



Emergency Response Quick Reference Guide

Revised: 01.20.2017/CK

181 Henlow Bay | Winnipeg | MB | Canada | R3Y 1M7
Phone 204.488.1757 **Web** www.pembinatrails.ca

ADMINISTRATION & FACILITIES BUILDINGS
181 & 165 Henlow Avenue, Winnipeg, MB, Canada
Phone: 204-488-1767
Updated: July 27, 2022

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1.0 EMERGENCY PHONE NUMBERS

EMERGENCIES (LIFE THREATENING)

911

- Police – Non-Emergency 204.986.6222
- School Resource Officers: **Dave Swanson (east side) 204.770-6579**
Dave Howard (west side) 204.918-1406
- District 2 Service Centre 204.986.6060
- District 2 Community Support Unit 204.986.6060

FIRE

911

UTILITIES:

311

City of Winnipeg 311
Public Works Department (Water main breaks) 311
Manitoba Hydro (gas and electric) 204.480.5900
Water 311

MB Poison Control Centre 1.855.776.4766
Environment Canada Weather Information 204.983.2050

HOSPITALS:

Victoria Hospital 204.269.3570
Grace Hospital 204.837.8311
Health Sciences Center 204.787.3167
Children's Hospital 204.787.2306

SECURITY:

Fire Detection & Signaling System Service (XL Alarms) 204.231.1072

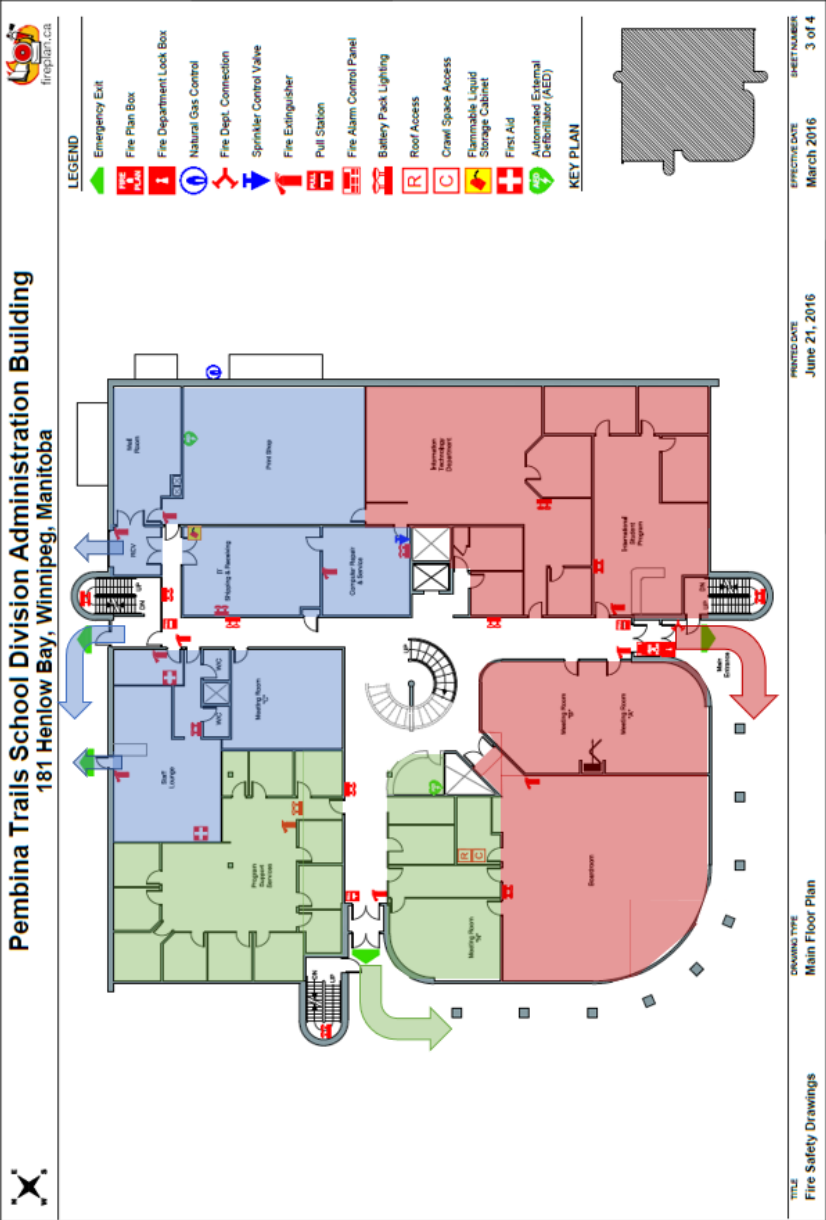
IMPORTANT SCHOOL DIVISION PHONE NUMBERS:

Routine Electrical, HVAC, Plumbing (Utilities Supervisor) 204.471.7985
Weekend/Evening Security – Night Custodial Supervisor 204.612.5910
Carpentry/Playground 204.232.2352
Information Technology Department 204.488.1757 Ext. 1294
Transportation Dispatch Line 204.489.2597
Permit 's 204.488.1757 Ext. 1222
Cartage 204.488.1757 Ext. 1123
Safety, Health & Environment 204.488.1757 Ext. 1292

2.0 EMERGENCY RESPONSE PROCEDURES AT A GLANCE

BOMB THREAT	CHEMICAL SPILL	STORM	MEDICAL/ ACCIDENT	WEAPON THREAT
<p>Follow phone procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify Superintendent <p>No Action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to Superintendent <p>Action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call 911 <input type="checkbox"/> Notify custodian <input type="checkbox"/> Notify Director of Facilities <input type="checkbox"/> Search building <p>No object detected:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Await police <input type="checkbox"/> Advise Superintendent; <input type="checkbox"/> Evacuate/remain in building <p>Object detected:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evacuate building <input type="checkbox"/> Advise Superintendent <input type="checkbox"/> Await police 	<ul style="list-style-type: none"> <input type="checkbox"/> Contain spill <input type="checkbox"/> Notify Supervisor and Safety Officer <input type="checkbox"/> Obtain SDS and spill kit <input type="checkbox"/> Neutralize and dispose of chemical <input type="checkbox"/> No re-entry until advised <p>Unable to contain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call 911 <input type="checkbox"/> Distance staff from the area <input type="checkbox"/> Determine if services to be cut off <input type="checkbox"/> Relocate/evacuate staff <input type="checkbox"/> Await police <input type="checkbox"/> No re-entry until advised <input type="checkbox"/> Notify Safety Officer and Superintendent <p>Outside Building</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alert Supervisor, Safety Officer and custodian <input type="checkbox"/> Call maintenance & follow above procedures 	<p>Prior to opening</p> <ul style="list-style-type: none"> <input type="checkbox"/> When notified by Superintendent, supervisors to notify all staff <input type="checkbox"/> Superintendent to notify media <p>During work hours</p> <ul style="list-style-type: none"> <input type="checkbox"/> When notified by Superintendent, supervisors to dismiss or retain staff <input type="checkbox"/> Superintendent to notify media 	<p>Staff & Others:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alert supervisor <input type="checkbox"/> Administer first aid <input type="checkbox"/> Ensure someone stays with the injured person <input type="checkbox"/> If critical, call 911 for ambulance <input type="checkbox"/> Complete accident report (Western Financial) <input type="checkbox"/> Complete WCB paperwork (if covered) <input type="checkbox"/> Have their health care provider complete the occupational health assessment form if the employee has an injury that will require modified/light duties or reduced work hours 	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise caution and calm <input type="checkbox"/> If possible alert your supervisor <input type="checkbox"/> Dial 911 <input type="checkbox"/> Notify Superintendent <input type="checkbox"/> Do not activate alarm <input type="checkbox"/> Follow the ALICE protocol <p>If weapon discharges or violent act occurs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alert everyone to take defensive action, evacuate the building or lockdown <input type="checkbox"/> If you can't get out seek refuge in offices and crouch under desks <input type="checkbox"/> Lock doors and barricade <input type="checkbox"/> Turn out the lights <input type="checkbox"/> As a last resort, counter the attack or distract the assailant, escape when you can.
FIRE OR EXPLOSION		FAILURE OF SERVICES		
<ul style="list-style-type: none"> <input type="checkbox"/> Pull building alarm <input type="checkbox"/> Call 911 <input type="checkbox"/> Evacuate building <input type="checkbox"/> Advise Superintendent <input type="checkbox"/> Call divisional emergency response line <input type="checkbox"/> No re-entry until advised by fire/paramedic services. 		<ul style="list-style-type: none"> • Notify custodian • Alert Utilities Supervisor • Determine if other services are to be cut off • Consult with Facilities and Superintendent • Determine if staff are to be retained, dismissed or relocated. 		

3.0 BUILDING FLOOR PLANS

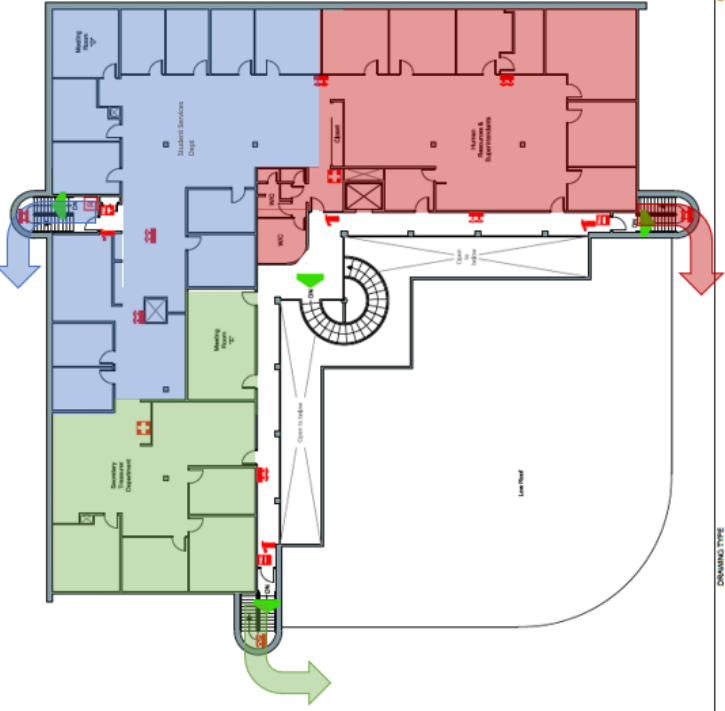




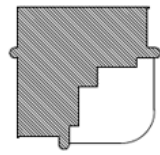
Pembina Trails School Division Administration Building
181 Henlow Bay, Winnipeg, Manitoba



- LEGEND**
- Emergency Exit
 - Fire Extinguisher
 - Pull Station
 - Battery Pack Lighting
 - Roof Access
 - First Aid



KEY PLAN



TITLE	DRAWING TYPE	PRINTED DATE	EFFECTIVE DATE	SHEET NUMBER
Fire Safety Drawings	2nd Floor Plan	June 21, 2016	March 2016	4 of 4

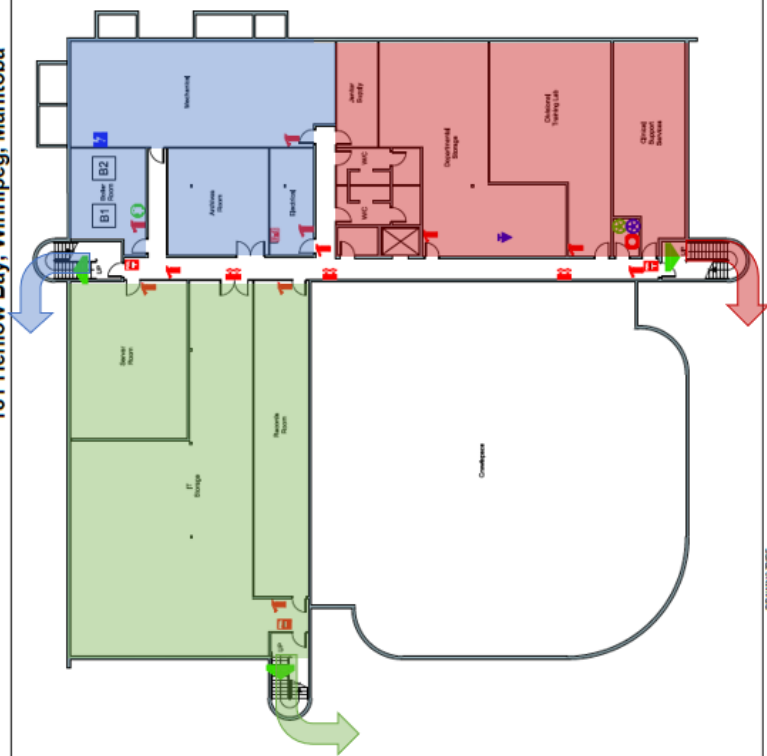


Pembina Trails School Division Administration Building

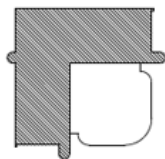
181 Henlow Bay, Winnipeg, Manitoba



LEGEND	
	Emergency Exit
	Main Electrical Control
	Main Water Control
	Domestic Water Control
	Wet Sprinkler System Riser
	Sprinkler Control Valve
	Fire Extinguisher
	Pull Station
	Central Reporting Unit
	Battery Pack Lighting
	Emergency Eye Wash



KEY PLAN



TITLE	DRAWING TYPE	PRINTED DATE	EFFECTIVE DATE	SHEET NUMBER
Fire Safety Drawings	Basement Floor Plan	June 21, 2016	March 2016	2 of 4



Pembina Trails School Division Facilities & Operations
165 Henlow Bay, Winnipeg, MB

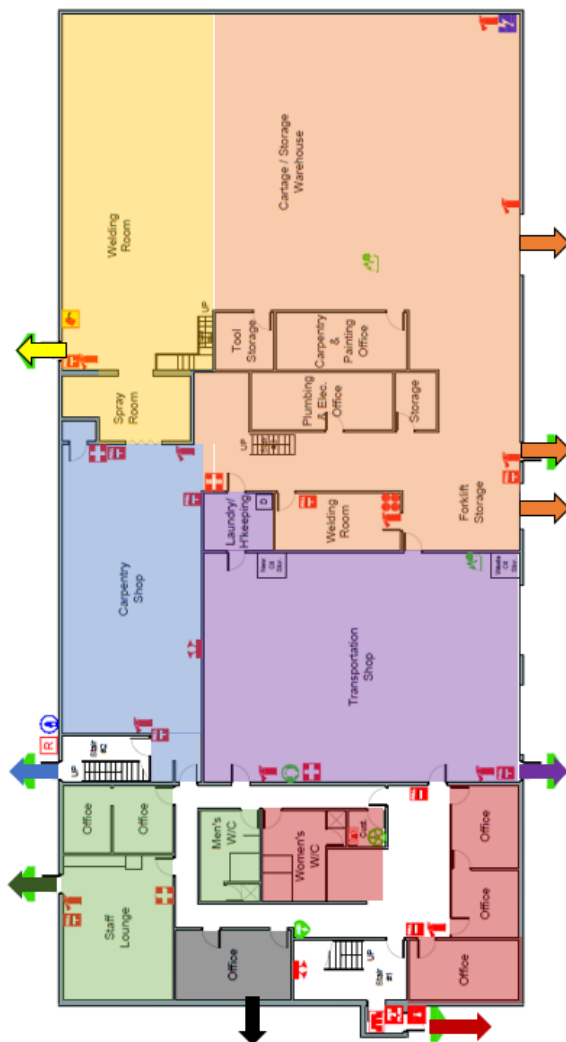


FIREPLAN
STRATEGIES

LEGEND

- Emergency Exit
- Fire Plan Box
- Fire Department Look Box
- Natural Gas Control
- Main Electrical Control
- Domestic Water Control
- Fire Extinguisher
- Pull Station
- Fire Alarm Control Panel
- Central Reporting Unit
- Safety Pack Lighting
- Roof Access
- Compressed Gas Cylinder
- Flammable Liquid Storage Cabinet
- Emergency Eye Wash
- First Aid
- AED Kit
- Advanced Resuscitator Defibrillator (AED)

KEY PLAN



TITLE
Fire Safety Drawings

DRAWING TYPE
Main Floor Plan

PRINTED DATE
April 29, 2020

REVISION DATE
March 2016

SHEET NUMBER
2 of 4

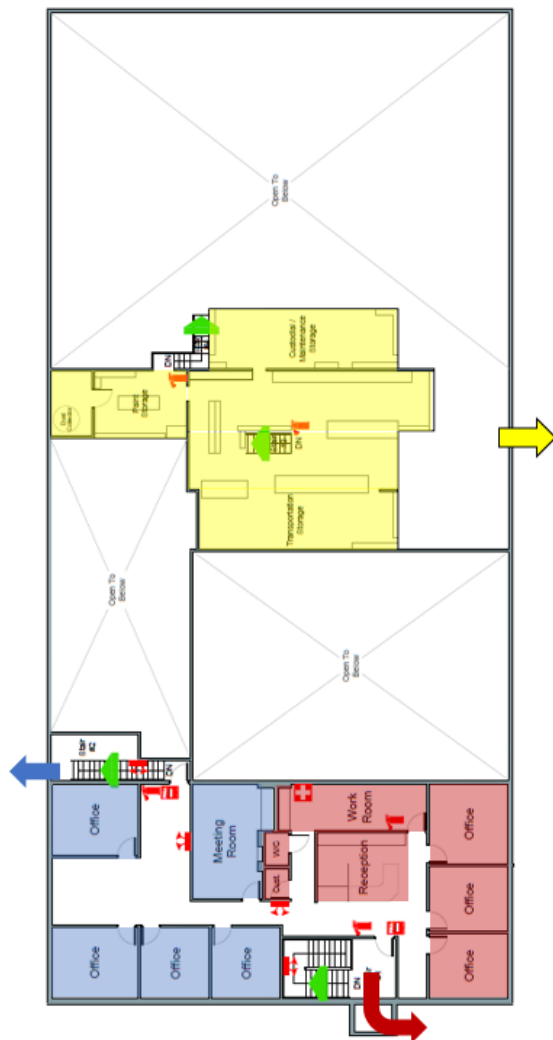


Pembina Trails School Division Facilities & Operations 165 Henlow Bay, Winnipeg, MB

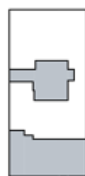


LEGEND

- Emergency Exit
- Fire Extinguisher
- Pull Station
- Battery Pack Lighting
- First Aid



KEY PLAN



Drawn by: J. Smith
Checked by: J. Smith
Date: 03/29/2020

TITLE
Fire Safety Drawings
2nd Floor & Storage Mezzanine Plan

PRINTED DATE
April 29, 2020

REVISION DATE
March 2016

SHEET NUMBER
3 of 4

4.0 DEALING WITH THE MEDIA

Should an emergency arise and the media call or come to your building, remember you are not alone.

RESPONSIBILITIES:

- ☐ The supervisor/designate must call the Superintendent.
- ☐ Direct all media to the divisional offices for updates on the ongoing incident.
- ☐ Staff are immediately informed who the divisional spokesperson is.
- ☐ Advise all staff and students that media inquiries must be referred to the spokesperson.
- ☐ As new information comes to light, update the spokesperson so they can update the media.
- ☐ Advise the secretary or receptionist to take messages and not to make comments to the media.
- ☐ The messages taken should include the journalists' names, the media outlets they represent, their phone numbers and briefly what they want and when they need it.
- ☐ Have the secretary or receptionist direct all inquiries to the Superintendent or Communications Officer at 181 Henlow Bay.



5.0 BUILDING DESCRIPTION

Pembina Trails School Division is located at **181 and 165 Henlow Bay**, Winnipeg, Manitoba. The School Division building, at 181 Henlow Bay, was built in **1990**. The total building area is **40,160 square feet including the basement**. The division is occupied during regular office hours from **8:30 a.m. to 6 p.m.** Occupancy consists of approximately **100 staff** members. The building is occupied all year and may be occupied some days until **10 p.m.**

The fire department response point for the division is **located on the west side of the building near the main entrance (refer to site plan)**. The main fire alarm control panel is located **in the main entrance lobby facing Henlow Bay (refer to site plan)**. The building is equipped with a **single-stage fire detection and signaling system**.

Facilities & Operations is located at 165 Henlow Bay. The building was built in **1988**. The total building area is **18,542 square feet**. Facilities is occupied during the hours from **6 a.m. to 5 p.m.** Occupancy consists of approximately **68 staff** members. The building is occupied all year around.

The fire department response point for the Facilities & Operations building is **located on the west side of the building near the main entrance (refer to site plan)**. The main fire alarm control panel is located **in the main entrance facing Henlow Bay (refer to site plan)**. The building is equipped with a **single-stage fire detection and signaling system**.

Manual fire alarm pull stations are located at all exits. Automatic smoke and heat detectors are located in all main corridors, unsupervised areas and other high hazard areas. Audible alarms are located throughout the building and can be heard in all areas of the building when the alarm is activated.

The fire alarm system is equipped with standby batteries. In the event of a normal power outage, all fire detection and signaling devices will continue to operate. The standby batteries will automatically recharge when normal power is restored. The fire alarm panel is equipped with a service label that indicates the date of the most current inspection and test. A full report listing all devices and their test results is maintained by the building caretaker and the Utilities Supervisor.

A map and/or floor plans of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage and utility shut-offs is included at the beginning of this plan. All supervisors are required to know these locations as well as how to operate the utility shut-offs.

For servicing of fire detection/signaling/suppression equipment, fire extinguishers, etc. please contact: **Brent Vandenbosch, Utilities Supervisor, Cell: 204.471.7985**

6.0 CRISIS RESPONSE ACTION PLAN - TRAGIC EVENTS

Supervisor:

- ☐ Contain the story and protect the privacy of the family until the divisional team can respond.
- ☐ Verify that the death or traumatic event occurred.
- ☐ Contact police or the coroner and maintain a log of all communications.
- ☐ Notify the Superintendent's department and keep them informed as information is verified.

Release of Information Regarding Tragic Events:

- ☐ Refer all information requests through the Superintendent's department.
- ☐ Ensure that reporters do not interview students or staff.
- ☐ Refer media to a division spokesperson – Director of Communication, Ext. 1034.
- ☐ Provide a written statement to the secretary to respond to telephone enquiries from family members to assist in providing necessary information.
- ☐ Prepare a formal statement to be communicated to all co-workers.

Responding to a Crisis / Traumatic Event - Plan

Staff members will inform the administration of any tragic event around a co-worker. The immediate supervisor will verify the information regarding the event through communication with the family concerned, or their spokesperson, and obtain other information as necessary.

RESPONSIBILITIES:

Supervisor's Responsibilities:

- ☐ Confirms the incident with appropriate sources of reliable information from immediate family, police, coroner, district personnel and/or community resource personnel such as a mental health worker.
- ☐ Collects information on the incident, including verification of the details, identification of individuals involved and/or evaluation of the emotional status of the staff and, if necessary, responds to the immediate safety needs of staff.
- ☐ Consults with the families affected to determine their wishes concerning public announcements and information for staff and co-workers.
- ☐ Inform the Superintendent's department of the tragic event and ensure that the pre-determined media contact person is provided with detailed information on the incident.
- ☐ Notify all staff.

- ☐ Notify the Divisional Clinical and Extended Services of the tragic event and they will deploy a team to assist with counselling of staff, if required.
- ☐ Assist staff in need of extra support at an appropriate location.
- ☐ Inform staff that they are to direct any media questions to the admin office. No contact with the media will occur without the involvement of the Superintendent's office.
- ☐ Determine representation from the office for the funeral or memorial service.
- ☐ Determine appropriate ways to commemorate the traumatic event.
- ☐ Plan a debriefing meeting at the end of the day.
- ☐ Allow continued support for staff who continue to experience ongoing difficulties, utilizing internal resources and the Divisional Clinical and Extended services.

Staff Responsibilities:

- ☐ Staff will be informed of a tragic event by their supervisor, as early as appropriate following the event.
- ☐ Supervisors will share information regarding the traumatic event with staff, by reading the prepared statement from the Superintendent.
- ☐ If support is required by staff the Divisional Clinical and Extended services will be available to offer support.
- ☐ Direct all media questions to the admin office. No contact with the media will occur without the involvement of the Superintendent's department.

Emergency Response Plan in the Event of a Tragic Event at Work:

- ☐ Call 911.
- ☐ Call the superintendent's department and divisional Safety Officer.
- ☐ Notify the family.
- ☐ Notify the Divisional Clinical and Extended Services.
- ☐ Enact ERP plan as determined
- ☐ Follow the steps above.

Local Resources:

- ☐ Clinical & Extended Student Support Team, Pembina Trails 204.612.4192
Admin Assistant 204.488.1767 Ext. 1283
- ☐ Winnipeg City Police Victim Services Department 204.986.6350



7.0 FIRE PLAN

In the event of a fire or smoke or the fire alarm sounds:

- ☐ Immediately stop what you are doing.
- ☐ Remove all persons from immediate danger.
- ☐ **IMMEDIATELY** pull the nearest fire alarm.
- ☐ Assign a staff member to call **911**.
- ☐ Staff and visitors will immediately evacuate the building using prescribed routes or alternate routes in accordance with your Evacuation Plan to the muster/assembly areas.
- ☐ Confine the fire by closing (not locking) doors and windows.
- ☐ Extinguish the fire providing it is safe to do so.
- ☐ The fire marshals for the building shall conduct a search of the bathrooms and a quick sweep of the area prior to leaving.
- ☐ Fire marshals for each area will take attendance, first aid kit and go kits.
- ☐ All staff shall report to the designated muster site – on the boulevard in front of the building just off Henlow and report to their fire marshal for attendance.
- ☐ The fire marshals are responsible to take attendance and submit the attendance to the Superintendent or designate. All staff and visitors must be accounted for.
- ☐ The Superintendent must be notified immediately of any staff members that are missing. All attendance information is to be submitted to the emergency responders as soon as it is collected.
- ☐ **DO NOT** re-enter the building until the '**ALL CLEAR**' has been given. The All Clear must be authorized by the most senior Winnipeg Fire Paramedic Services person at the scene.
- ☐ In the event you cannot re-enter the building, proceed to your predetermined evacuation site or follow your plan for cold weather emergencies.



Once emergency services arrive (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

STAFF AND FIRE MARSHAL RESPONSIBILITIES:

- ☐ Immediately stop what you are doing, take the first aid kit and evacuate the building using the nearest escape routes and proceed to the muster site.
- ☐ Take attendance and account for all your staff. Contact your immediate supervisor.
- ☐ 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 it 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 site to await instructions from the Facilities & Operations staff.

Fire Marshals:

- ☐ Cease all activities.
- ☐ Take your vest, Go Kit, first aid kit and attendance sheets.
- ☐ Sweep your areas for stragglers.
- ☐ Exit the building via the closest exit and proceed to the muster site.
- ☐ Take staff attendance.
- ☐ Notify the Superintendent of any missing students.

FIRE MARSHALS FOR 181 HENLOW BAY:

NAME	FLOOR	AREA
Lori Gillespie, Admin Secretary	2 nd	Exit 1, - Superintendent's Dept. - HR Dept.
Emily Vickers, Executive Assistant	2 nd	Exit 2, - Secretary Treasurer's Dept. - Meeting Room E
Cheryl Horn, Executive Assistant	2 nd	Exit 3, - Student Services - Secretary Treasurer's Dept. - Closing the fire doors (stairwell)
Donna Gray, International Student Program Secretary	1 st	Exit 1 & 3 - International Student Program - IT - Print shop & mail room - IT shipping receiving - IT Repair & Service - Staff Lounge - Visitors to their area - Closing of the fire doors
Lori Anania, front desk Admin Secretary	1 st	Exit 2, - Meeting Room A, B, C, N, - Board Room - Work Room - Front Desk - Program Support Services - Visitors

FIRE MARSHALS FOR 165 HENLOW BAY:

NAME	FLOOR	AREA
Carole Anderson, Admin Secretary, Facilities & Operations	2 nd	Exit 1 & 3, - Seven 2 nd Floor Offices - Admin area - Washrooms
Melanie Menec, Asst. Manager of Transportation	1 st	Exit 1 & 2, - Transportation - Safety & Health - Washrooms Exit 3, - Staff Room - Pat Church's Office Exit 7, - Transportation Garage - Laundry/Housekeeping
None	1 st 2 nd	Exit 4, - Carpentry Shop - 2 nd floor storage
None	1 st 2 nd	Exit 5, - Paint Booth area - Carpentry/Finishing - 2 nd floor storage
None	1 st	Exit 6, - Cartage and Storage - Carpentry Offices - Electrical Offices - Plumbing Offices - Welding Shop

8.0 EVACUATION PLAN

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 staff and visitors can safely reach the evacuation location without danger.

Supervisor Responsibilities:

- ☐ Call or designate another to immediately call public safety (**911**) to give notice the building has been evacuated, depending on the cause of the evacuation.
- ☐ Notify the staff/visitors that they will be required to immediately cease all activities and evacuate the building.
- ☐ Call the Pembina Trails emergency notification line and report the evacuation.
- ☐ Determine evacuation routes based on location of the incident and type of emergency.
- ☐ Proceed to the muster site, assemble staff and visitors and report to your designated fire marshal. The assembly area must be a minimum of **50 feet** from building (boulevard in front of MITT) required in fire evacuation and **300 feet** from building for bomb threat, chemical spill inside building or other-directed evacuations.
- ☐ When all attendance has been received and all staff/visitors are out of the building, proceed to the evacuation site.
- ☐ Remain at the evacuation site until the "**ALL CLEAR**" has been received from Emergency Services or Safety Officer.

All Staff/Visitors:

- ☐ Immediately cease all activities.
- ☐ Proceed in an orderly fashion to your designated exit.
- ☐ Fire marshals will sweep their designated areas and washrooms as they leave.
- ☐ Once outside, proceed to the muster site, boulevard in front of MITT.
- ☐ The fire marshals are responsible to take attendance for their area and submit the attendance to the Superintendent or designate. All staff and visitors must be accounted for. The front desk and international student program secretaries are responsible for attendance of visitors to the divisional building. In the Facilities building, the 2nd floor admin secretary and the Transportation Head Driver are responsible for any visitors to the building.
- ☐ The Superintendent must be notified immediately of any staff members that are missing. All attendance information is to be submitted to the emergency responders as soon as it is collected.
- ☐ Do not re-enter the building until the All Clear has been given by the emergency services and/or Safety Officer.
- ☐ Proceed to the evacuation site with students in an orderly fashion.

Custodial:

- ☐ Immediately stop what you are doing.
- ☐ Evacuate the building using the nearest escape routes.
- ☐ Contact custodial supervisor at 204.612.5910.
- ☐ Check in with the Superintendent/designate.
- ☐ If there is an alarm: If it is safe to do so, proceed to the fire alarm panel (Henlow exit) and determine the source of the alarm.
- ☐ Do not silence the alarm as it will be done by the fire department.
- ☐ Wait for emergency services to arrive and direct them to the problem. Facilities staff will only be allowed in the building at the discretion of the emergency services staff on site.
- ☐ Provide information on emergency shut-offs and fire department connections.
- ☐ Support and cooperate with the fire department.
- ☐ Return to the muster site to await instructions from the Superintendent/designate or emergency services.

Do not re-enter the building until the “**ALL CLEAR**” has been given by the most senior Winnipeg Fire Paramedic Services person on the scene.

See **page 7** building floor plans and evacuation maps for evacuation exits for specific locations.

EVACUATION SITE

Arrangements have been made for an assigned designated evacuation site. A complete listing of staff contact phone numbers and emergency numbers must be taken to the assigned destination.

Name of Site: Manitoba Institute of Trades and Technology
Address: 130 Henlow Bay, Winnipeg, Manitoba, R3Y 1G4
Phone: 204.989.6500
Contact Person: Jason Mahon, Security & Facilities Officer
Phone: 204.989.6531
Cell: 204.232.2517

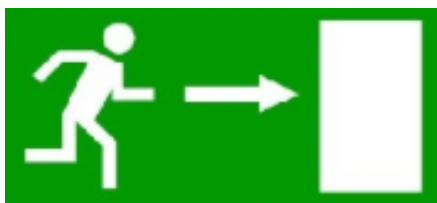
INDIVIDUALS REQUIRING ASSISTANCE

List of individuals in the building requiring assistance (special needs) during an emergency:

Name	Grade	Adult Assigned
None at this time		

EVACUATION PROCEDURE FOR STAFF WITH ADDITIONAL NEEDS

None at this time. Remember that the administration building elevators and spiral staircase are not allowed to be used during a fire emergency. The building is equipped with three enclosed emergency exits each with their own evacuation mat or chair which can be used to evacuate any staff with additional needs.



9.0 FAMILY REUNIFICATION PLAN

The Family Reunification Procedure is used to ensure a safe and secure means of accounting for staff and reuniting them with family members whenever the facility or grounds is rendered unsafe and a remote site is needed.

RESPONSIBILITIES:

Supervisor/Designate:

- ☐ After consulting with an Emergency Incident Commander (police, fire or other emergency official), if applicable, determine the pre-designated relocation site(s).
- ☐ Follow procedures for releasing staff.
- ☐ Notify a contact person at the relocation site(s) to prepare for arrival of staff.
- ☐ Designate a Reunification Site Commander.
- ☐ Request for additional personnel be sent to the reunification site(s).
- ☐ Follow pre-determined notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.

Reunification Site Supervisor:

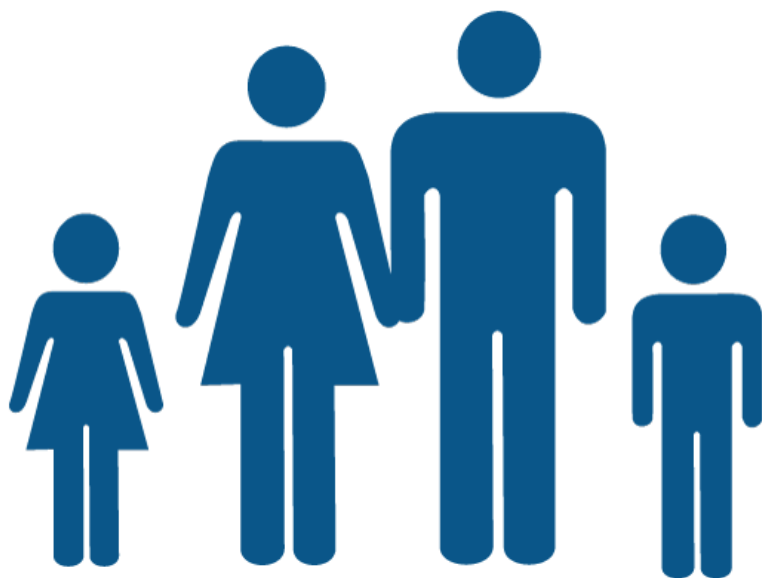
- ☐ Establish a command post.
- ☐ Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting family members and explain that an orderly process is required for the safety of all present.
- ☐ Check identification of all non-uniformed personnel who arrive to assist.
- ☐ Secure a holding area for arriving staff away from waiting family members.
- ☐ Set up a reporting area for family members to sign-in and to check identification.
- ☐ Set up a release area where staff will be escorted to meet their family members and sign out.
- ☐ Set up a mental health area and direct staff to escort family members of any injured, missing or deceased individuals, to the area for staff to provide notification in private away from others.
- ☐ Set up a media staging area and notify the media liaison of the location.
- ☐ Keep evacuees on buses or in a holding area separate from family members until they can be signed out.
- ☐ Only release staff after signing them out and ensuring they do not need medical assistance. Instruct family members to leave the site to make room for others once they have signed out.

Fire Marshals:

- ☐ Provide a list of evacuated staff to the reunification site staff upon arrival.
- ☐ Ensure additional needs staff are assisted.
- ☐ Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing.

OTHER PROCEDURES

- ☐ Maintain current staff emergency information that details special needs, such as medical issues.
- ☐ Store information in a secure and readily accessible location.
- ☐ Outline family notification methods.



10.0 LOCKDOWN

Divisional offices are required to practice lockdowns a minimum of once per year and should involve all of the occupants of the building.

A.L.I.C.E. LOCKDOWN - PROCEDURES

When there is a known threat or possible threat to the safety of staff and visitors within the building, the following procedures are to be implemented.

Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the work site must contact their supervisor immediately. If administration is not immediately available, the staff member must activate the Lockdown procedure without delay.

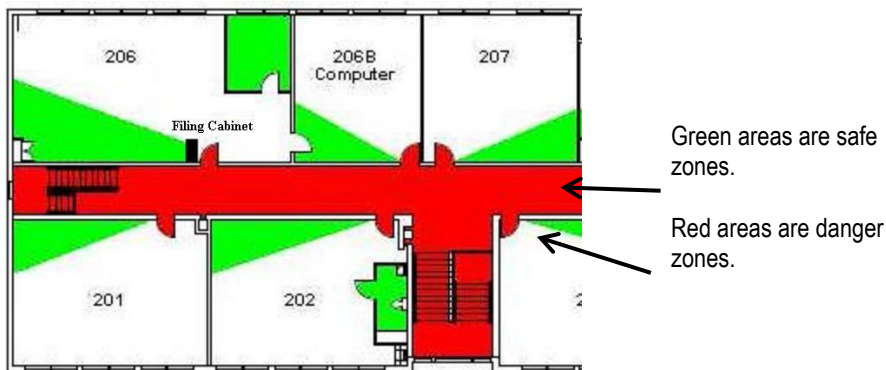
Staff Responsibilities:

- ☐ Any staff member can announce that there is a Lockdown in effect by yelling or using a different means of communication in the building:

“LOCKDOWN, LOCKDOWN, LOCKDOWN NOW”

Note: Do not deviate from the announcement above. All buildings must use the same wording.

- ☐ All staff must immediately proceed into lockdown.
 - If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location, then proceed to the designated meeting location.
 - If you are not near or can't get to an exit safely, move everyone into an office area with a door, but only if safe to do so.
 - Lock the doors.
 - Turn off the lights.
 - Barricade: move any large, heavy objects in front of the door to barricade it. All moveable items such as chairs, desks, filing cabinets, etc. should be used as well.
 - Close all blinds/curtains or paper windows to prevent any view into the room from the corridor.
 - Move to a safe place away from windows and doors and where walls might be thicker, along the wall adjacent to the door, away from the line of site from the main door and below the level of the windows.
 - Hide along the wall closest to the exit but out of the view from the hallway (allowing for a counter attack of the shooter and for possible escape if the shooter enters the room).



- Remain silent.
- Place all phones on vibrate.
- Call 911 simultaneously as the above announcement.
- Give your name, the school division name, building name and full address.
- Nature of the situation/threat.
- Current location of the threat maker if known.
- Stay on the line and continue to provide information as requested by the 911 operator.
- Never hang up to confer with anyone else as you may be the only “eyes and ears” of the responding members who are en-route to the building.
- If possible, document times and events relating to the incident.

- ☐ Any supervisor can call the emergency notification line.
- ☐ Notify staff outside to immediately move to the offsite assembly area(s), account for the staff and be prepared to move to a relocation site.
- ☐ Notify transportation if buses are in the process of arriving/leaving from the transportation department.
- ☐ Use strategies to silently communicate with first responders, if possible. For example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupants.
- ☐ Counter an attack or distract an assailant to allow other staff to safely evacuate the area of immediate danger. Evacuate the building whenever possible and go to the designated meeting place.
- ☐ Ignore any emergency signals. 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 the evacuation route as quickly and quietly as possible.
- ☐ Wait patiently and quietly until you receive the “**ALL CLEAR**” from the police and wait for further instructions.

HOLD & SECURE

The building is notified of a potential threat or emergency outside. In the event of a serious police incident in a localized area, all businesses in the surrounding area will be required to hold and secure.

Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the community or worksite must inform their supervisor immediately. If administration is not immediately available, an alternate staff member must activate the hold and secure procedure without delay. All management in receipt of an emergency notification must notify their staff as well as the building custodian.

Management Responsibilities:

- ☐ Announce to staff that the police have placed the building in a hold and secure.
- ☐ Direct the caretaker to lock all exterior doors.
- ☐ Place signage on the doors indicating that the building is in a hold and secure and all doors are locked. For building access please contact the admin office and indicate the phone number.
- ☐ Initiate the divisional emergency response phone line.
- ☐ Assign staff to monitor the main doors.
- ☐ Let staff know that work may continue to function normally. Blinds should be closed and/or windows covered as much as possible.
- ☐ Confirm with the police when the building can return to normal function and doors can be unlocked.
- ☐ Let staff know that that movement outside the building is restricted and staff and visitors will not be allowed to leave the building until directed to do so by the police.
- ☐ Notify transportation if buses are in the process of arriving/leaving.

Staff/Visitor Responsibilities:

- ☐ Direct all staff and visitors, including those outside the building, into the building.
- ☐ Lock your office doors.
- ☐ Work can proceed as normal.
- ☐ If the fire alarm is activated during a hold and secure **DO NOT** leave your room unless directed to do so by the management or designate.
- ☐ An **'ALL CLEAR'** message will be given in person by the management or designate once the hazardous situation has passed.



SHELTER-IN-PLACE

The shelter-in-place procedure provides a refuge for staff and the public inside the building during an emergency. It is used when personal safety is considered to be in danger if anyone leaves the building and is mainly used for environmental or weather-related events.

Management Responsibilities:

- ☐ Announce to staff that there is an emergency situation and management is implementing a shelter-in-place procedure. Staff may be directed to move to the designated shelter locations and safe areas depending on the situation. All staff/visitors/public outside are to immediately move to an inside location.
- ☐ Depending upon the emergency, direct the caretaker to turn off the heating and air conditioning or other intake/exhaust systems to avoid drawing in air from the outside.
- ☐ Direct staff to close all windows and doors.
- ☐ Notify the Superintendent the building has been placed into Sheltering-In-Place.
- ☐ Direct staff/visitors/public to move freely within the building but prevent them from leaving the building until safe to do so.
- ☐ Be prepared to announce additional procedures due to changing conditions of the incident.
- ☐ Notify transportation and the Divisional Safety Officer of the issue.

Staff/Visitor Responsibilities:

- ☐ Direct all staff and visitors, including those outside the building, into the building.
- ☐ Work can proceed as normal however, staff will be prevented from leaving.
- ☐ For severe weather event, be prepared to move to the basement of the building and into the tornado shelter areas.
- ☐ If the fire alarm is activated during a shelter in place **DO NOT** leave your room unless directed to do so by the management or designate.
- ☐ An **'ALL CLEAR'** message will be given in person by the management or designate once the situation has passed.



ACTIVE SHOOTER

An active shooter or armed assailant on divisional property involves one or more individual's intent on causing physical harm and/or death to staff and visitors. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement and other safety and emergency services responding to the scene.

RESPONSIBILITIES

Management/Designate:

- ☐ Initiate Lockdown procedures.
- ☐ Call 911. Give the operator the
 - name and exact location of the building;
 - the nature of the emergency;
 - number and description of intruders (if known), type of weapon(s);
 - area of the building where last seen;
 - actions taken by the building occupants, and whether there are onsite security or law enforcement officers (e.g., School Resource Officer);
 - caller will remain on the line to provide updates.
- ☐ Evacuate the building, where possible, and set up a command post outside the building.
- ☐ Notify the Superintendent and request activation of the communications plan for media and staff notification protocols.
- ☐ Refer media to:
 - District spokesperson:** [James Loewen](#)
 - Telephone Numbers:** [204.488.1767 Ext. 1166](#)
- ☐ Direct staff and visitors outside the building to move immediately their sister building (181 Henlow and 165 Henlow) and be prepared to evacuate to an offsite relocation center.
- ☐ Ensure that any buses returning/leaving the transportation offices are redirected to a designated relocation site.

Staff/Visitors:

- ☐ If you are the first to note the indication of an armed intruder, evacuate or initiate a lockdown, then notify the management and immediately call 911. Every staff member should have the authority to call a lockdown and not wait for management authorization. Time is always the most important thing in saving lives.
- ☐ Evacuate the building if you are able to do so safely.
- ☐ If you are not able to evacuate, hide in a room, lock and barricade the door then hide.
- ☐ Assess your ability to evacuate the building. This is the critical thinking item. Do you know where the threat is? Always be prepared to move and evacuate when safe to do so.

- ❑ If there is no safe manner to evacuate the building, staff should remain in Lockdown until personally given the “**ALL CLEAR**” by a law enforcement officer in uniform.
- ❑ If an active shooter or intruder enters the office use **WHATEVER** means necessary to keep yourself safe. This may include any and all forms of resistance to the threat.
- ❑ If an intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to create confusion, exiting out windows and confronting (assault, subdue, choke) to stop the intruder. Tell staff to get out any way possible and move to another location.

DEBRIEFING & OTHER PROCEDURES:

- ❑ After the active shooter/intruder(s) has been subdued, there will be a room-by-room search, including the occupants, and then each person will be escorted out.
- ❑ If staff or visitors are injured, emergency medical personnel will take control of the scene and direct services as appropriate.
- ❑ The management/designate will notify officials at the relocation site that the situation is over and to activate Family Reunification protocols.
- ❑ The management/designate will request bus transportation or alternate transportation to the relocation site.
- ❑ The management/designate will activate the communications plan to deal with media and family notification protocols, and direct family members to go to the relocation site.
- ❑ Management/designate will activate the Mental Health and Healing procedures and notify the Divisional Clinical and Extended Services Director to provide counseling and mental health services at the relocation site.
- ❑ Management/designate will debrief with the appropriate staff shortly after the incident has been resolved.
- ❑ The Superintendent or designate, in consultation with law enforcement officials, will determine when the office can resume normal activities and communicate the information to staff, visitors and the public.



INTRUDER/HOSTAGE

The purpose of this section is to ensure that there are procedures in place to protect staff/visitors and divisional property in the event an unknown person (intruder) is found on divisional grounds or in the building and in the event of a hostage situation. It is critical that all staff know how to handle coming into contact with an unknown person who may be an intruder with violent intent on the property, and what to do in a hostage situation.

RESPONSIBILITIES:

All staff should be trained to take action when an unauthorized person enters the property.

- ☐ If time permits, notify the management/designate/School Resource Officer (SRO) and follow their instruction.
- ☐ If a staff member approaches unknown person/intruder, ask another staff person to accompany and assist.
- ☐ Politely greet person/intruder and identify yourself.
- ☐ Ask person/intruder the purpose of his/her visit.
- ☐ Inform person/intruder that all visitors must register at the main office; direct and accompany him/her to the office.
- ☐ If person/intruder's purpose is not legitimate, ask him/her to leave.
- ☐ Accompany intruder to exit.
- ☐ Attempt to identify the person. This is important in the event that this is not the only building the intruder has entered or they are practicing a dry run for a future day.

If unknown person/intruder refuses to leave:

- ☐ Do not antagonize the person/intruder and explain consequences of staying on divisional property.
- ☐ Walk away from person/intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package).
- ☐ Maintain visual contact with intruder from a safe distance.
- ☐ Notify SRO and management/designate or call **911** and alert law enforcement.
- ☐ Give law enforcement full description of intruder. (Keep intruder unaware of call for help if possible).
- ☐ Management/designate notifies Superintendent and may issue Lockdown or other appropriate procedures, depending on conditions, and/or as instructed by law enforcement.
- ☐ Notify transportation if buses are in the process of arriving/leaving the bus compound.

HOSTAGE SITUATION:

- ☐ Ensure safety of staff and visitors and prevent the hostage(s) being moved away from the building.
- ☐ All staff should be aware of what to do in the event of a hostage situation.
- ☐ If hostage taker is unaware of your presence, do not intervene.
- ☐ Notify the management/designate/SRO or call **911** if unable to reach divisional authorities.

If staff or visitors are taken hostage:

- ☐ Follow instructions of hostage taker.
- ☐ Try not to panic. Calm staff/visitors if they are present.
- ☐ Treat the hostage-taker as normally as possible.
- ☐ Be respectful to hostage-taker.
- ☐ Ask permission to speak and do not argue or make suggestions.

Management/Designate:

- ☐ Call **911** immediately. Give dispatcher details of situation:
 - description and number of intruders;
 - exact location in the building;
 - that the building is in lockdown or taking other action if appropriate (such as evacuation if hostage-taker has a bomb);
 - ask for assistance from hostage negotiation team.
- ☐ Announce a lockdown or other procedure if conditions warrant.
- ☐ Ensure staff outside are notified of the situation and to move staff/visitors away from the building to the outside assembly areas.
- ☐ Isolate the area and try to determine if weapons are involved, if possible.
- ☐ Redirect any buses en-route to/from transportation offices to an alternate location.
- ☐ Notify Superintendent and activate communications plan.
- ☐ Give control of scene to police and hostage negotiation team.
- ☐ Ensure detailed notes of events are taken.

Staff/Visitors:

- ☐ Staff/visitors will implement lockdown or other-directed procedures upon hearing the alert. If outside, move to designated assembly areas and wait for further instructions.
- ☐ Everyone should remain in their location until given the “**ALL CLEAR**” unless otherwise instructed to take other action by a law enforcement officer.

OTHER PROCEDURES (that may be activated depending on conditions)

- ☐ Active Shooter
- ☐ Evacuation
- ☐ Family Reunification
- ☐ Medical Emergency
- ☐ Mental Health and Healing
- ☐ Shelter-in-Place

11.0 BOMB THREATS

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, contact the Winnipeg Police “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 work area and immediately call “911” to report the device.

All office personnel shall have copies of the bomb threat report (EBCC-E) immediately available at their desk.

The person receiving a bomb threat 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.

PROCEDURE:

- ☐ Do not transfer the call or place the call on hold. Signal another secretary and/or staff member for help and notify the management/designate immediately.
- ☐ Record call display number as shown, also record **precise time** and **phone number** that was called (e.g., office phone number)
- ☐ Make a record of the exact wording of the threat. Take notes on everything said and on any observations that can be made about background noise, voice characteristics, etc.
- ☐ Ask a lot of questions. Refer to the Bomb Threat Report Form EBCC-E
- ☐ Ask in a clear and calm voice:
 - Where the bomb is located; what does it look like.
 - What materials are in the bomb (type of bomb).
 - How is it activated; When will the bomb explode?
 - Who is calling, name and address.
 - Did you place the bomb; Why are you doing this?
- ☐ Let the caller talk as long as possible without interruption.
- ☐ Call “911” to report the threat. If possible, get a coworker 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 the threat is made by phone and the caller hangs up, immediately dial *57 to trace the call, where possible.
- ☐ If an explosion of any type occurs at any time, it should be reported immediately to the Fire Department.
- ☐ Complete the Bomb Threat Report.
- ☐ Notify the Superintendent of the threat and action taken.

- ☐ After police have been notified, management will decide if an evacuation is necessary. This decision may involve consultation with the police and the Superintendent or designate. Follow the instructions given by the management or emergency personnel.
- ☐ Communicate with the staff that a building emergency is in effect and that all staff/visitors should remain in their offices until advised otherwise. **ALL CELL PHONES SHOULD BE TURNED OFF.**

SEARCH OF THE PROPERTY:

Should it be determined that a search is necessary, it should be carried out by the management, head caretaker and the safety officer in conjunction with and assisted by the members of the Police Department, if present. Staff should not wait for police to arrive to do a search.

- ☐ Search personnel should know what they are looking for. It could be an unusual object in an unusual place, e.g., something that is not normally in their area such as a box or paper bag behind a sink or toilet, or in a stairwell.
- ☐ Special attention should be given to areas to which the general public has easy access, e.g., lobbies, washrooms, stairwells, halls, etc.
- ☐ The outside of the building and the parking lot must be included in your search plans.
- ☐ **IF AN UNIDENTIFIED PACKAGE OR OBJECT IS FOUND, "DO NOT TOUCH IT".**
- ☐ If no suspicious parcel or object is discovered, await the arrival of the police and notify the Superintendent.
- ☐ After discussions with police and the Superintendent, decide whether the building should be evacuated.

EVACUATION:

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

- ☐ Determine if evacuation procedures should be activated, selecting routes and assembly areas away from the suspicious item.
- ☐ Hallways and stairways to be used during the evacuation are to be checked to verify that no foreign objects are in the evacuation route.
- ☐ Evacuate by calling a fire drill.
- ☐ Notify the Superintendent of your actions.
- ☐ Let the police assume responsibility for dealing with the parcel or object.
- ☐ Elevators should not be used. Special provision will have to be made for the transportation of persons requiring assistance with mobility.
- ☐ Use tact. Do not create panic or alarm.
- ☐ Evacuate to a minimum distance of 300 feet in all directions.
- ☐ Staff/visitors may return to the building if, upon assessment of the situation by the management and the police, and there is reasonable assurance that no danger exists.

- ☐ If relocation within the community is necessary, staff and visitors shall staff shall evacuate the building to Manitoba Institute of Trades and Technology.

Emergency evacuation location: MITT

Address: 130 Henlow Bay, Winnipeg, MB., R3Y 1G4

Phone: 204.989.6500

Contact person/persons: Jason Mahon, Security & Facilities Officer

Phone: 204.989.6531

Cell: 204.232.2517

- ☐ If management deems it necessary to dismiss the staff, the building will remain closed to the staff and the public until it has been declared safe by the police.
- ☐ An investigation of the event will be requested from the police with a report going to the Superintendent.

DEBRIEF:

- ☐ Always debrief
- ☐ Review the staff's 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 visitors and take appropriate steps to relieve such trauma.
- ☐ Communicate all reports of threats to the Superintendent as soon as reasonably possible.
- ☐ Complete a bomb threat report and submit it to the Superintendent.
- ☐ Debrief with the Divisional Safety Officer.

CALL TRACE PROCEDURES:

Landlines:

- ☐ Contact police at 911. Provide information about the call and inform police that due to privacy issues they will have to contact MTS/Rogers to trace the call.

Cell Phones:

- ☐ Using another phone, inform your supervisor about the call and then contact the police at 911.
- ☐ Provide the police with the cell phone number on which the call was received, time and length of call and details about the call and caller. The police will then contact MTS/Rogers to initiate the trace.
- ☐ The person who received the threat must remain available for interview by the police.

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 telephones or two-way radios near the building or area where the suspicious package or bomb threat is located. Such usage could overwhelm the telephone system, could set off the explosive/incendiary device(s), or distract you and others from emergency instructions.
- ☐ Notify your supervisor and or co-workers and SRO immediately.
- ☐ Evacuate the immediate area. Exit the building as you would for a fire drill.
- ☐ Relocate to at least **300 feet** or **100 meters** away or to an area that is sheltered between you and where the suspicious package or bomb threat is located.
- ☐ Do not assume that this is the only package.

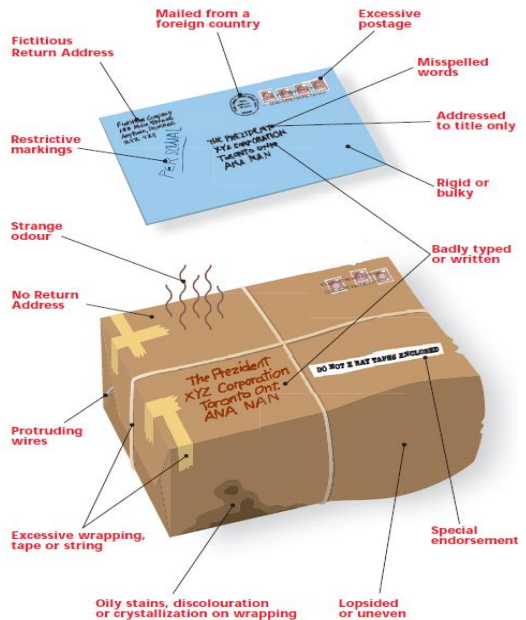
If a letter or parcel is opened and/or a threat is identified:

For a Biological or Chemical:

- ☐ Isolate – do not handle.
- ☐ Evacuate the area immediately.
- ☐ Wash your hands with soap and warm water.
- ☐ Call **911** or your SRO.

For Radiological:

- ☐ Limit exposure – do not handle.
- ☐ Evacuate the area immediately.
- ☐ Distance and shield yourself from the object.
- ☐ Call **911** or your SRO.



12.0 EXPLOSION

Any staff or visitor discovering an explosion will activate the fire alarm, report the explosion to the management and call **911** for emergency services if injuries are apparent. Once emergency services arrive (police and/or fire), it is critical to follow the instructions of, and cooperate with, the authority having jurisdiction at the scene.

RESPONSIBILITIES:

No one may re-enter building(s) until it is declared safe by the fire department. In the event of explosion in a building, staff should take the following actions.

Management/Designate:

- ☐ Call **911** to confirm the alarm; identify the building name and location; provide exact location of the explosion; if any staff or visitors are injured; inform emergency services (police and fire) the building is being evacuated; and identify the location of the muster/assembly/evacuation site.
- ☐ Activate an Evacuation. Follow established exit routes. Do not use elevators
- ☐ Activate the emergency notification phone line.
- ☐ Ensure that staff and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the explosion or continued explosions.
- ☐ Notify the Superintendent and institute a communications plan.
- ☐ Once outside, move a safe distance away from the building approximately **300 ft. or 100 meters**. Keep roadways and walkways clear for emergency vehicles. Report to your designated fire marshal for attendance.
- ☐ Fire Marshals shall obtain attendance from staff and identify any missing staff/visitors.
- ☐ If safe and appropriate to do so, direct designated staff to shut off utilities.
- ☐ Notify and provide regular updates to staff and visitors of the status of the emergency.
- ☐ Designate first aiders to seek out and assist injured and disabled persons in evacuating the building.
- ☐ Do not allow staff to re-enter the building until instructed to do so by emergency services.
- ☐ Upon consultation with the Superintendent, fire department and law enforcement officials, and if necessary due to unsafe conditions, direct an offsite evacuation to the Henlow sister building if possible.
- ☐ If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- ☐ Do not allow staff and visitors to return to the building until proper authorities have determined that it is safe to do so and given the **"ALL CLEAR"** signal after the threat has passed.

Fire Marshals:

- ☐ Take the attendance list, go kit and first aid kit and any other supplies or resources relevant to the incident.
- ☐ Sweep your designated areas and lead staff as quickly and quietly as possible out of the building to the designated assembly area(s).
- ☐ Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- ☐ Assist or designate others to assist staff/visitors with functional needs.
- ☐ Close office doors and turn out the lights upon exiting and confirm all staff and visitors are out of the building.
- ☐ Take attendance at the assembly area.
- ☐ Report any missing staff or visitors and/or any injuries to the Superintendent/designate at the scene.
- ☐ Keep staff together and wait for further instructions.
- ☐ Remain in safe area until the “**ALL CLEAR**” signal has been issued.
- ☐ Be prepared to move staff if an offsite relocation is ordered.
- ☐ Be prepared to move the staff if the situation warrants it.
- ☐ No one may re-enter building(s) until it is declared safe by the authority having jurisdiction.



13.0 BUILDING CLOSURES



CLOSURE OF ADMIN/FACILITIES BUILDINGS:

- ☐ Head caretakers will open and maintain buildings as on any regular workday.
- ☐ The decision to close the administration buildings will be made by the Superintendent.
- ☐ The Superintendent will communicate the decision to all staff (admin, facilities, Loudoun).
- ☐ All staff are requested to listen carefully to local radio and television stations for the announcement and check the Pembina Trails school division's website.
- ☐ The announcement will be broadcast over the Pembina Trails website and local radio stations including CBC and CJOB.
- ☐ If it becomes necessary for the admin offices to close or to close early during the day because of severe weather conditions, the staff will be contacted by a representative from the Superintendent's department.



14.0 TORNADO



SEVERE WEATHER/TORNADO SAFETY LOCATIONS

Tornado safety areas at 181 Henlow Bay:

AREAS	LOCATION IN BUILDING – BASEMENT LEVEL
Area #1	Clinical support services storage
Area #2	Divisional training lab
Area #3	General department storage
Area #4	Archives room
Area #5	IT storage
Area #6	Records room
Area #7	Main hallway

Tornado safety areas at 165 Henlow Bay:

AREAS	LOCATION IN BUILDING – BASEMENT LEVEL
Area #1	Men's washroom, main floor
Area #2	Woman's washroom, main floor

TORNADO PLAN

Tornado drills should be practiced at least once a year, prior to early spring at the beginning of the tornado season.

TORNADO WATCH

- ☐ A Watch is issued 2 to 6 hours prior to when these potential storms are expected.
- ☐ During a Tornado Watch, routine business activities can continue.
- ☐ Outdoor activities can also continue but with an eye to the sky for approaching thunderstorms.
- ☐ Assign one or two people as storm watchers. These individuals will be asked to watch the storms as they approach for funnel clouds.
- ☐ If funnel clouds are spotted, alert the building occupants immediately.
- ☐ The management/designate will make a special announcement to indicate a tornado has been sighted and is approaching.
- ☐ All staff and visitors will then proceed to their tornado safety locations in the building.

TORNADO WARNING

Warnings are issued when there is a confirmed sighting of a tornado on the ground, when weather spotters report funnel clouds with a rotating thunderstorm, or a tornado signature is detected on Doppler radar.

- ☐ Relocate to the designated safe areas until the danger has passed. It should take no more than 2 minutes to move all staff to their safety zones.

Administration Office:

- All staff are required to proceed to the basement area and fill the above listed rooms as quickly as possible. Any remaining staff can remain in the main hallway in the basement. Staff should be sitting on the floor and maintain an aisle way down the center of the hallway/room and remain calm and quiet.
- Fire Marshall's do not need to conduct a roll call; however, management must be able to account for all of their staff.
- The Safety Officer and custodian will be the designated weather watchers who will report if the storm is nearing and will communicate via cell phone with management.
- In the event of an actual storm, you are asked to stay in designated areas until you can safely be evacuated from the building.

Facilities and Transportation Offices:

- All staff are required to proceed to the men's and women's washrooms on the main floor and fill the rooms as quickly as possible. **DO NOT** leave the building.
- Fire Marshall's do not need to conduct a roll call; however, management must be able to account for all of their staff.
- The Safety Officer and custodian will be designated as weather watchers who will report if the storm is nearing and will communicate via cell phone with management.
- In the event of an actual storm, you are asked to stay in designated areas until you can safely be evacuated from the building.

- ☐ Make special provisions for staff with special needs.
- ☐ Post a staff member to keep an eye on the storms as they approach.
- ☐ As the storm nears, give the signal for **"EVERYBODY DOWN!"**. Everyone should then crouch low, head down, protecting the back of the head with the arms. Or sit down with their back against the wall, knees drawn up with their arms covering their head.



- ☐ School buses should not be operated during a period of tornado warning. Notify transportation if buses are in the process of leaving the transportation offices for drop off or pickup.
- ☐ If staff are in their vehicles and a tornado warning is issued or severe threatening weather is observed, drivers must be prepared to move to the nearest shelter. In the event there is no immediate shelter, staff should evacuate their vehicle to a ditch, culvert, ravine or low-lying area and assume the protective position until the threat of severe weather has passed.
- ☐ Once the storm has passed, assess the safety of the building.

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.
- ☐ Please contact the Superintendent and Safety & Health Officer.
- ☐ All communication to the media shall be directed to the Communications Officer, Ext. 1166.
- ☐ Family members will be directed to **THE FAMILY REUNIFICATION** area where they will be supplied with information about their family member as the information becomes available.

- ☐ Keep staff 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 special assistance or medical aid.
- ☐ Help injured or trapped persons. 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 that whole section of the building may fall.
- ☐ Ensure nobody is using matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- ☐ Stay alert for the potential for additional storms.
- ☐ Shut off the gas and electric supply to the building, if damage has occurred to the school, 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.
- ☐ If a tornado has resulted in a disaster and/or a **SOLE** (State of Local Emergency) has been declared by an elected official, management will obey the orders of the Winnipeg Fire and Paramedic Service Incident Commander.
- ☐ Staff must remain calm at the disaster scene and reassure those who are shaken.
- ☐ Use the telephone only for emergency calls.
- ☐ Enact the Family Reunification Procedures.
- ☐ Document all activities conducted during the tornado response:
 - What went right and what went wrong?
 - Can the plan be improved?
 - Can other divisional offices learn from your experience?



RESPONSIBILITIES

Supervisor/Designate/Superintendent:

- ☐ Determine if Evacuation is required and can be safely done.
- ☐ Call or instruct staff to call **911** to notify emergency services of the intent to evacuate, the location of the relocation site, the route and means to be taken to that site.
- ☐ Notify the Superintendent of the status and action taken.
- ☐ Notify staff and delegate a search team to ensure that all students have been located and/or evacuated.
- ☐ Designate staff to monitor radio, internet and media for flood information and report any developments.
- ☐ Update staff, administration, and emergency responders of any significant changes in operations or conditions.
- ☐ Notify relocation centers and determine an alternate relocation center, if needed, if primary centers would also be flooded.
- ☐ Activate Family Reunification procedures.
- ☐ Implement additional procedures as instructed by the emergency services personnel with jurisdiction over the scene.
- ☐ Determine if the building will be closed or remain open.
- ☐ Do not allow staff and visitors to return to the building until authorities have determined that it is safe.
- ☐ Document all actions taken.

Staff/Visitors:

- ☐ Execute evacuation procedures when instructed by your supervisor/alternate/superintendent.
- ☐ Take the go kit, first aid kit and any other supplies or resources relevant to the incident.
- ☐ Lead staff/visitors as quickly and quietly as possible out of the building to the designated assembly area(s).
- ☐ Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- ☐ Assist or designate others to assist staff/visitors with functional needs.
- ☐ Remain together throughout the evacuation process, do not leave divisional property to go home unless instructed to do so by your supervisor.
- ☐ Upon arrival at the assembly site, take attendance. Report any missing or injured staff to the Incident Commander.
- ☐ Do not return to the building until it has been inspected and determined safe by proper authorities.
- ☐ Document all actions taken.

16.0 FAILURE OF SERVICES

POWER OR ELECTRICAL OUTAGE:

- ☐ Alert the custodian and your supervisor.
- ☐ Contact the Utilities Supervisor, Facilities and Operations Department for assistance:
- ☐ Following an assessment by Facilities and Operations, in consultation with Manitoba Hydro and the Superintendent shall make the decision as to whether the building will be closed.
- ☐ Only use flashlights for emergency lighting, candles can cause fires. Have enough flashlights for any offices with no windows. Emergency lighting will only last 15-20 minutes. Ensure you have enough batteries for all flashlights.
- ☐ Have 2-way radios available. Having one available on each floor of a multi floor building.
- ☐ Turn off or disconnect appliances and other equipment in case of a momentary power surge that can damage computers and other devices, including battery powered lifts.
- ☐ Refrigerators: throw away any food that has been exposed to temperatures above 4°C for more than 2 hours or that has an unusual odor, color or textures. If in doubt throw it out. Note: an unopened refrigerator will keep food cold for about 4 hours. A full freezer will keep the temperature for about 24-48 hours.
- ☐ Move offices with no windows to a new location with light. Some offices may need to be combined.
- ☐ For staff/visitors in wheelchairs that have become stranded on upper floors of a multi floor building, use the emergency sleds or chairs available at each stairwell to transport the staff member to the main floor.
- ☐ Have a backup plan in place for staff with additional needs that require the use of a power operated lift.
- ☐ Once your emergency is over be sure to restock all items that were used.

WATER AND SEWER:

In the event of a water main break at a building, the following steps shall be complied with:

- ☐ Alert the custodian and your supervisor.
- ☐ Follow the instructions for an **EVACUATION**, if staff and visitor safety is compromised due to water in the building and possibility of electrical shock or loss of services.
- ☐ The supervisor or custodian shall notify the Utilities Supervisor, Facilities & Operations Department.
- ☐ The supervisor shall notify the Superintendent's Department.
- ☐ The Superintendent shall make the decision as to whether the building needs to be closed.



NATURAL GAS:

- ☐ If the smell of natural gas is localized in the boiler room/mechanical room, open the exit door of the boiler room that leads to the outside and close the entry door from within the school.
 - Ask the custodial staff to locate the gas shut-off and turn it off.
 - Notify the Utilities Supervisor, Facilities and Operations and contact Manitoba Hydro.
 - Follow all instructions given by Manitoba Hydro or emergency services.

- ☐ If an odour is detected in the corridor/offices, notify your supervisor/custodian/Safety Officer
 - The supervisor/designate will pull the fire alarm and evacuate the building.
 - Follow the instructions for a building Evacuation.
 - Call Manitoba Hydro immediately – 204.480.5900
 - Call the Pembina Trails Emergency Notification Line
 - Call the Utilities Supervisor, Facilities and Operations, Superintendent's Department, or the Divisional Safety Officer.
 - 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.



GAS LEAK OUTSIDE:

- ☐ Natural gas is highly flammable. If you suspect a leak outside:
 - Get away from the area.
 - Don't start motors or motor vehicles near the area.
 - Don't use matches or lighters and don't smoke.
- ☐ Call Manitoba Hydro at 204-480-5900 and report the leak. They will send a technician to assess the situation and repair the leak (where possible) typically within the hour. If they cannot repair the leak, they will leave a notice on site for the school division to have the item repaired immediately. Please notify Facilities & Operations department immediately.
- ☐ Please forward all paperwork received to the divisional Safety Officer.

17.0 HAZARDOUS MATERIALS/CHEMICAL SPILL

The chemicals are used and stored in the following areas:

181 Henlow Location	Intended User
Custodial sink rooms	Custodian
Boiler room	Custodian
IT shipping/receiving room	IT staff
165 Henlow Location	Intended User
Custodial sink rooms	Custodian
Warehouse	Facilities & Operations Staff
Transportation Bus garage	Mechanics

Spill kit is located in the following areas:

Location	Department
Custodial Office, 181 Henlow	Custodial
Safety & Health Office	Facilities & Operations
Bus Garage	Transportation bus garage
Facilities Warehouse	Facilities & Operations

EXTERNAL CHEMICAL SPILL – VEHICLE OR TRAIN DERAILMENT

Supervisor/Alternate:

- ☐ Call **911** and notify emergency responders of the event.
- ☐ Determine what procedures should be activated, such as evacuation or shelter-in-place.
- ☐ Notify maintenance/building, custodial and grounds staff to shut off mechanical ventilating systems, if appropriate.
- ☐ Alert staff to close windows and prepare for an emergency.
- ☐ Notify the Superintendent of the status and actions taken and keep them updated 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 the emergency services.
- ☐ If it is determined that conditions warrant an Evacuation, issue instructions for relocating to a safer location by means of walking, buses and cars to a **SAFE LOCATION UPWIND** from the accident site.
- ☐ Notify relocation centers and determine an alternate relocation center if necessary.
- ☐ Disseminate information about the incident and follow-up actions such as where staff/visitors have relocated and institute Family Reunification procedures, if needed.

- ☐ Do not allow staff and visitors to return to the building until proper authorities have determined that it is safe to do so and given the “**ALL CLEAR**” signal after the threat has passed.
- ☐ Determine whether building will be closed or remain open. Implement additional procedures as instructed by the administration and/or emergency Incident Commander.
- ☐ Document all actions taken.

Staff/Visitors:

- ☐ Move away from the immediate vicinity of danger.
- ☐ Implement Reverse Evacuation if staff/visitors are outside; observe wind direction by observing flags or leaves and move staff/visitors appropriately.
- ☐ Execute shelter-in-place or evacuation when instructed by the supervisor/alternate/Superintendent.
- ☐ Report any missing or injured staff/visitors to the Incident Commander.
- ☐ Remain in safe area until the “**ALL CLEAR**” signal has been issued.
- ☐ In the event of building damage, evacuate staff/visitors to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “**ALL CLEAR**” signal is issued.

External Air Exclusion:

- ☐ Consider closing outside air intake, evacuating staff/visitors to a safe area or sheltering people inside the building until emergency passes or relocation is necessary.
- ☐ If the spill is near the building or in the community, the Winnipeg Police Services and/or Winnipeg Fire and Paramedic Services will be in charge.
- ☐ The level of action taken will depend on the proximity of the accident to the building, the wind velocity/direction, and the weather.
- ☐ The Winnipeg Police Services and/or Provincial Emergency Measures Operation personnel will instruct the principal to take the action deemed most appropriate.

CHEMICAL SPILL – WITHIN A BUILDING

PROCEDURES

- ☐ Assess the situation – clear and seal off the area if necessary. If urgent and major – evacuate and call **911**.
- ☐ Contact the divisional Safety Officer for help (204.232.5338).
- ☐ Control – the source of spill, if possible, (dike and contain to prevent entry into storm or sanitary sewers or other areas of the school).
- ☐ Send a staff member for help and alert your supervisor.
- ☐ Obtain the Safety Data Sheet (SDS) for the chemical(s) spilled from MSDSonline or the SDS binder.
- ☐ Use the chemical spill kit, safe work procedure and follow the SDS procedures for neutralizing or disposal of the chemical.
- ☐ Prevent staff and visitors from encountering the hazardous material/chemical by removing them from the room or cordoning off the area and initiating control zones (hot zone, decontamination zone and support zone or control/safe area).
- ☐ If evacuating, move staff/visitors 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 and the Safety Officer.
- ☐ Evacuate the staff/visitors from the area.
- ☐ Take the first aid kit and any other supplies or resources relevant to the incident.
- ☐ Call **911** and request a HAZMAT response (204.945.4888 or 204.944.4888). Tell the Emergency Operator:
 - What has been spilled? Spell the name of the chemical if known.
 - Approximate quantity of material spilled.
 - Location of the spill.
- ☐ If the spill involves a flammable liquid, activate the building fire alarm system and initiate the Evacuation procedure.
- ☐ Supervisor/alternate, Safety Officer shall standby to meet the WFPS HAZMAT response team.
- ☐ Provide a current safety data sheet for the spilled material to the HAZMAT Chief.
- ☐ Activate internal and external communications plan.
- ☐ Issue instruction if staff/visitors will be evacuated to a safer location by means of walking, buses and cars.
- ☐ If relocation within the community is necessary, staff and visitors shall be advised and shall follow the relocation procedures established by the school division.

Emergency evacuation location: MITT

Address: 130 Henlow Bay, Winnipeg, MB., R3Y 1G4

Phone: 204.989.6500

Contact Person: Jason Mahon, Security & Facilities Officer,
Cell: 204.232.2517

- ☐ Upon arrival at evacuation site fire marshals shall take attendance. Notify supervisor/alternate of any missing or injured staff/visitors.
- ☐ Staff shall remain on site throughout the incident.
- ☐ Do not allow staff and visitors to return to the building until proper authorities have determined that it is safe to do so and given the **“ALL CLEAR”** signal the threat has passed.
- ☐ Document all actions taken.

RECOVERY:

- ☐ Once the spill has been neutralized, contact the caretaker, divisional Safety Officer and Facilities staff to assist in the clean-up.
- ☐ All spill related materials must be bagged into hazardous waste bags and labeled for hazardous waste pick up.
- ☐ Refill all emergency spill kits within the school.
- ☐ Turn on all HVAC units (if turned off during the spill).
- ☐ Report the incident to the appropriate authorities (e.g., Department of Labour – Workplace Safety, Conservation, etc.)



18.0 MEDICAL EMERGENCIES

STAFF ILLNESS OR INJURY:

Should you be injured at work or while performing work related duties, the following requirements and restrictions will apply.

INJURED WORKER:

- ☐ Report your injury as soon as practical to your supervisor, but no later than the end of your work shift.
- ☐ Seek medical treatment for your injury. First aid measures must be applied immediately.
- ☐ Complete the required paperwork for your injury and forwarded to the division Safety and Health Officer.



SUPERVISOR:

- ☐ Render first aid to the injured worker.
- ☐ If required, direct staff to call **911**, if necessary, and provide appropriate information to emergency responders.
- ☐ Assign a staff member to meet emergency medical service 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.
- ☐ Transportation of a staff member by divisional personnel will be done only in a non-emergency and by the individual so designated by the supervisor.
- ☐ Serious accidents shall be reported immediately to the Superintendent's department and to the divisional Safety & Health Officer. If an accident is caused by conditions on divisional property, the supervisor shall take steps to remedy the situation immediately.
- ☐ Develop and maintain written documentation of the incident.
- ☐ Ensure injured worker has completed all necessary paperwork for the injury prior to leaving. This may include HUB worker accident report; WCB paperwork; and the Occupational Health Assessment Form.
- ☐ Note: The Department of Labour Workplace Safety & Health division may need to be contacted depending on what occurred and if it is a reportable incident.

POISON

In the event a staff member is poisoned while at work, do the following:

- ☐ Phone **911** and ask for Poison Treatment.
- ☐ Or contact the Poison Helpline at 1.855.776.4766.



EMERGENCY AMBULANCE SERVICES

- ☐ In an emergency, sickness or accident situation, where an ambulance may be required to transport a person or persons to a hospital, **911** will be called.
- ☐ Any staff member that is involved in a workplace accident where that staff member sustains an injury as a result of divisional property or procedures, which requires ambulatory care are covered by the division.

FIRST AID KIT LOCATIONS

AREA:	LOCATION
Administration Building, 181 Henlow Bay:	
Main Floor	Staff Room
	Custodian's Office
	Print Shop
	IT Work Room
	Main Reception Desk
	Curriculum & Learning Services
	International Student Program
Second Floor	Human Resources Coffee Area
	Secretary Treasurers Department
Basement	Main hallway

AREA Facilities & Operations Building, 165 Henlow Bay:	LOCATION
Main Floor	Staff Room
	Carpentry Shop
	Transportation Garage
	Safety, Health & Environment Office
Second Floor	Photocopy Room



19.0 CARBON MONOXIDE

All buildings in the Pembina Trails School Division are equipped with carbon monoxide (CO) detectors. The detectors can be found attached to the walls approximately six feet or higher. Each detector has a list of instructions posted beneath it in the event that the digital display starts showing numbers.

PROCEDURES

- ☐ The monitor will alarm when there is approximately 125 ppm of carbon monoxide present.
- ☐ 10-25ppm carbon monoxide:
 - Investigate to find source of carbon monoxide.
 - Notify Facilities & Operations Department and contact the Utilities Supervisor.
- ☐ 26-50 ppm carbon monoxide:
 - Move staff and visitors to another area of the building.
 - Bring outdoor clothing.
 - Do not ignore high concentration readings above 35 PPM or a sounding CO alarm.
- ☐ 51-124ppm carbon monoxide:
 - The monitor will alarm when there is approximately 125ppm of carbon monoxide present. When the unit senses a dangerous level of CO, it will emit a loud alarm pattern: 4 quick beeps, followed by 5 seconds of silence. The cycle repeats as long as the dangerous CO is present. When this occurs, the school should:
 - Prepare to evacuate entire building and immediately move to fresh air – outdoors
 - Pull the fire alarm and initiate the evacuation procedures.
 - Call **911**, and the divisional Safety Officer.
 - Conduct attendance to ensure that all persons are accounted for.
 - Do not re-enter the premises until emergency services have arrived and cleared the area.
 - Emergency services will assess the situation; ventilate the area; ask the custodian to reset the CO monitor.
- ☐ Provide first aid to staff/visitors showing signs of exposure: headache, fatigue, nausea, dizziness, confusion, shortness of breath.



20.0 CONTROL OF VISITOR ACCESS

Access control is a planned and purposeful means to monitor the environment and both buildings and grounds, for safety and violence prevention purposes. The main purpose of access monitoring is preventive, e.g., to reduce the likelihood of incidents or problems.

The following are the accepted security practices for 181 & 165 Henlow.

CONTROLLING VISITOR ACCESS AFTER HOURS:

- ☐ Deliveries to either building will be accepted during the hours of 8 a.m. to 5 p.m.
- ☐ 181 Henlow: During Daytime hours all doors are locked with swipe card access only with the exception of the visitor parking lot doors. All doors to the building are locked after 5pm. During evening hours all interior fire doors and gated areas will be closed and locked to limit access in the building. All staff working after hours are required to lock their office doors to prevent access of other individuals. Outside individuals requiring access afterhours are required to press the buzzer for access.
- ☐ 165 Henlow: All buildings are locked at 5 p.m. and the security system is activated at 6 p.m.
- ☐ For meetings that are held after hours at 181 Henlow staff are required to use the buzzer for access.



21.0 WORKING ALONE

This plan applies to all division employees including administrators, support staff (secretaries, technicians, EAs, and casual employees), teachers, security staff, cleaners, caretakers, shop tradesmen, truck, bus, and courier drivers, summer students, etc.

Supervisors and workers are required to assess the conditions or circumstances under which an employee may be working alone to determine the risks, the level of risk and the prevention measures required to reduce those identified risks to an acceptable level.

Each working alone scenario shall use the information below, either singularly or in combination in the development of a site-specific working alone communication plan.

****The following information contains excerpts from the Pembina Trails Working Alone Administrative Practice. If you have working alone scenarios in your area that are not covered by the information mentioned below or found in the Working Alone Admin Practice, the department must create a separate working alone plan. Please do NOT delete any of the information but add any additional plans.**

Note: Each plan must be created in consultation with staff members that will be working alone.

- ☐ All buildings will be locked on weekdays and evenings after 5 p.m. to protect staff while working after normal work hours. Unauthorized persons are not permitted to remain on site after closure. Any staff wanting to work after 5 p.m. must have their supervisor's permission and have a working alone plan in place.
- ☐ Staff working alone in the building after regular hours should always carry a cell phone so that they can contact the caretaker for help if they have a safety concern.
- ☐ When working during irregular hours it is the staff member's responsibility to check in with the caretaker when they arrive, frequently throughout their stay at pre-arranged times and prior to leaving the building. If there is an urgent situation workers should call **911**. Staff members should also ensure their routines are known by immediate family members or friends and arrange to arrive home on a pre-arranged basis. Staff are required to ensure that family members have a number to call in the case of an emergency (e.g., supervisors' number, caretaker's number, or numbers from the divisional office).
- ☐ Staff working after hours are not allowed to prop open outside doors or let in family, friends or members of the public into the building. If someone is at the door, contact the caretaker.
- ☐ Staff that feel their safety is in immediate danger should trigger the fire alarm and, if possible, proceed to the building entrance where the fire alarm enunciator panel is

located. This is an extreme measure and should only be taken if immediate assistance is required. If the employee is in severe distress and they believe they cannot wait for assistance from an adjacent school or make a call on their own to **911**, they should go to the nearest pull station and trigger the fire alarm.

- For staff traveling during work hours, for work purposes, a check-in procedure must be in place.
 - For management, please ensure your secretaries know where you will be going and your intended time of arrival.
 - For staff, ensure your supervisor or the department secretary knows where you will be.
 - In the event that a person does not meet their final destination, the main contact person should attempt to contact the worker every 5 to 10 minutes.
 - If they cannot be reached, family members should be contacted to determine if the worker has had any contact or a change of plans.
 - If the worker still cannot be contacted, the supervisor, director or Superintendent should be notified and will take any further action required.
- Night staff in a building with other co-worker's present should ensure that they check on each other every hour during their shift (or at breaks). Each caretaker must check to ensure all workers are out of the building before the alarm is set at the end of the shift.
- Building Permits:
 - While working alone, the caretaker should seek out the permit site supervisor to initiate contact and establish that the divisional permit policies have been communicated.
 - If at any time staff working alone should feel uncomfortable or threatened (verbally or physically) by a permit user (permit participant/visitor), an attempt to resolve the situation by speaking with the supervisor of the permit should take place first.
 - In the event this is not possible or a resolution is not eminent, staff should immediately find a safe/secure location (lockable office or room) and:
 - Contact their supervisor for direction.
 - If you can't reach your supervisor, contact XL alarms to request assistance from security at 204.231.1072.
 - Contact the police if it is a serious threat (use of a weapon or assault).



APPENDIX

- A) Fire Marshal
- B) Fire Drill Report
- C) Fire Drill Instructions
- D) How to use a Fire Extinguisher
- E) Evacuation Exits/Department
- F) Weather Radio for Severe Weather Watch

APPENDIX A: FIRE MARSHALL

A Fire Marshal is the person(s) responsible for ensuring departmental fire procedures are followed. All Fire Marshalls have an important role to play in the fire risk assessment. Any changes to work practices or modifications to existing processes may introduce unforeseen problems. Similarly, changes in procedures may result in the introduction of additional sources of ignition or different types of combustible materials. Any hazards that may be perceived should be reported to the Safety and Health Officer who should consider them at the earliest opportunity

ROLES AND RESPONSIBILITIES

All Staff

All Staff are required to follow the division's Emergency Response Plan when responding to a fire drill or alarm, if an evacuation is required.

Fire Marshalls

Fire Marshalls shall coordinate and execute all tasks associated with fire drills for the division under the direction of the Safety Officer/Custodian/Utilities Supervisor. Fire Marshalls are also responsible, in the case of a fire alarm or drill, for:

- ☐ knowing the location of fire alarm equipment and fire extinguishers;
- ☐ ensuring that the alarm has been raised to notify the building of a fire via the fire alarm; if/when necessary call **911** and give details of the location, severity and cause of the fire, if known;
- ☐ evacuate staff from the building or area involved;
- ☐ monitor the fire drill;
- ☐ designate staff for specific duties during the fire drill or fire emergency;
- ☐ help members of the floor to safety, if this can be accomplished without injury or danger to the rescuer;
- ☐ remind people on the floor to close windows and doors and shut down equipment if possible;
- ☐ check that any staff or visitors with disabilities are assisted as planned;
- ☐ verify that all personnel on your floor have left the building, and account for each member (as much as possible) at the assembly area (muster site);
- ☐ fight the fire if it is safe to do so and if trained on how to use a fire extinguisher;
- ☐ grab any first aid kits in your area;
- ☐ convey applicable information about a fire or other dangers to emergency personnel;
- ☐ familiarize new employees with the Emergency Preparedness Plan;
- ☐ note any malfunctioning alarms and other safety hazards;
- ☐ report safety concerns to the Safety Officer;

- ☐ discourage tampering with fire alarms, extinguishers and other safety equipment;
- ☐ participate in any fire alarm drills;
- ☐ have access to safety committee members names and phone numbers;
- ☐ assist in completing the fire drill reports.

All Fire Marshals are assigned these responsibilities for their section. There is more than one Fire Marshal per floor and therefore in case of an absence, and if there are no alternate responsible persons, other Fire Marshals on the floor will be able to assume responsibility for the other area. See the list for the names and locations of the Fire Marshals.

When the evacuation signal is heard, the Fire Marshal should ensure that everyone leaves the area as quickly and orderly as possible, ensuring that security measures, such as closing fire-resistant doors, are undertaken, if this can be done without causing a significant delay in the evacuation procedure. Electrical equipment should also be turned off and windows shut if possible.

When the area has been evacuated, a rapid, methodical search should be undertaken to ensure that no one remains in storerooms, washrooms or similar areas. Take any first aid kits from your area.

The Fire Marshall should go to the assembly point (muster site across the street) and initiate the roll call. No one may re-enter the evacuated building until authorized to do so by the person(s) in charge of the drill. This is to ensure that occupants do not re-enter prematurely under actual emergency conditions. It is also the Fire Marshal/Custodian/Utilities Supervisor/and Safety Officers task to ensure that no one re-enters before Winnipeg Fire & Paramedic Services arrives and gives permission.

Following the fire drills, the Safety Officer will hold a short debriefing session with the Fire Marshals in order to determine if any problems or difficulties were encountered. Any issues and any remedial action taken to reduce their occurrence in the future, should be recorded. Fire drills are important exercises and provide an opportunity for plans and procedures to be developed and modified if necessary.

Monitoring:

Throughout the drill the Fire Marshals should pay particular attention to:

- ☐ communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- ☐ the use of the nearest available escape routes as opposed to common circulation routes;
- ☐ difficulties with the opening of exit doors;
- ☐ difficulties experienced by people with disabilities, visitors or young children;
- ☐ the roles of specified people;
- ☐ inappropriate actions, e.g. attempting to use lifts, refusal to leave, etc.;
- ☐ windows and doors not being closed as people leave.

Debriefing:

On completion of the fire drill, on the spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from Fire Marshals and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented. A record should be kept including the time taken for the last person to leave the building after the activation of the alarm.



APPENDIX B: FIRE DRILL REPORT

Facility Name: _____

Address: _____

Date: _____ Time: _____ Total Evacuation Time: _____

Person(s) conducting the drill:

(Name & Title)

Fire alarm activation method:

(Location of which fire alarm pull station was used)

Unusual Conditions: _____
(Weather, remodeling, temporary exits)

Number of occupants evacuated: _____

Total time of drill: _____

Fire alarm system reset?: _____

Sprinkler system restored?: _____

Fire alarm system tested: _____

Verified by: _____

Monitoring company received signal at: _____

Verified by: _____

List all staff members on duty and participating:

Attach roll call sheets: _____ (# attached)

Problems Encountered:

APPENDIX C: FIRE DRILLS

Fire drills are conducted once annually in accordance with the **MANITOBA FIRE CODE**. Staff and visitors must be able to evacuate the building in less than two minutes.

The purpose of a fire drill is to:

- ☐ Ensure that all staff are aware of their designated exits during an actual fire.
- ☐ Ensure that all life safety equipment functions as intended.
- ☐ Observe and correct any problems with the current procedure.

Fire drills shall be scheduled in advance by the Safety Officer, Utilities Supervisor and Custodian. The following procedures shall be followed on the day of a scheduled fire drill:

- ☐ The building caretaker shall telephone the central monitoring agency (XL Alarms, 204.231.1072) immediately prior to the drill and advise that a fire drill is about to take place.
 - Document the time, date and the name of the operator you are speaking with.
 - Advise the monitoring company that that a fire drill is about to take place.
 - Let them know you will call back once the fire drill has been completed.
- ☐ The fire alarm system shall be activated via operation of a manual fire alarm pull station by the building caretaker or designated staff member. Pull stations shall be randomly selected so that a different station is activated during each fire drill.
- ☐ Proceed with the fire drill.
- ☐ Upon completion of the fire drill to the satisfaction of the Safety & Health Officer, the '**ALL CLEAR**' signal shall be given by the head caretaker and staff shall return to their offices.

During the fire drill, the building caretaker shall conduct a quick walk-through of the building to ensure that:

- ☐ All fire alarm signals are operating.
- ☐ All ancillary functions (fan shutdown, etc.) operate.

Upon completion of the fire drill:

- ☐ The building caretaker or designate shall give the verbal "**ALL CLEAR**" to occupants outside the building.
- ☐ All staff shall return to their work areas.
- ☐ The building caretaker shall reset the fire alarm system then telephone the central monitoring agency to report that the drill has been completed and verify that the alarm signal was received.
- ☐ A Fire Drill Report shall be completed by the building caretaker or designate.

APPENDIX D: HOW TO USE A FIRE EXTINGUISHER

In extinguishing small fires, portable fire extinguishers are selected as follows:

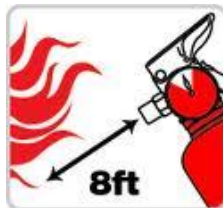
TYPE OF FIRE	EXAMPLES	USE
Class "A" fires	Wood, paper, bedding, etc.	Water or ABC Dry Chemical
Class "B" fires	Liquids, grease, oil, etc.	ABC or BC Dry Chemical
Class "C" fires	Energized electrical equipment	ABC or BC Dry Chemical or CO ₂
Class "D" fires	Metals. (e.g. sodium, magnesium)	Dry Powder only.
Class "K" fires	Grease fire in commercial kitchens	Special class "K" extinguisher

HOW TO USE A PORTABLE FIRE EXTINGUISHER:

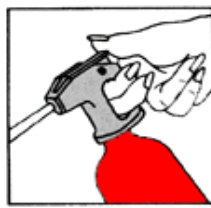
- ☐ Select the proper extinguisher.
- ☐ Remove the extinguisher from its bracket/cabinet and take it to the location of the fire.
NEVER TAKE THE FIRE TO THE EXTINGUISHER.
- ☐ Twist the safety pin to break the plastic seal.
 - **PULL** the safety pin out.
 - **AIM** the extinguisher nozzle at the **BASE** of the fire.
 - **SQUEEZE** the extinguisher handle.
 - **SWEEP** the extinguisher rapidly, starting at the base of the flame and moving across the fire.



Pull



Aim



Squeeze



Sweep

If the fire does not immediately extinguish, isolate the area and evacuate the building.
NEVER return a used extinguisher to its bracket/cabinet. Advise the Utilities Supervisor (204.488.1767 Ext. 1193) or the Safety Officer (204.488.1767 Ext. 1292) when an extinguisher requires servicing.

APPENDIX E: EVACUATION EXITS FOR DEPARTMENTS

ADMINISTRATION BUILDING, 181 HENLOW:

Areas shall evacuate via the following exits (refer to Evacuation Plan Map):

Second Floor:

Superintendent's Department Human Resources Department	Exit 1: out the west exit doors onto Henlow Bay
Student Services Department Secretary Treasurer's Department Meeting Room D	Exit 3: the north exit doors into visitor's parking lot
Secretary Treasurer's Department Meeting Room E	Exit 2: the north exit doors into visitor's parking lot

Main Floor:

International Student Department IT, Meeting Room A&B, Boardroom Men's & Women's Washrooms	Exit 1: the west exit doors onto Henlow Bay
Meeting Room N Work Room, Front Desk Program Department	Exit 2: the north exit doors into visitor's parking lot
Meeting Room C Staff Lounge Computer Repair & Service Office IT Shipping & Receiving Area Print Shop, Mail Room	Exit 3: the north exit doors into visitor's parking lot.

Basement Floor:

Clinical Support, Computer Lab, Departmental Storage	Exit 1: the west exit doors onto Henlow Bay
Archives, Electrical, Boiler, Mechanical and Server Rooms	Exit 3: the north exit doors into visitors parking lot
IT Storage and Records Room	Exit 2: the north exit doors into visitor's parking lot

FACILITIES & OPERATIONS BUILDING, 165 HENLOW:

Areas shall evacuate via the following exits (refer to Evacuation Plan Map):

Second Floor:

Admin Area	Exit 1: the west exit doors onto Henlow Bay
Custodial Supervisors	
Accounting	
Assistant Director	
Utilities Supervisor	
Facilities Coordinator	Exit 4: the north exit doors into the grass area
Carpentry Supervisor	between 181 & 165 Henlow
Facilities Director	
Custodial/Trades/Transportation	Exit 5: the north exit doors into the grass area
Storage	between 181 & 165 Henlow

Main Floor:

Transportation Offices	Exit 1: the west exit doors onto Henlow Bay
Safety & Health	
Staff Lounge	Exit 3: the north exit doors into the grass area
Transportation Video Review	between 181 & 165 Henlow
Evergreen Consultant	
Carpentry Shop	Exit 4: the north exit doors into the grass area
	between 181 & 165 Henlow
Carpentry/Finishing	Exit 5: the north exit doors into the grass area
	between 181& 165 Henlow
Cartage/Warehouse	Exit 6: the south exit doors into the facilities
Carpentry Offices	parking lot
Electrical and Plumbing Offices	
Welding Shop	
Transportation Garage	Exit 7: Purple Zone: out the south exit doors into
Laundry/Housekeeping	the facilities parking lot.

APPENDIX F: WEATHER RADIO FOR SEVERE WEATHER WATCH

There are two weather radios located at the divisional offices. One is located in the Superintendent's office area and one in the Transportation offices at 165 Henlow. Weather radio's must be turned on and tuned to 162.550 (Channel 7) at all times. The radio must be set up next to a window for proper reception. If this is not possible an antenna may be required.

Instructions for set up:

- ☐ Insert 4 "AA" batteries on the bottom of the radio.
- ☐ Plug the radio in.
- ☐ Use the Menu button to set up the radio:
 - Press the menu button.
 - Use the up and down arrows to scroll through the menu options.
 - To select a menu option, press the menu button.
- ☐ The menu items are as follows:
 - Alert mode – select voice
 - Weather channel – press select and change to channel 7
 - County code – leave as all
 - Defeat siren – leave as administrative message
 - Add alerts – do not change
 - Siren test – pressing select lets you hear a sample of the siren that will sound during a severe weather warning
 - Siren level – press select and change to level high. At this time adjust the volume level on the right side of the radio so that everyone will be able to hear the alert when it sounds.
 - Set up date – press select and change the day, month, and year
 - Set up time - press select and change the time
 - Set up alarm - do not change
 - Set up black light – leave as normal or select continuous



When a severe weather warning, advisory or watch is issued, the weather radio receiver is capable of "turning on" from silent mode and will alarm. Press the weather/hazard, on/off button. The alarm will shut off and the radio will come on with the weather alert. After the alert is over you can press the button again to turn off the radio.

There are three indicator lights on the left-hand side of the clock. When a weather warning, watch or advisory comes through, the light will come on letting you know a warning has come through.

All severe weather and tornado warnings will come through on the weather radio.

NOTES.....

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.