance.
- Following an assessment by the maintenance department in consultation with Manitoba Hydro, the Superintendent shall decide as to whether the building will be closed.

### **WATER AND SEWER**

- Alert the custodian and your supervisor.
- Contact the maintenance supervisor for assistance.
- If staff and student safety are compromised due to water in the building and the possibility of electrical shock or loss of services, evacuate the building.
- Following an assessment by the maintenance department, the Superintendent shall decide as to whether the building will be closed.

### **NATURAL GAS**

- **If the smell of natural gas is localized** to the boiler room, locate the gas shut-off and turn it off.
  - Notify the maintenance supervisor and Manitoba Hydro.
  - Follow instructions given by Manitoba Hydro or emergency services.
- **If the smell of natural gas is in the corridors or throughout the building**, follow the evacuation procedures.
  - Call Manitoba Hydro immediately. 1-888-624-9376
  - Call the maintenance supervisor and the Superintendent.
  - Follow all instructions given by Manitoba Hydro or emergency services. Do not return to the building until it is declared safe by the authority having jurisdiction.

### **CARBON MONOXIDE (CO) – Do not enter any building where the alarm is sounding**

- If the alarm sounds or if occupants are suffering from symptoms of CO poisoning, evacuate immediately and call 911.
- Symptoms include: headache, nausea, dizziness, burning eyes, confusion, drowsiness, shortness of breath.
- If elevated readings are noticed before an alarm sounds, attempt to identify the source of the carbon monoxide and notify the maintenance supervisor.

## **FIRE PLAN**

### **In the Event of a Fire:**

In the event of a fire:

- staff discovering fire or smoke will:
  - immediately stop what they are doing.
  - remove all persons from immediate danger.
  - extinguish the fire if it is safe to do so.
  - if it cannot be extinguished, pull the nearest fire alarm.
  - assign a staff member to call 911.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes, in accordance with your Evacuation Plan, to the muster points.
- Confine the area by closing doors and windows.
- Fire marshals for each area shall conduct a search of bathrooms and do a quick sweep of the area prior to leaving.
- Take attendance information.
- All staff and students shall report to the designated muster point; or, in the event of poor weather conditions to the alternate evacuation site.
- Fire marshals/teachers are responsible for taking attendance for their area/class and submit the attendance to administration.
- Administration must be notified immediately of any staff or students that are missing. All attendance information is to be submitted to the emergency responders as soon as it is collected.
- No one is allowed to re-enter the building until the "All Clear" has been given by the most senior emergency services person at the scene. If you cannot re-enter the building, proceed to the alternate evacuation site.
- Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

### **RESPONSIBILITIES**

#### **Custodial:**

- Immediately stop what you are doing.
- Evacuate the building using the nearest escape route.
- If it is safe to do so, proceed to the fire alarm panel and determine the source of the alarm.
- Do not silence the alarm as that will be done by the fire department.
- Wait for emergency services to arrive and direct them to the fire panel.
- Provide information on emergency shut-offs and fire department connections.
- Support and cooperate with the fire department.
- Return to the muster point to await instructions.

## FIRST AID

### FIRST AID KIT LOCATION(S):


### AED LOCATION(S):


### EYEWASH STATION LOCATION(S):


## FIRST AID CERTIFIED STAFF

**NAME:**

**EXPIRY DATE:**




## HOLD AND SECURE

A **HOLD and SECURE** is activated when there is a potential threat or an emergency outside the building. It secures the school/worksite to prevent unauthorized entry. Staff and students may be permitted limited or full movement, depending on the circumstances of the incident.

1. In the event of a Hold and Secure situation the administration or designate will lock all exterior doors. Administration will announce over the PA system that a hold and secure is in effect. The following announcement is to be used: **“Attention all staff and students, we are in a Hold and Secure situation. All exterior doors are locked. No one will be allowed in or out of the school. Classes will continue as usual until further notice.”**
2. If staff or students are outside the building, move inside.
3. Call 911 (Most often the building would be directed to go into hold and secure by the RCMP) Notify the Superintendent. In consultation with the Superintendent a message via School Messenger to all parents/guardians and an email to all division staff notifying them of the Hold and Secure may be issued.
4. Any staff who has taken students out of school shall be contacted. If required, direct them to take their students to the evacuation site or a designated location.
5. If you have students on the Bookmobile, call Pam, Bookmobile operator, at 204-861-0019 (cell phone) to advise. If there is no cell service, call the Bus Garage at 204-467-8730 or Jaret Thiessen at 204-461-4491 and request a message be relayed to Pam via the bus radio system. If required, direct Pam to take the students to the evacuation site or a designated location.
6. Place signage on the doors indicating that the building is in a Hold and Secure and all doors are locked. Blinds should be closed and /or windows covered as much as possible.
7. If emergency personnel are on site their direction will be followed.
8. Student movement will be supervised by staff.
9. Hold and Secure procedures take precedence over fire alarms. If the fire alarm is activated ignore the alarm and remain in Hold and Secure unless directed by the administrator. If fire or smoke is detected, prepare to follow evacuation procedures.
10. After the Hold and Secure has ended:
  - a. An announcement indicating the Hold and Secure has ended will be made.
  - b. Notify the Superintendent's department. In consultation with the Superintendent a second School Messenger message to parents/guardians and email to all division staff notifying them that the Hold and Secure has been lifted may be issued.
  - c. Administrators will schedule a meeting following the event to debrief with staff.

## HOLD AND SECURE COMMUNICATION

1. Staff and students are to be informed of Hold and Secure procedures at the beginning of every school year.
2. Substitute teachers are provided with Hold and Secure procedures in their substitute teacher folders.
3. In the event of a Hold and Secure event, parents/guardians and division staff may be notified via School Messenger and/or email.
4. Ensure all communication with the media goes through the Superintendent's department.

## LOCKDOWN

Lockdown refers to the restriction of movement of students and staff due to a threat of violence within the building. The objective of a Lockdown is to secure occupants out of sight and in a safe location in the event of an active threat where serious injury or death is imminent or occurring. Types of events that activate a Lockdown include but are not limited to the following:

- dangerous intruder,
- person with a weapon,
- active shooter,
- barricaded suspect.

### LOCKDOWN PROCEDURES

1. Upon notification of a situation that requires a Lockdown the administration or designate will announce over the PA system that a Lockdown is in effect using the following announcement: "LOCKDOWN, LOCKDOWN, LOCKDOWN NOW". The announcement should be repeated.
2. Call 911 and notify the Superintendent. In consultation with the Superintendent a message via School Messenger to all parents/guardians and an email to all division staff notifying them of the hold and secure may be issued.
3. Teachers will clear all hallways directing students to the nearest classroom. All classroom doors are to be locked, lights are to be turned off and blinds/drapes closed.
4. Staff will direct students to move into a safe place away from windows/doors. Students will be asked to sit quietly. Electronic devices are to be turned off.
5. Office, custodial, and trade staff should secure themselves in the nearest room away from locked doors and windows.
6. Any staff who has taken students out of school should be contacted. If required, direct them to take their students to the evacuation site or a designated location. Coordinate this with the transportation department, as needed.
7. If you have students on the Bookmobile, call Pam, Bookmobile operator, at 204-861-0019 (cell phone) to advise. If there is no cell service, call the Bus Garage at 204-467-8730 or Jaret Thiessen at 204-461-4491 and request a message be relayed to Pam via the bus radio system. If required, direct Pam to take the students to the evacuation site or a designated location.
8. Lockdown procedures take precedence over fire bells/alarms. If the fire alarm is activated during a Lockdown, ignore the alarm and remain in Lockdown. If fire or smoke is detected, prepare to follow evacuation procedures as quickly and quietly as possible.
9. If you are in a washroom when the Lockdown is called and cannot safely leave, go into a stall, lock the door, get up on the toilet seat so that feet cannot be seen. If someone comes in or calls into the washroom do not respond. Wait for the "All Clear" signal.
10. Staff and students will wait quietly until they hear the following announcement: "Attention staff and students, the Lockdown is now over."
11. After the Lockdown has ended:
  - a. School personnel are to ensure that all students have been accounted for.
  - b. Notify the Superintendent's department. In consultation with the Superintendent a second message to parents/guardians and email to all division staff notifying them that the Lockdown has been lifted may be issued.
  - c. Staff is to be debriefed following the incident. Teachers may be required to fill out a Lockdown Checklist and submit it to administration

- d. A completed Lockdown Report is to be forwarded to the Superintendent's department following every actual Lockdown.
12. Crisis response services will be available to assist you in coping should you require their services.

### **LOCKDOWN COMMUNICATION**

1. Staff and students are to be trained on Lockdown procedures at the beginning of every school year.
2. Substitute teachers are to be provided with Lockdown procedures in their substitute teacher folders.
3. Schools are expected to practice Lockdown drills twice each year at minimum, at least once during each term or semester. The Lockdown Report can be used as a guideline when debriefing staff following the Lockdown practice. In the event of an actual incident the Lockdown Report is to be completed and forwarded to the Superintendent's Department.
4. In the event of an actual Lockdown, parents/guardians and division staff may be notified via School Messenger and/or email.
5. Schools will notify parents/guardians of all Lockdown practices via School Messenger.
6. Ensure all communication with the media goes through the Superintendent's department.

### **SITE SPECIFIC LOCKDOWN PLAN**

(site specific Lockdown information to be included here)

## **LOCKDOWN CHECKLIST**

School:  Teacher:

Room number:

Date:  Time:

	Yes	No
1. Did you check the hallway and call students to come into your classroom?		
2. Did you lock the classroom door?		
3. Did you turn the lights off?		
4. Did you close the blinds/drapes if applicable?		
5. Were all electronic devices turned off including cell phones?		
6. Did you move all students away from the door and windows?		
7. Did students remain calm and quiet?		
8. Was the announcement on the public address system clear?		

Comments:

Signature: \_\_\_\_\_

## **LOCKDOWN REPORT**

School:

Date:

Time:

	<u><b>Yes</b></u>	<u><b>No</b></u>
1. Did administration announce, “ <b>Lockdown, Lockdown, Lockdown Now.</b> ”		
2. Was a call made to 911 and the Superintendent notified?		
3. Were staff who were away from the school with students contacted? Were staff members directed to take students to the evacuation site or a designated location?		
4. Did school personnel ensure that all students were accounted for?		
5. Did teachers clear all hallways and washrooms?		
6. Were classroom doors locked, lights turned off, and blinds/drapes closed?		
7. Were students calm and quiet throughout the Lockdown and not visible from the door and windows?		
8. Were cell phones and other electronic devices turned off?		
9. Did administration announce, “ <b>Attention staff and students, the Lockdown is now over.</b> ”		
10. Were all students accounted for after the Lockdown?		
11. Were parents/guardians notified of the incident?		

Administrator's Signature: \_\_\_\_\_

Please send a copy to the Superintendent's department after every actual incident.

## **MEDICAL EMERGENCIES**

- Render first aid to the injured student or staff member.
- Direct a staff member to call 911, if necessary, and provide appropriate information to emergency responders.
- Assign a staff member to meet emergency responders and lead them to the injured person.
- Assign a staff member to remain with the injured person if they are transported to the hospital.
- Notify the family of the situation.
- Advise staff of the situation, as appropriate.
- Serious incidents shall be reported to the Superintendent immediately.
- If there are conditions on divisional property that led to the incident, ensure that the situation is remedied.
- Submit either a Student Accident Report or an Incident Report.
- Ensure that the appropriate insurance forms are completed, if necessary.

## **MEDIA**

In the event of a crisis/emergency the media may contact schools by phone or in person. The media can help get the message across that all is under control, show the Division is well-prepared to deal with the crisis, and help relay this message to the public.

**In the Interlake School Division, the Superintendent is the spokesperson designated to deal with all media inquiries.**

In the event of an emergency the supervisor or designate must:

- call the Superintendent or a member of the senior administrative team as soon as possible
- advise all staff and students that media inquiries should be referred to the Superintendent
- as new information comes to light, update the Superintendent
- direct all media requests to contact the Division Office for updates on the ongoing incident

Administrative Assistants are requested to:

- inform all media inquiries that you are not able to share any information at this time and that all information requests are handled through the Division Office.



## **SEVERE WEATHER / BUS CANCELLATION**

1. Schools will be closed and busses cancelled if the temperature drops to -40 C or -45 C wind chill (6:00 a.m.), or due to inclement weather.
2. This decision will be made by the Superintendent and Transportation Supervisor by 6:30 a.m.
3. The division will announce the closure through School Messenger, local radio stations, on the ISD website, and voice recordings at the School Division Office and the Maintenance/Transportation Office.
4. In the event of an individual bus route closure, the bus driver will notify the parents/guardians affected. The Transportation Office will notify the affected schools.

### **SITE SPECIFIC PLAN**

(in the event of bus cancellations prior to the end of the school day, the following contingency plan will be in place)



## **SHELTER IN PLACE**

This procedure is mainly used for environmental or weather-related events when personal safety is in danger if anyone leaves the building.

### **ADMINISTRATOR RESPONSIBILITIES:**

- Announce that the shelter in place procedure is being implemented and that all staff, students and visitors should move immediately to an inside location.
- Depending on the emergency, direct the custodian to turn off the HVAC system or other intake/exhaust systems to avoid drawing in air from the outside.
- Direct staff to close all windows and doors.
- Notify the Superintendent that the building has been placed into shelter in place.
- Direct all staff and students to move freely within the building but not to leave the building until it is safe to do so.
- Notify Transportation and Maintenance of the issue as applicable.

### **STAFF/STUDENT RESPONSIBILITIES:**

- Work can proceed as normal, but no one should leave the building.
- If the fire alarm is activated, do not leave the building unless directed to do so by the administrator or designate.
- When it is safe to exit, the “All Clear” message will be given by the administrator.

# TORNADO

## DESIGNATED SAFE LOCATIONS

Avoid large, open or high-roof areas such as gyms, theatres, or multi-purpose rooms. Choose inner hallways or rooms, ideally in the basement or on the ground floor away from windows and exterior doors.

Area of building	Designated safe zone

## TORNADO WATCH

A tornado watch is issued 2-6 hours prior to when these potential storms are expected. During a watch, normal activities can continue. Outdoor activities can also continue but with an eye to the sky for approaching thunderstorms. If funnel clouds are spotted, everyone should seek shelter and building occupants should be alerted immediately. Principal will announce that a tornado has been sighted and to proceed to the safe zones.

## TORNADO WARNING

Warnings are issued when there is a confirmed sighting of a tornado on the ground.

- Principal will announce that a tornado has been sighted and to proceed to the safe zones as quickly as possible.
- Students and staff should be instructed to sit on the floor, remain calm and quiet and wait for further instructions.
- Principal or designate will monitor the weather notification service and if there is indication that the storm is imminent, the signal "Everyone down!" should be given. Everyone should crouch low, head down, protecting the back of the head with the arms.
- School buses should not be operated during a period of tornado warning.

- Once the storm has passed, principal will assess the safety of the building before allowing anyone to leave the safe zone.

## RECOVERY

- If your building is hit, call 911.
- Do not enter any damaged areas until they have been inspected and designated safe by the authorities.
- Notify the Superintendent. All communication with the media will go through the Superintendent.
- Keep everyone assembled in an orderly manner, in a safe area away from broken glass and other sharp debris, and away from power lines, puddles containing power lines and emergency traffic areas. Take attendance.
- Continue listening to local radio or television stations for updated information and instructions.
- Help anyone who may require first aid. Do not move seriously injured persons unless they are in immediate danger of further injury.
- Keep everyone out of damaged parts of the building; chunks of debris or even whole sections of the building may fall down.
- In case of leaking natural gas pipes or fuel tanks nearby ensure nobody is using matches or lighters.
- Stay alert for the potential of additional storms.
- If damage has occurred, shut off gas and electrical supply to the building using the outside main valve if possible.
- Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
- Always follow the direction of emergency services personnel.
- After the incident, complete an incident report and submit to the Superintendent.

# TORNADO SAFE AREA



## **VIOLENCE THREAT RISK ASSESSMENT (VTRA) TEAM**

- The school Principal shall be the Team Leader.
- All team members must have VTRA training.
- For detailed information, please see the ISD Student Violence Threat Risk Assessment Procedure which can be found in the Student Services folder in Outlook Public Folders.

<b>Name:</b>	<b>Position:</b>

## VISITOR ACCESS

- All exterior doors remain locked between the hours of 9:00 am and 3:30pm.
- Main doors have door bell system that is monitored by the office.
- Visitors are buzzed in and required to go to the office to sign in.
- Visitors are required to wear a "Visitor" badge at all times.
- Visitors are to return the badge and sign out when ready to leave the building.