School Name

EMERGENCY PREPAREDNESS PLAN

SCHOOL NAME

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EMERGENCY RESPONSE PROCEDURES AT A GLANCE

FIRE OR EXPLOSION	WEAPON/THREAT INSIDE BUILDING	THREAT OUTSIDE BUILDING	HAZARDOUS RELEASE OUTSIDE	BOMB THREAT
Pull building alarm Call 911 Evacuate building and move to muster point Determine all staff and students are accounted for Liaise with emergency crews, if necessary Notify Superp47T30 G/				

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 .

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:

BOMB THREAT TELEPHONE PROCEDURE

BUILDING FLOOR PLAN

(include identification of chemical storage areas)

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.

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EMERGENCY EVENT/DRILL REPORT

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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 anS 0 792 612 ETQQ.T0.000011802 0 792 -8G[be)4(prep)12(ared)6(evl30.000011802 0 792 612 reW*nui)Tm0 G[ )]TJA577 Tr

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ALTERNATE SITE EVACUATION

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-

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.

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:
   are in a Hold and Secure situation. All exterior doors are locked. No one will be allowed in or
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 signa2 0 612 792 re5T/cAMCID1or yrc13(n5(g)-8(na re5T/c16(g)-8(re5T/cAMCID1orhe)3( )16(bu)3(i)5(

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

d.

d. A completed Lockdown Report is to be forwarded to the StaR12 46.4 Tf5.5 G(be)3( )6(f)-4(orw)13(arde

LOCKDOWN REPORT

School: Date: Time:

MEDICAL EMERGENCIES

Render first aid to the injured student or staff member.

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

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 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 confirme1(f)-14(i)15(r)-3(m)-3(e)T5tRTf1 Wf1 lding

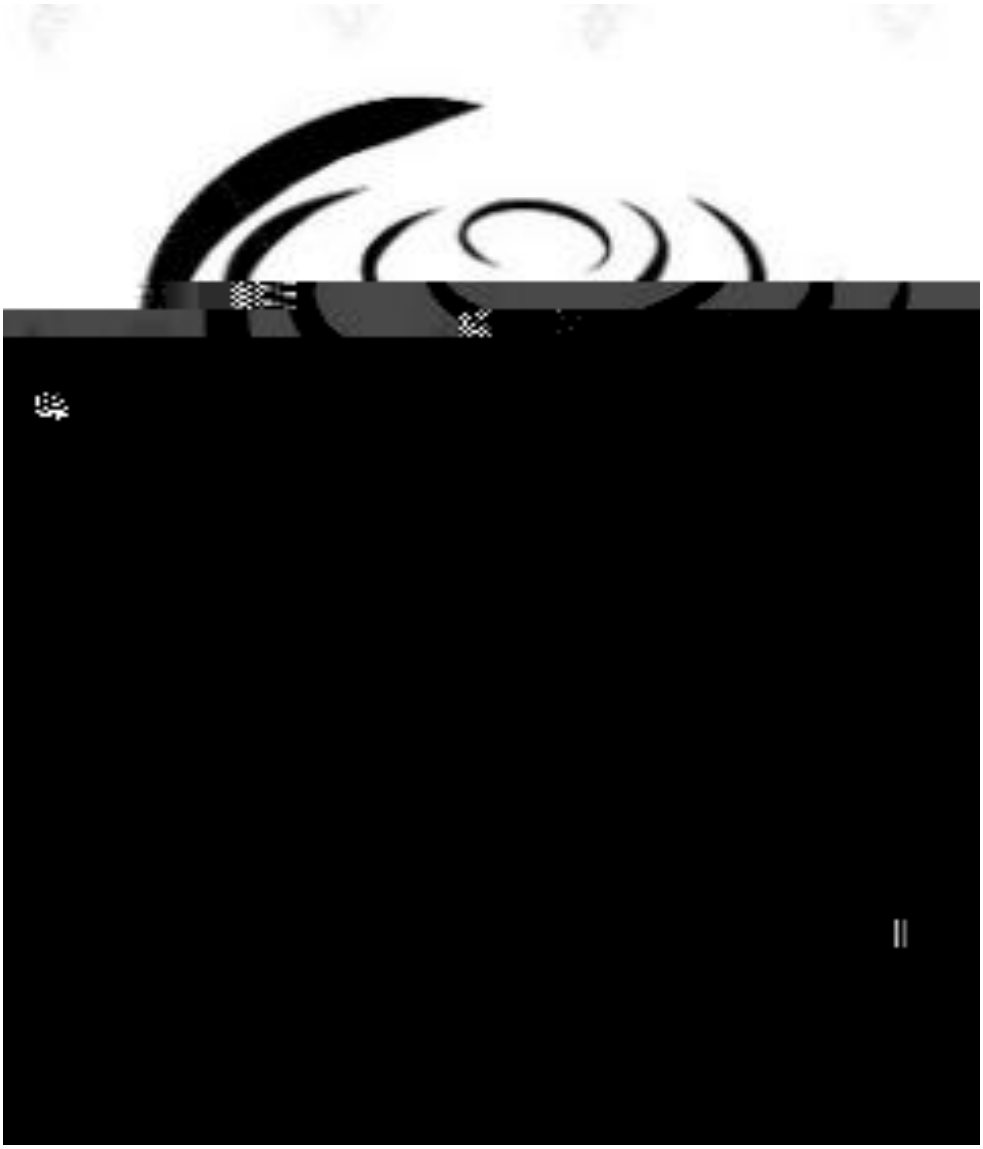
Once the storm has passed, principal will assess the safety of the building before allowing anyone to leave the safe zone.

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 televisions 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

TORNADO SAFE AREA



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 to return the badge and sign out when ready to leave the building.