

Choose school

2023-2024

Emergency Procedures Crisis Response Plan



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PURPOSE:

The overall goal of this guideline is to protect the health and safety of all students and staff in the Pembina Trails School Division. It is a comprehensive document that focuses on preventative, pro-active, and crisis management.

This document serves as a training manual that will enable school-based crisis response teams to go into action quickly and competently when a crisis or traumatic event occurs. It also serves as a quick reference for the many important details that must be attended to during and after a crisis or emergency.

The purpose of the guideline is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of each school and its employees. Customization of this plan to meet the schools needs and circumstances is important. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The guideline assists in educating staff, faculty, students, and other key

stakeholders on their roles and responsibilities before, during, and after an incident. The guideline also provides parents and other members of the community with assurances that their school has established guidelines and procedures to respond to incidents/hazards in an effective way.

Developing, maintaining, and exercising the Emergency Response Plan increases legal protection. Schools without established emergency management procedures may be found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

Note: School Administrators are required to give all staff an orientation on the emergency response plan at the beginning of each school year and within two weeks of their start date, when hired throughout the school year.

1.0 EMERGENCY PHONE NUMBERS

EMERGENCIES	911
Fire	911
Victoria Hospital	204-269-3570
Grace Hospital	204-837-8311
Health Sciences Center	204-787-3167
Children's Hospital	204-787-2306
MB Poison Control Centre	1-855-776-4766
Police – Non-Emergency	311
Transportation Dispatch Line	204-489-2597
Security:	
• Fire Detection & Signaling System Service (XL Alarms)	204-231-1072
Environment Canada Weather Information	204-983-2050
Utilities:	
• Public Works Department (Water Main)	311
• Manitoba Hydro (gas and electric)	204-480-5900
Division Office:	204-488-1757
• Routine Electrical (Utilities Supervisor)	204-488-1757 ext. 1193
• Routine Plumbing (Utilities Supervisor)	204-488-1757 ext. 1193
• Maintenance (Supervisor)	204-488-1757 ext. 1245
• Safety, Health & Environment Officer	204-488-1757 ext. 1292

School Emergency Phone Numbers:

Principal type name here	type phone here	type cell here
Vice Principal type name here	type phone here	type cell here
Vice Principal type name here	type phone here	type cell here
Vice Principal type name here	type phone here	type cell here
Head Teacher Choose an item.	type phone here	type cell here
Custodian Choose an item.	type phone here	type cell here

EMERGENCY CONTACT LIST

Note: Custodial staff will be required to deal with situations from time to time that may require advice, information or assistance from Division staff or outside agencies. The list below should be shared with custodial staff and kept on hand for reference.

OUTSIDE AGENCIES:

Emergency (Life Threatening)	911
Police (non-emergency)	204-986-6222
- School Resource Officers:	
• Bryan Foltz (east side)	204-770-6579
e-mail: bfoltz@pembinatrails.ca	
• Elysa Shone (west side)	204-918-1406
e-mail: eshone@pembinatrails.ca	
- District 2 Service	204-986-6060
- District 2 Community Support Unit	204-986-6060
Fire Paramedic Service (non-emergency)	204-986-6380
Public Works Department (<i>for Water Main Breaks</i>)	311
Manitoba Hydro (gas and electric)	204-480-5900
Child Protection Branch (CFS general authority)	204-945-6964

FACILITIES, IT, SAFETY & TRANSPORTATION PHONE NUMBERS:

XL Alarms (<i>You will need your security code #</i>)	204-231-1072
Weekend & Evening Security - Evening Custodial Supervisor	204-612-5910
Director, Facilities & Operations – Kerri Joss	204-805-4736
Asst. Director, Facilities & Operations – John Melo	204-226-2346
Permit Clerk – Dawn Chaulk	204-488-1757, ext.1222
Cartage – Donna Hancox	204-232-1034

ELECTRICAL / HEATING / PLUMBING PROBLEMS:

Utilities Supervisor – Brent Vandenbosch	204-471-7985
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CARPENTRY & PLAYGROUND REPAIRS:

Maintenance Supervisor – Dan Shedden	204-232-2352
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SAFETY, HEALTH & ENVIRONMENT

Safety, Health & Environment Officer – Lorie Carriere	204-232-5338
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TRANSPORTATION

Dir. Transportation – Alan Campbell	204-886-7121
Manager – Garth Mitchell	204-488-1757, ext.1295
Asst. Manager - Melany Menec	204-488-1757, ext.1191

INFORMATION TECHNOLOGY

Manager – Jean St. Goddard	204-488-1757 ext.1267
Admin Secretary	204-488-1757 ext.1294

2.0 EMERGENCY RESPONSE PROCEDURES AT A GLANCE

BOMB THREAT	CHEMICAL SPILL	TORNADO	MEDICAL/ACCIDENT	FIRE/EXPLOSION
Follow phone procedures € Notify Principal No Action: € Report to Superintendent Action: € Call 911 € Notify custodian € Search school No object detected: € Await police € Advise Superintendent € Evacuate/remain in school Object detected: € Evacuate school, minimum 300ft. € Advise Superintendent € Await police	€ Contain spill € Notify Principal & safety officer € Obtain MSDS & spill kit € Neutralize and dispose of chemical € No re-entry until advised Unable to contain: € Call 911 € Remove students & staff from the area € Relocate/evacuate students € Await WFPS Hazmat € No re-entry until advised € Notify Superintendent Outside Building € Alert Principal € Call 911. € Determine whether to evacuate € Evacuate upwind of the spill	€ Tornado Watch - is initiated to watch for funnel clouds. € Tornado Warning – occurs when there is a confirmed sighting of tornado on the ground or when funnel clouds have been spotted. € When a warning is issued move to the designated tornado safety zones. € When the tornado is near assume the protective crouch with head down and arms over the head. € Hold until the bad weather has passed. € Assess the safety of building. € If safe return to regular work. € If unsafe stay in your area, administer first aid, contact 911 and facilities.	Student: € Alert Principal € Apply first aid € Notify parent or guardian € Ensure the child is supervised € If critical and unable to contact parent or guardian, call 911 for ambulance € Continue to attempt contact with parent or guardian € Complete accident report Workers & Others: € Seek first aid € Report incident to supervisor € Complete all paperwork € Have their doctor complete OHAF form	€ Pull building alarm € Call 911 € Evacuate building € Call divisional emergency response line € No re-entry until advised by fire / paramedic services CARBON MONOXIDE € Alarm will sound if CO exceeds the set limit. € If alarm sounds – notify facilities/Safety Officer/Hydro. € Depending on the reading, move to another area of the building or evacuate.
FAILURE OF SERVICES	HOLD & SECURE	SHELTER IN PLACE	LOCKDOWN (INTRUDER/WEAPON)	LOST CHILD
€ Notify custodian, Principal € Determine if other services are to be cut off	€ Used when a potential threat or emergency is outside the school. € Initiated by police.	€ Provides refuge for students, staff and public inside the building during an emergency	€ Alert – all staff if possible. € Lockdown – evacuate if it is safe to do so. If not, lock doors and barricade.	€ Report name and description of lost child to Principal

<ul style="list-style-type: none"> € Consult with Superintendent € Determine if students are to be retained, dismissed or relocated 	<ul style="list-style-type: none"> € All outside doors are locked. € Lock classroom doors. € Classes proceed as normal. € Movement outside of the building is restricted. € No staff/students are allowed outside. No one is allowed to enter the building from outside. € All Clear – can only be given by police once the hazardous situation has passed. 	<p>(environmental or weather related).</p> <ul style="list-style-type: none"> € Gather everyone inside. € Close all windows and doors. € Classes proceed as normal. € Be prepared to go to safety zones should the situation change. € Turn off the HVAC system – depending on the emergency. 	<p>Prepare to evacuate or counter if needed. Hide/stay out of sight lines</p> <ul style="list-style-type: none"> € Inform - Dial 911, call the emergency response line. € Counter – used as a last resort against and intruder. Move, make noise, and throw objects to distract the intruder. € Evacuate – get out if it is safe to do so. Move to an assembly point. If outdoors, students/ staff should evacuate to alternate site. € Wait for police to clear the building 	<ul style="list-style-type: none"> € Perform search of all areas of school € If not found call 911 € Contact parent or guardian € Begin search of neighborhood <tr> <td colspan="5">CHILD REMOVAL</td></tr> <tr> <td colspan="5"> <ul style="list-style-type: none"> € Ask for I.D., reason, etc. € If possible alert principal and check for restraining order € Phone & inform legal parent or guardian of critical situation € Call 911 if unable to contact € Write down description </td></tr>	CHILD REMOVAL					<ul style="list-style-type: none"> € Ask for I.D., reason, etc. € If possible alert principal and check for restraining order € Phone & inform legal parent or guardian of critical situation € Call 911 if unable to contact € Write down description 				
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4.0 DEALING WITH THE MEDIA

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

RESPONSIBILITIES:

- € The principal / vice principal / designate must call the Superintendent.
- € Direct all media to the Divisional Offices for updates on the ongoing incident.
- € Staff and students 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 Superintendent or Communications Officer at 181 Henlow.
- € Contact the president or chair of the parent advisory council.
- € The media may ask to speak to students and schools may decline this request. As always, students under 18 years of age require permission of parents. Legally, media may interview students while both media and students are on public property, i.e., outside of school grounds. Administrators have no jurisdiction asking media not to interview students on their way to and from school.
- € Assign a staff member to monitor media – TV, radio and print. If something is reported incorrectly, steps should be taken to quickly, but diplomatically provide the correct information.

5.0 BUILDING DESCRIPTION

[Name of School] is located at [street address of school], Winnipeg, Manitoba. The school was built in [year of construction]. The total building area is [approximate area of school]. The school is occupied during regular school days from 08:30 to 15:30. The school may be partially occupied during non-school hours.

[School name] is located on a [number] acre lot and includes [number] buildings, [describe athletic and parking and/or other facilities]. All classes take place in [describe building(s)].

The fire department response point for the school is [location].

The main fire alarm control panel is located [Room Number location of main fire alarm control panel]

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 shutoffs is included at the beginning of this plan. All staff members are required to know these locations as well as how to operate the utility shutoffs.

GENERAL SCHOOL POPULATION:

Current enrolment at [School name] [elementary, middle-school or high-school] is approximately [number of students] students. These students are supported by a committed staff and faculty consisting of:

- € [number] Teachers and specialists
- € [number] Administrators
- € [number] Office/support staff
- € [number] Educational Assistants
- € [number] Cafeteria staff
- € [number] Custodial staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place].

FUNCTIONAL NEEDS POPULATION:

[School name] is committed to the safe evacuation and transport of students and staff with functional needs. The functional needs population includes, but is not limited to, students/staff with:

- € Limited English proficiency,
- € Blindness or visual disabilities,
- € Cognitive or emotional disabilities,
- € Deafness or hearing loss,
- € Mobility/physical disabilities (permanent and temporary), and
- € Medically fragile health (including asthma and severe allergies).
- € Other: _____

The school's current enrolment of students with functional needs is approximately [number of students]; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with functional needs along with their schedules is available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place]. A list of staff members that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is also available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place].

6.0 CRISIS RESPONSE ACTION PLAN - TRAGIC EVENTS

Principal:

- € Contain the story and protect the privacy of the family until the crisis 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 office and keep them informed as information is verified.

Release of Information Regarding Tragic Events

Principal:

- € Refer all information requests through the Superintendent's office.
- € Ensure that reporters do not interview students or staff in the school or on the school grounds.
- € Refer media to a division spokesperson – Director of Communication ext. 1034
- € Provide a written statement to the secretary to respond to telephone enquiries from parents to assist in providing necessary information.
- € Prepare a formal statement to be read over the P.A. to students.

Crisis Response Team Member:

- € Inform staff of the general plan – reasons for announcing the death/traumatic events over the P.A. and directing the media to the Superintendent's office.

Crisis Response Team

Current Members of the Crisis Response Team:

Name	Position	Work Number	Home Number
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Team Responsibilities

The following staff members will assume responsibility for:

Task	Staff Person	Home Phone Number
First Aid/C.P.R. Responder: Provides emergency first aid until medical assistance arrives.	_____	_____
School Site Coordinator: Responds to the site of the emergency and controls access to the area until emergency personnel arrive and assume control and responsibility.	_____	_____
Emergency Personnel Coordinator: Greets arriving emergency personnel and directs them appropriately. Also, directs media, parents and divisional staff to the appropriate locations.	_____	_____
Hallway Coordinator: Coordinates non-classroom staff to monitor hallways, bathrooms and other locations for students and/or outsiders and directs them to the appropriate locations.	_____	_____
Media Assistant:	_____	_____

Under the direct supervision of the school administrator and in most cases the Superintendent's Department, assists in preparation of media statements, arranges interviews and meets the needs of the media.

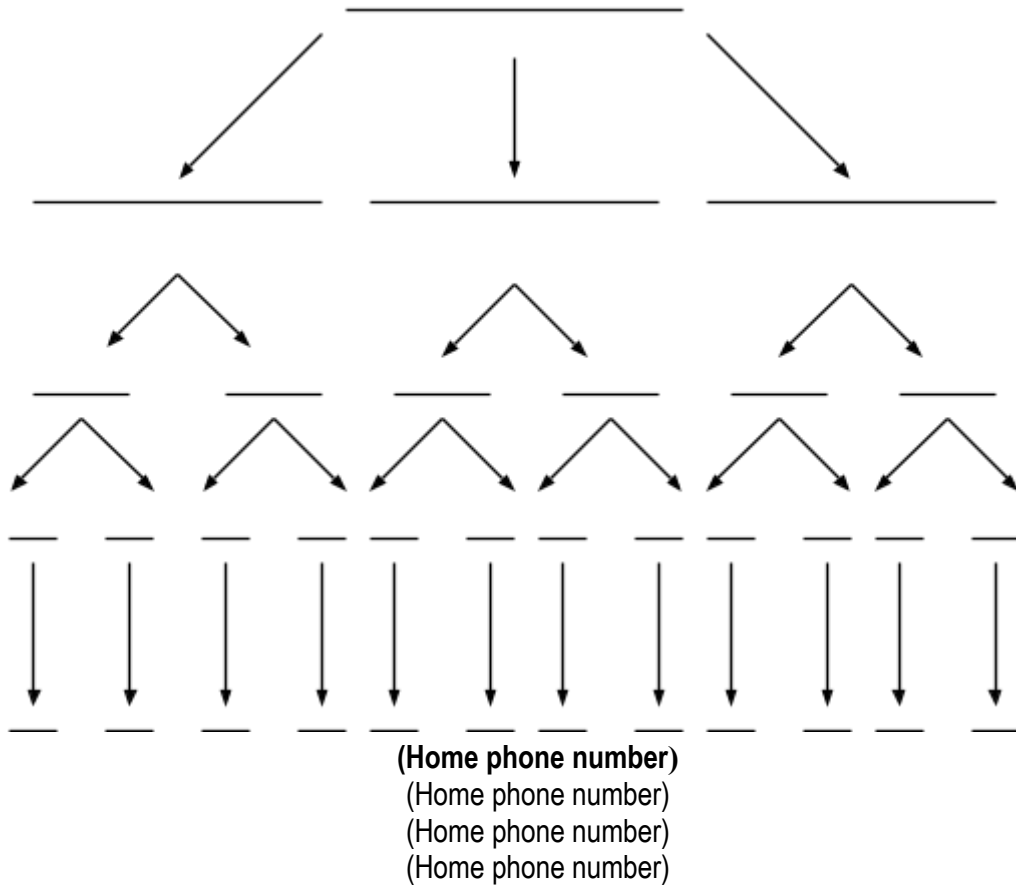
Parent Coordinator:

Deals with parents who may contact the school via the telephone or in person, sets up a parent center, organizes the release of students to parents during a crisis, and informs parents about available counseling services for their children.

School Phone Tree

Insert your school's Emergency Phone Tree here:

Example of a telephone tree:



Responding To A Crisis / Traumatic Event - Plan

Staff members will inform the administration of any tragic event around a student or staff member. The principal or designate will verify the information regarding the event through communication with the family concerned, or their spokesperson, and obtain other information as necessary. An immediate meeting of the school's CRT committee will be called, if needed.

RESPONSIBILITIES:

Principal's Responsibilities:

- € Confirms the crisis incident with appropriate sources of reliable information from immediate family, police, coroner, school 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 school and, if necessary, responds to the immediate safety needs of students and staff.
- € Principal consults with the families affected to determine their wishes concerning public announcements and information for school staff and students.
- € Inform the superintendent's office of the tragic event and ensure that the predetermined media contact person is provided with detailed information on the incident.
- € Activate the school crisis response team and call a meeting to determine an appropriate plan of action.
- € Notify all school staff. If the incident occurred during an evening or weekend, a scripted telephone tree message can be used to call staff to a meeting before the next school day.
- € Notify the Divisional Clinical and Extended Services of the tragic event and they will deploy a team to assist with counseling students and staff.
- € Assess whether substitutes will be needed and advise the appropriate person to contact them.
- € Determine whether a letter will go home with students informing parents of the crisis.
- € Devise a written statement to be read to all students. Give information on the incident in a low-key and factual manner.
- € Direct the CRT committee to offer support to grieving students and/or staff, utilizing internal and external resources. The administration will contact administration offices for additional counselor support.
- € Assist staff in need of extra support at an appropriate location. Any teacher not assigned to a home room will be asked to assist in classrooms should a teacher not be able to be with his/her students.
- € Inform staff that they are to direct any media questions to the board office. No contact with the media will occur without the involvement of the Superintendent's office.
- € Determine representation from the school for the funeral or memorial service. Additional support can be found from the CRT committee, family members, and involved parents and staff.

- € Determine appropriate ways to commemorate the traumatic event. Seek assistance from the CRT committee. Identify students at risk.
- € Plan a debriefing meeting at the end of the day.
- € Allow continued support for students and/or staff who continue to experience ongoing difficulties, utilizing internal resources and the Divisional Clinical and Extended services.
- € At an appropriate time after the tragic event, review the school's response to the event and the effectiveness of the Crisis Response Plan. The intent is to learn from the experience and becoming better prepared should another such event occur. The CRT team will initiate this process of reflection and evaluation, and will involve students, staff, parents, and divisional personnel as appropriate.
- € Decide what course of action will be used to deal with potential "shrines" created by classmates of the deceased after a student death.

Staff Responsibilities:

- € Students will be informed of a tragic event by their classroom teacher or designate, in their own classroom, as early as appropriate following the event.
- € Teachers will share information regarding the traumatic event with students, by reading the prepared statement from the CRT.
- € Allow time for the students to express their feelings. Listen and be empathetic. Use activities to help students process their grief.
- € If support is required by students or staff the school, the CRT will be available to offer support. External resources from Divisional Clinical and Extended Services will also be available on site.
- € Provide assistance / support to especially distraught students in a more private area of the school.
- € Once the talk seems to be over, begin regular class routines with flexibility to respond to more questions throughout the day.
- € Direct all media questions to the office. No contact with the media will occur without the involvement of the Superintendent's office.

Emergency Response Plan in the Event of a Tragic Event at School

- € Call 911
- € Call the superintendent's office
- € Notify the family
- € Notify the Divisional Clinical and Extended Services and they will deploy a team to the school
- € Notify CRT committee members
- € Enact ERP plan as determined

€ Follow the steps above

Local Resources:

€	<i>Child & Family Services</i>	<i>204-944-4438, Head Office</i>
€	<i>Clinical & Extended Student Support Team, PTSD</i>	
	<i>Jaclyn Koskie, Director</i>	<i>431-317-1475</i>
	<i>Diane Campbell, Admin Assistant</i>	<i>204-488-1767, Ext. 1283</i>
€	<i>MTS Employee Assistance Program</i>	<i>204-837-5801</i>
	<i>(Staff counselling and support)</i>	
€	<i>Winnipeg City Police Victim Services Department</i>	<i>204-986-6350</i>

Communication of Information During a Crisis / Traumatic Event

To Superintendent:

Person(s) Responsible:

To Staff (method):

Person(s) Responsible:

To Staff (who may have been absent):

Person(s) Responsible:

To Students (method):

Person(s) Responsible:

To Parent Advisory:

Person(s) Responsible:

To Parents (method):

Person(s) Responsible:

To Clinical Services Coordinator:

Person(s) Responsible:

To Other Principals (siblings):

Person(s) Responsible:

To Daycare Workers:

Person(s) Responsible:

Preparation of written announcements for
staff, students, parents (if required):

Person(s) Responsible:

Communicating With the Media

1. Call made to the Superintendent's office, Pembina Trails School Division. Person responsible for calling:

2. Spokesperson appointed to deal with the media:

3. Time and location to meet the media:

4. Person(s) responsible for answering the telephone:

5. Message to be given over the telephone:

Management of the Crisis

1. Use of other (non-school) personnel

Purpose: _____

Personnel to be contacted: _____

Person(s) responsible for calling: _____

Time and date needed: _____

2. Crisis Response Kits, Elementary and Secondary, call Student Support Services Consultant (ph: 488-1757). Kits contain literature on death and suicide for staff / student use.

Person(s) responsible for calling: _____

3. Establishment of Crisis Counseling Centre: _____

Staff involved: _____

Person(s) responsible for the organization of the Crisis Counseling Centre:

4. Timetable Changes: _____

Person(s) responsible: _____

5. Hallway Monitoring: _____

Person(s) Responsible: _____

Locations to be monitored: _____

Time: _____

6. Other Plans: _____

Person(s) Responsible: _____

7.0 THREAT ASSESSMENT

STUDENT THREAT / RISK ASSESSMENT PROTOCOL FLOW CHART

Type of Threat / Risk

What to Do

Threat Making / Violent Behaviour

- Verbal or written threats to seriously harm self or others, i.e. suicide, threats to kill which may or may not identify specific potential victims, threats to burn down school, etc.
- Harm directed at self, others, or property, i.e., fire setting, bomb threats
- Possession of potentially lethal weapons with no threats made and no aggressive behavior, i.e., knife in pocket or gun in locker

Threat Making / Violent Behaviour Guidelines

1. Administration notified immediately.
2. Threat/ Risk Assessment Team is activated. Online Threat Incident Report Form is completed.
3. (a) Decision made to do Threat/Risk assessment.
 - (i) Principal/Designate consults with Superintendent's Dept. and/or Divisional contact.
 - (ii) Contact and consult with police re: involvement and to determine if charges will be laid (for students 12 years of age or older).
 - (iii) Team members begin assessment.
 - (iv) Principal/Designate notifies parents of threat maker at "earliest" opportunity after initial data collected.
 - (v) Team members write report & share recommendations with school staff & parents as required.
 - (vi) Team members provide ongoing support as required.
- 3.(b) Decision made not to do Threat/Risk Assessment. Team makes recommendations as needed: share actions taken with staff, students, and parents as required.

Exceptional Cases: High Profile Worrisome Behaviour

- Any worrisome behaviour in a setting where there is an audience that may be traumatized and their reaction may trigger a broader traumatic response

Exceptional Cases: High Profile Worrisome Guidelines

1. Administration notified immediately.
2. Threat/Risk Assessment Team is activated. Online Threat Incident Report Form is completed. Consult with Superintendent's Dept. and/or Divisional Contact. May consult with police if deemed necessary.
3. (a) Decision made to do Threat/Risk Assessment. Proceed as with "Threat making/Violent Behaviour" guideline 3. (a).
3. (b) Decision made not to do Threat/Risk assessment. Team makes recommendations / does follow-up as needed to avoid under

Type of Threat / Risk

What to Do

Worrisome Behaviour
<ul style="list-style-type: none"> Majority of concerning behavior (K to gr.12) falls into this category Preoccupation with weapons or violent video games, music, internet, drawings, etc. Sexual, physical and/or verbal harassing comments or behaviours Suicide and/or threat ideation in which student expresses general interest in harming self or others



Worrisome Behaviour Guidelines
<ol style="list-style-type: none"> Administration notified of behaviours. Members of Threat Assessment Team Consulted. (Full Team need not meet). Online Threat Incident Report form is completed.
<ol style="list-style-type: none"> <ol style="list-style-type: none"> Consult with Superintendent's Dept. and/or Divisional contact / Police if deemed necessary. <ol style="list-style-type: none"> School personnel may share concerns with Parent / Guardian re: follow up if required. School personnel make recommendations as needed. Decision made to conduct threat/risk assessment if initial data gathering reveals more serious concerns that warrant activation of protocol. Proceed as with "Threat Making/Violent Behaviour" guideline 3. (a)

Immediate Risk Behaviour
<ul style="list-style-type: none"> Student in possession of a weapon and poses serious threat to self and/or others (e.g., active shooter). Serious harm directed at self, others or property, i.e., suicide attempts, serious assault, fire setting at school, etc.



Immediate Risk Behaviour Guidelines
<ol style="list-style-type: none"> Administration notified immediately. Contact 911 / Emergency. Activate School Safety Protocols (lockdown, evacuation). When safety issues resolved, proceed as with "Threat Making/Violent Behaviour Guideline 3. (a) if deemed necessary.

8.0 FIRE PLAN

Fire drills are to be conducted 10 times during the school year (once per month). Students and staff must be able to evacuate the school in less than two minutes.

IN THE EVENT OF A FIRE

Any staff discovering fire or smoke will:

- € Immediately stop what they are doing
- € Pull the nearest fire alarm
- € Assign a staff member to call 911
- € Remove all persons from immediate danger.
- € Report the fire to the principal or call 911 if conditions require and/or injured are in need of medical assistance.
- € Staff, students 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.
- € Conduct a search of the bathrooms
- € Take attendance, first aid kit, medical records and go kits
- € Take attendance to ensure all staff and students are accounted for. Forward names of any missing students / staff to the WFPS Fire Chief on site.
- € 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 Paramedics 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 arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

RESPONSIBILITIES:

Principal/ Vice Principal / Alternate:

- € Call or direct staff to call 911 [**insert the actual sequence to dial 9-1-1 from your phone system**] to confirm the alarm is active, identify the school's name and location, provide exact location of the fire or smoke, if any staff or students are injured, state the building is being evacuated and identify the location of the school muster / assembly site.
- € Activate the EVACUATION.
- € Ensure that staff, students, 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 fire.
- € Notify the district office and institute communications plan.
- € Direct office staff to take the visitor log, student sign-out sheet and the critical incident response documents, floor plans, information, items, supplies to the designated school command post.
- € Designate staff to obtain student roll call from teachers and identify any missing students.
- € Upon consultation with Superintendent, fire department and law enforcement officials, and if necessary due to unsafe conditions, direct an off-site evacuation to a designated primary relocation center.
 Evacuation site: _____
 Contact name and phone number: _____
 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.
- € If relocation occurs, activate the FAMILY REUNIFICATION plan.
- € If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- € Do not allow staff and students to return to the building until the fire department or emergency Incident Commander with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear".
- € Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.

Teachers / Staff / Volunteers:

- € When the fire alarm sounds, instruct students to immediately cease all activities.
- € Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.

- € Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- € Proceed to evacuate the building through the designated exit/s. Use alternate escape routes if the regular route is blocked or if there is a safety hazard.
- € Assist or designate others to assist students with functional needs.
- € Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- € Lead students to designated area at the muster site next to the school
- € Take attendance at the assembly area ensuring eye contact is made with each student. Assign a student to 'run' the attendance form to principal or designate
- € Report any missing students or staff members and/or any injuries immediately to the Principal and/or emergency services personnel at the scene.
- € Keep class together and wait for further instructions.
- € Non-homeroom staff are to report to designated homerooms to assist with supervision of students.
- € All staff will remain with students until the 'All Clear' is announced by the principal and/or designate (three short bells will indicate it is safe to enter the building). Teachers and students shall return to their classrooms.
- € In the event of Cold or adverse weather conditions staff shall:
 - Hand out Emergency Blanket
 - Huddle 2-3 students together ensuring bodies/heads are covered
 - Huddle class together with adults supporting around the exterior of the group huddle
 - Non-homeroom staff/Supporting Adults should collect as many coats as possible from the hallway hooks on the way outside; distribute coats to students.
 - When the temperatures reach -27 or colder enable coats on chairs policy.
- € No one may re-enter building(s) until it is declared safe by the fire department.

Custodial:

- € When the fire alarm sounds, immediately stop what you are doing.
 - Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- € 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 Principal / Vice Principal / Designate
- € 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 Principal / Vice Principal / Alternate or Facilities & Operations staff.

Secretary:

- € When the fire alarm sounds, immediately stop what you are doing.
 - Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- € Cease all activities.
- € Take the school Go Kit, visitor / student / staff logbook.
- € Exit the building via the closest exit and proceed to the muster site.
- € Receive attendance forms from Teachers / designate.
- € Take staff attendance.
- € Notify the principal of any missing students / staff.

EA Staff with Students with Special Needs:

- € When the fire alarm sounds, instruct students to immediately cease all activities.
- € Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.

- If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- € If part of a class, allow the class to clear the room and proceed at the end of the line.
 - € Proceed to evacuate the building through the designated exits.
 - € Lead students to the designated area at the muster site next to the school.
 - € If the school is a multi-story school and the student is not on the main floor, proceed to the nearest stair well or designated fire compartment and await rescue by fire fighters.
 - € If your school has an evacuation chair or blanket, ask for assistance and retrieve the device.
 - € Transfer the student to the device with a second adult and evacuate the school via the stairwell.
 - € Proceed to the muster site and notify the principal you are out of the building.
 - € In the event of cold weather, wrap the student in blankets to keep warm.

Student Responsibilities:

- € When the fire alarm sounds, immediately stop what they are doing
- € Cease talking
- € Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- € Line up, in an orderly fashion, at the classroom door
- € Proceed to evacuate the building through the designated exit/s
- € Proceed in a calm, orderly manner (no running or pushing)
- € Walk to the designated muster site in an orderly fashion
- € Line up with their homeroom teachers in the designated spot at the muster site
- € Remain calm, quiet in designated spot.
- € In the event of cold weather:
 - Huddle together with 2-3 other students and wrap a blanket around yourselves. Ensure your body and heads are covered.
 - If a coat on chairs policy was enabled, grab the coat and put it on once you've evacuated the building.

- € Respond in a loud, clear voice to report presence
- € Once the 'All Clear' is given, re-enter the building in a calm, orderly fashion through the doors they exited from.

9.0 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, students and visitors can safely reach the evacuation location without danger (playground, football stadium, or off-site location in the community).

Principal Responsibilities:

- € Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the school has been evacuated.
- € Notify the staff / students that they will be required to immediately cease all activities and evacuate the building. Make the following announcement:

YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.

- € Call the PTSD 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 and assemble students and staff. The assembly area must be a minimum of 50 feet from building is 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 students 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, Safety & Health or Facilities.

Teaching Staff & EA Responsibilities:

- € Immediately cease all teaching activities.
 - € Line up students in the classroom.
 - € Take classroom 'GO Kit', class roster, phone lists, first-aid kit and other emergency supplies with you.
 - € Do not lock classroom doors when leaving, close door and turn off lights
 - € Proceed with students in an orderly fashion to their designated exit.
 - € Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
- Non-classroom areas shall be quickly checked as follows:

[\[list areas\]](#)

[\[Classrooms assigned to check these areas\]](#)

- € Once outside, proceed to the school's muster site.
- € Take attendance. Make eye contact with each student as their name is being called.
- € Designate a student as a runner to deliver the attendance record to the Administrative Secretary.
- € Proceed to the evacuation site with students in an orderly fashion.
- € Staff members who are not with a class or student(s) shall proceed to the nearest safe exit and report to their class or Administrative Secretary once outside the building.
- € If an evacuation is ordered during the lunch hour, staff shall have students exit the building via the nearest safe exit and proceed to their designated muster site outside the building. Lunch supervisors shall make a quick check of all student lunchroom areas before leaving.

Office Staff:

- € Take the visitor log and student sign out sheet to evacuation assembly area.
- € Gather headcount information from teachers and inform the Principal / Vice Principal / Alternate of any missing students or staff.

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 Principal / Vice Principal / Designate
- € 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 / Facilities staff to arrive and direct them to the problem.
- € Provide information on emergency shut offs and fire department connections.
- € Support and cooperate with the fire department.
- € Return to the muster site to await instructions from the Principal / Vice Principal / Alternate or Facilities & Operations staff.

Student Responsibilities:

- € Immediately stop what they are doing and cease talking.
- € Line up, in an orderly fashion, at the classroom door
- € Proceed to evacuate the building through the designated exit/s

- € Proceed in a calm, orderly manner (no running or pushing)
- € Walk to the designated muster site in an orderly fashion
- € Line up with their homeroom teachers in the designated spot at the muster site
- € Remain calm, quiet in designated spot.
- € Respond in a loud, clear voice to report presence
- € Proceed in a calm, orderly fashion to the evacuation site.
- € Students who are not with their classes at the time of the evacuation order shall proceed to the nearest safe exit and report to their home room teacher or the Administrative Secretary immediately.
- € If an evacuation is ordered during the lunch hour, students in the school shall exit the building via the nearest safe exit and proceed to their designated muster site outside the building.

Do not re-enter the building until the All Clear has been given by the most senior Winnipeg Fire Paramedics Services person on the scene.

EVACUATION SITE

Arrangements should be made to have an assigned designated evacuation site. A parent receiving area should also be established at the evacuation site. A complete listing of students' phone numbers and emergency numbers is to be taken to the assigned destination.

Name of Site: _____

Address: _____

Phone: _____

Contact Person: _____

INDIVIDUALS REQUIRING ASSISTANCE

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

Name	Grade	Adult Assigned

EVACUATION PROCEDURE FOR STUDENTS WITH SPECIAL NEEDS

Remember that the use of elevators should not form part of these procedures. If the school is equipped with approved Areas of Safe Refuge, describe those areas here.

RESPONSIBILITIES:

All Staff:

1. Stay Calm

- If your student has a place of refuge immediately evacuate to the identified area.
- If your student / school has evacuation chairs / blankets installed, ask for adult assistance and proceed to the stairwell. Obtain the evacuation chair / blanket and transfer the student.
- Evacuate the student.
- If you remain in a place of refuge, **close the door.**
- Immediately **contact the office staff** to inform them of your location so when the fire fighters arrive, they will know where you are located and can immediately come to your rescue.
- Seal the door** so the smoke does not enter your place of refuge. Use towels, blankets, hoodies, jackets, etc., to seal the door, especially the bottom of the door.
- Please **wait to be directed by fire fighters** as to how to exit the building.

**** The following are examples of specific safety plans for students. Please use the samples or insert specific evacuation procedures for each student here. See samples below. Remove any information that will not be used from your final emergency response plan booklet.****

Specific Safety Plan for (student name here):

- € (Student name here) requires assistance to move, is in a wheelchair, and has significant cognitive, physical and hearing challenges and is on another floor other than the main floor. It is recommended that he/she ***Refuge In Place, unless the school has evacuation chairs / blankets*** then the student is expected to be evacuated from the building.
- € If (student name) is in Grade 7 area (U), Grade 8 area (L), or Upper/Lower Grade 9: ***Stay Calm. Refuge In Place. Close the door. Contact the office. Seal the door.***
- € If (student name) is on the main floor level, Library, or APP area and the exit doors are accessible, he/she is to exit the building.
- € If (student name) is in the gym, and it is safe to do so, use the lift, and exit the building.
- € All EAs working with (student name) should have a Walkie-Talkie with them at all times so they can report their location if an emergency situation presents itself.
- € (Student's name) timetable should always be accessible, so that the office staff know where he/she is.
- € If you have ascertained that it is safe to move (student name) in an emergency situation, let the office staff know what your plan is.

Sample #2: Safety Plan For Other Students:

- € (Student Name): Ambulatory but with limited ability to verbalize or follow verbal instructions. It would be best if he/she is encouraged to follow what the other students are doing. **Needs one-to-one supervision and reassurance. (Name) has unilateral hearing loss. (Name) may not be able to follow verbal instructions if noise around her is loud. He/she wears one hearing aide and uses an FM system for class participation.
- € (Student Name): Ambulatory but with limited ability to verbalize or follow verbal instructions. It would be best if he/she is encouraged to follow what the other students are doing. **If fearful or rushed, he/she may become oppositional - running and sitting facing a corner, resisting attempts to move her. If this is the case, he/she may need to be lifted to her feet and/or carried. This would require two or more staff members. **Needs one-to-one supervision and reassurance.

- € **(Student Name):** Ambulatory, but with Muscular Dystrophy. He/she will require assistance for balance and stair climbing. If rapid exit is required, she may need to be carried. This could require two people, if he/she becomes defiant. ******(Name) has bilateral severe hearing loss. He/she may not be able to follow verbal instructions if noise around him/her is loud. (Name) wears hearing aids and uses an FM system for class participation. If evacuation occurs in cold weather, he/she has difficulty regulating body temperature and must be kept warm.
- € **(Student Name):** Student's teacher at the time/adult will keep a close eye on (student), as he/she occasionally falls, even though his/her mobility is good. If he/she should fall, they will be provided with immediate assistance by an adult so he/she can get to a safe designation, and not cause a disruption to the flow of students and staff exiting the building/getting to a safe designation.
- € **(Student Name):** Ambulatory but with limited ability to verbalize or follow verbal instructions. Must be accompanied by an adult, holding hands. He/she should be encouraged to follow what the other students are doing. ******Needs one-to-one supervision and reassurance. ******If fearful or rushed may need to be physically lead out of the building.

Please Note:

- € These students (**names here**) are to be with their EA at all times. If they are spotted wondering, please contact the office/admin.
- € This student, (**name here**) presents anxious in emergencies. Therefore, her EA removes her early before the Fire Drill, Lockdown Drill, and Tornado Drill.

10. FAMILY REUNIFICATION PLAN

The Family Reunification Procedure is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

RESPONSIBILITIES:

Principal / Vice Principal / Alternate:

- € After consulting with an emergency Incident Commander (police, fire or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s).
- € Follow pre-determined procedures for releasing students.
- € Notify a contact person at the relocation site(s) to prepare for arrival of students.
- € Designate a Reunification Site Commander.
- € Request the District Office to send personnel to staff the reunification site(s).
- € Follow pre-determined parental 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 parents/guardians and explain that an orderly process is required for the safety of the students.
- € Check identification of all non-uniformed personnel who arrive to assist.
- € Secure a holding area for arriving students and staff away from waiting family members.
- € Set up an adult report area for parents/guardians to sign-in and to check identification.
- € Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- € Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- € Set up a media staging area and notify the school media liaison of the location.
- € Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- € Only release students to authorized persons after checking proof of identity and signing a student release form. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers:

- € Provide a list of evacuated students to the reunification site staff upon arrival.
- € Ensure special needs students and staff are assisted.
- € Request help if needed.
- € Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing.

OTHER PROCEDURES

- € Outline procedures for releasing students.
- € Maintain current student and staff emergency information that details special needs, such as medical or custody issues.
- € Store information in a secure and readily accessible location.
- € Outline parental notification methods.

[illegible]

11.0 LOCKDOWN

Schools are required to practice a school lockdown a minimum of twice per year and should involve all of the occupants in a school. (Suggest 1 in the fall and a 2nd in the spring). Please contact the school SRO and ask them to attend, so they can review your procedures with you.

LOCKDOWN PROCEDURES

When there is a known threat or possible threat to the safety of students and staff within the building or school environment, 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 school community or work site must contact the main office immediately. If administration is not immediately available, an alternate staff member must activate the lockdown procedure without delay.

Admin Office Responsibilities:

- € Principal/ Vice Principal / Teacher in charge will announce that there is a school lockdown in effect. Announcement:

“LOCKDOWN, LOCKDOWN, LOCKDOWN NOW”

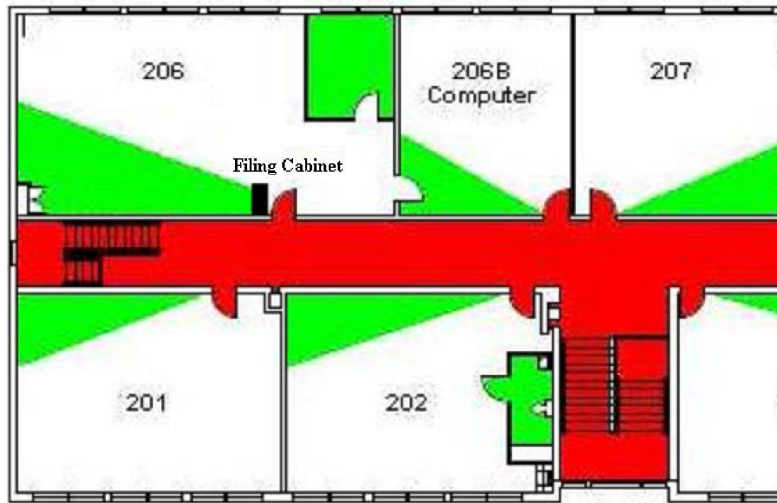
Note: do not deviate from the announcement above. All schools must use the same wording.

- € All office staff will immediately proceed into school lockdown.
 - Close and lock the door.
 - Move large objects in front of the door to barricade the door.
 - Turn out the lights
 - Move to a safe place away from windows and doors
 - Place all phones on vibrate.

- € Secretary will call 911 simultaneously as the above announcement.
 - Give your name, the school's 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 the principal or anyone else as you may be the only "eyes and ears" of the responding members who are enroute to the school.
 - If possible, document times and events relating to the incident
- € Principal will call the emergency notification line.
 - Senior admin team links will inform your evacuation site, contact transportation to divert busses (where required).
- € Hide in a secure location within the room (behind your desk or in an adjoining office, etc.). If necessary, barricade the door or windows.
- € Notify staff and classes outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site.
- € Notify transportation if busses are in the process of arriving for drop off or pickup.
- € Wait patiently and quietly until you receive the "ALL CLEAR" from the police and wait for further instructions.

Staff / Student Responsibilities:

- € Upon hearing the lockdown announcement, cease all activities and initiate 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, clear the hallway and bathrooms by the classroom. Move everyone into the classroom, but only if safe to do so.
- € Close the classroom door. Doors should be **locked at all times** as staff will not have the time to go out and lock the door.
- € Turn off the lights and make the room appear uninhabited.
- € 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. Once closed, DO NOT open your door for anyone. (The person knocking at your door may be the intruder!)
- € Close all blinds / curtains or paper windows to prevent any view into the room from the corridor.
- € Direct students to move into a safe place away from windows/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 an ambush of the shooter and for possible escape if the shooter enters the room).



Green areas are safe zones.

Red areas are danger zones.

- € Remain silent.
- € Silence all electronic devices. All cell phones must be turned to vibrate. Students are not to use cell phones.
- € 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 and students to safely evacuate the area of immediate danger. Evacuate the building whenever possible and go to the designated school meeting place.
- € Where classrooms are located next to washrooms, watch for students leaving the washroom and summon them into the classroom, but only if it is safe to do so.
- € Have the students remain silent to give the impression that the room is empty
- € Ignore any dismissal bells. If the fire alarm is activated during a lockdown, ignore the alarm and remain in lock down. If fire or smoke is detected prepare student to follow their evacuation route as quickly and quietly as possible.
- € Staff and Students will wait patiently and quietly until they receive the "ALL CLEAR" from the designated school/office personnel or until their room is cleared by the police.
- € Any staff / students outside the school during a lockdown should proceed to the evacuation staging area, away from the school and await further instruction.

Open Concept Schools:

The design of the building means that staff and students will respond differently depending on where they are located within the building when a Lock Down is signaled.

€ For those schools with open concept, no classroom doors:

- If it is safe to do so, it is best to “scatter and flee” from the building using the nearest exit.
- Students should know their muster location/alternate evacuation site.
- Site: _____
- Teach students that even if there is not an adult with them, they must go to the alternate site in an emergency situation.
- Any classrooms in the building that have doors should follow the instructions above.

HOLD & SECURE

The school is notified of a potential threat or emergency outside of the school. In the event of a serious police incident in a localized area, all schools 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 school community or worksite must inform the administrator immediately. If administration is not immediately available, an alternate staff member must activate the hold and secure procedure without delay.

Principal Responsibilities:

€ Announce to students and staff over the P.A. system the following instructions:

“ATTENTION ALL STAFF, THE SCHOOL IS IN A HOLD AND SECURE”

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

Staff / Students Responsibilities:

- € Direct all students, staff and visitors, including those outside the school such as on the playground, into the school.
- € All portable classrooms not attached to the school should be directed to come into the school until the all clear has been given.
- € Close the classroom door. Doors should be locked at all times as staff will not have the time to go out and lock the door.
- € Classroom instruction can proceed as normal.
- € An administrator or designate will control all movement (if any) to and from class. Move on announcements only.
- € If the fire alarm is activated during a hold and secure DO NOT leave your room unless directed to do by the principal or designate.
- € An 'ALL CLEAR' message will be given in person by the principal or designate once the hazardous situation has passed.

SHELTER IN PLACE

The shelter-in-place procedure provides a refuge for students, staff, and the public inside the school building during an emergency. It is used when personal safety is considered to be in

danger if anyone leaves the school and is mainly used for environmental or weather-related events.

Principal Responsibilities:

- € Announce to students and staff over the P.A. system the following instructions:
YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS' OUTSIDE ARE TO IMMEDIATELY MOVE TO AN INSIDE ROOM.
- € Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones or runners to gather staff and students inside.
- € 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 District office the school is SHELTERING-IN-PLACE.
- € Direct staff and students to move freely within the school but prevent them from leaving the school until safe to do so.
- € Be prepared to announce additional procedures due to changing conditions of the incident.
- € Notify transportation and the Divisional Safety & Health Officer of the issue.

Staff / Students Responsibilities:

- € Direct all students, staff and visitors, including those outside the school, such as on the playground, into the school.
- € All portable classrooms not attached to the school should be directed to come into the school until the all clear has been given.
- € Classroom instruction can proceed as normal however staff and students will be prevented from leaving or attending outside recess.
- € If required, move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
- € Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
- € If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
- € Move students from mobile classrooms to an interior safe area in a permanent structure.

- € For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch or low spot away from trees and power poles.
- € If movement into the building would expose persons to a hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.
- € If the fire alarm is activated during a shelter in place DO NOT leave the school unless directed to do by the principal or designate.
- € An 'ALL CLEAR' message will be given in person by the principal or designate once it is safe to exit.

ACTIVE SHOOTER

An active shooter or armed assailant on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. 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

Principal / Vice Principal / Designate:

- € Direct staff to call 9-1-1 [[Insert the actual sequence to dial 911 from your phone system](#)].
Give the operator the
 - name and exact location of the school,
 - the nature of the emergency,
 - number and description of intruders (if known), type of weapon(s),
 - area of the school where last seen,
 - actions taken by the school, and whether there are on-site security or law enforcement officers (e.g., School Resource Officer).
 - Caller will remain on the line to provide updates.
- € Secure the administration office as a command post and retrieve the critical information and data about the school's emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident.
- € If the incident is occurring at the administration office, designate an alternate command post.
- € Direct office staff to maintain contact with teachers reporting pertinent emergency information via [[identify means- phone, email, and texting – used by school](#)].
- € Notify the Superintendent's office and request activation of the communications plan for media and parent notification protocols.
- € Refer media to:
District Spokesperson: _____
Telephone Numbers (home, work, mobile) _____
- € Determine appropriate procedure(s): LOCKDOWN; INTRUDER/HOSTAGE SITUATION; SHELTER-IN-PLACE).

- € Direct staff and students outside the building to move immediately to predetermined assembly area(s) and be prepared to EVACUATE to an off-site relocation center.
- € Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
- € Ensure that any buses enroute to the school are redirected to a designated relocation site.

Teachers and Staff:

- € Initiate LOCKDOWN procedure if instructed by School Incident Principal / Vice Principal / Designate or law enforcement Incident Commander.
- € If you are the first to note indication of an armed intruder, notify the School Principal / Vice Principal / Designate and go to LOCKDOWN, then immediately CALL 911.
- € Gather information about your classroom's immediate situation. Account for all students or other individuals sheltered in your room.
- € 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. Discussion about barricading during lockdowns is vital. If you have to lockdown because of an active intruder, locking the door may not be enough. Always barricade.
- € If there is no safe manner to EVACUATE the building, have students remain in LOCKDOWN until personally given the "All Clear" by the Principal / Vice Principal / Designate or a law enforcement officer in uniform.
- € If an active shooter or intruder enters the classroom use WHATEVER means necessary to keep your students 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 students to get out anyway 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 students are injured, emergency medical personnel will take control of the scene and direct services as appropriate.
- € The School Principal / Vice Principal / Designate will notify officials at the relocation site that the situation is over and to activate FAMILY REUNIFICATION protocols.
- € The School Principal / Vice Principal / Designate will request bus transportation or alternate transportation to the relocation site.
- € The School Principal / Vice Principal / Designate will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.
- € The school will notify transportation if busses are in the process of arriving for drop off or pickup. When busses arrive teachers will direct students to move to the buses for transport.
- € The School Principal / Vice Principal / Designate will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and notify the Divisional Clinical & Extended Services Director to provide counseling and mental health services at the relocation site.
- € The School Principal / Vice Principal / Designate will debrief appropriate school staff shortly after the incident has been resolved.
- € The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

INTRUDER / HOSTAGE

The purpose of this section is to ensure that there are procedures in place to protect staff/students and school property in the event an unknown person (intruder) is found on school grounds or in the school 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 school property, and what to do in a hostage situation.

RESPONSIBILITIES:

All Staff Should Be Trained to Take Action When an Unauthorized Person Enters School Property.

- € If time permits, notify the Principal/ Vice Principal / Designate/ School Resource Officer (SRO) and follow their instruction.
- € If 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 school 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 school 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 School Principal/ Vice Principal / Designate or call 911 and alert law enforcement.
- € Give law enforcement full description of intruder. (Keep intruder unaware of call for help if possible).
- € School Principal / Vice Principal / Designate notifies Superintendent and may issue LOCKDOWN or other appropriate procedures, depending on conditions, and/or as instructed by law enforcement.
- € Notify transportation if busses are in the process of arriving for drop off or pickup.

HOSTAGE SITUATION:

- € Ensure safety of students, staff and others at the school and prevent the hostage(s) being moved away from the school.
- € 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 Principal/Vice Principal / Alternate / School Resource Officer or call 911 if unable to reach school authorities.

If school personnel or students are taken hostage:

- € Follow instructions of hostage taker.
- € Try not to panic. Calm students 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.

Principal/Vice Principal / Designate:

- € Call 9-1-1 immediately [[insert the actual sequence to call 9-1-1 from your phone system](#)].
Give dispatcher details of situation.
 - Description and number of intruders,
 - Exact location in the building
 - That the school 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 LOCKDOWN or other procedure if conditions warrant.
- € Ensure staff outside are notified of the situation and to move students 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 enroute to the school 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.
- € Notify transportation if busses are in the process of arriving for drop off or pickup.

Teachers and Staff:

- € Teachers and staff 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.

12.0 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 administrator for help and notify the principal/ vice principal / designate) immediately.
- € Record call display number as shown, also record **precise time** and **phone number** that was called (i.e., School Phone #)
- € Make a record of the exact wording of the threat. Take notes on everything said and, on any observations, you can make about background noise, voice characteristics, etc.
- € Ask a lot of questions. Refer to the Bomb Threat 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.
- € Take notes on everything said and, on any observations, you can make about background noise, voice characteristics, etc.
- € If the threat is made by phone and the caller hangs up, immediately dial *57 [[or the appropriate number](#)] to trace the call.
- € If an explosion of any type occurs at any time, it should be reported immediately to the Fire Department.
- € Complete the Bomb Threat Report.
- € The principal will notify the Superintendent of the threat and decision taken.
- € After police have been notified, the principal will decide if evacuation is necessary. This decision may involve consultation with the police, the school Emergency Response Team, and the Superintendent or designate. Follow the instructions given by the principal or emergency personnel
- € Communicate with the staff through the Public Address system:

YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. TWO-WAY RADIOS AND 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 principal, head caretaker, and members of the Emergency Response Team in conjunction with and assisted by the members of the Police Department, if present. School personnel 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, i.e. 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, i.e. 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 school 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.
- € Students may return to the building if, upon assessment of the situation by the principal and the police, there is reasonable assurance that no danger exists.
- € If relocation within the community is necessary, staff and students shall be advised and shall follow the relocation procedures established by the school.
- € If the principal in consultation with the Superintendent's Office deems it necessary to dismiss the students, those students transported by bus will remain out of the building until buses are available to transport them home.
- € The building will remain closed to the students and the public until the building has been declared safe by the police.
- € The principal will inform the public by whatever means available that school has been dismissed early.
- € The Superintendent's Office will be notified of the evacuation immediately.
- € An investigation of the event will be requested from the police with a report going to the Superintendent.

DEBRIEF:

- € Always debrief
- € Review the school's and 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 students, parents and staff 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.
- € De-brief with the Divisional Safety Officer.

CALL TRACE PROCEDURES:

Landlines:

- € Contact police at 911. Provide information about the call and inform police that a call trace should be initiated. The police will contact Shaw and 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.

Bomb Threat Report: Phone Procedures

POLICE LINE

*Most bomb threats are received by phone.
Bomb threats are serious until proven otherwise.
Act quickly, but remain calm and obtain information
with the checklist on the inside of this brochure.*

**Please keep this brochure
near your phone.**



181 Hanlow Bay
Winnipeg | MB | R3Y 1M7

P: 204.488.1757
F: 204.489.1981

Bomb Threat Checklist:

RECORDED DATA:

Phone Number (call display #)		
<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Centrex
Date: _____ (month/day/year)	Time: _____ (hr.) _____ (min.) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Duration of the call: _____ (min.)

EXACT WORDING of the THREAT:

QUESTIONS to ASK:

Where is the bomb located? _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Who placed the bomb? _____

Where are you calling from? _____

What is your name? _____

INFORMATION ABOUT the CALLER:

Check all that apply.

Sex: ☐ male ☐ female Estimated age: _____

Is the voice familiar? If so, who does it sound like? _____

Accent: ☐ English ☐ French Other: _____

Other Points: _____

CALLERS**VOICE:**

- ☐ Loud
- ☐ Soft
- ☐ Distinct
- ☐ Slurred
- ☐ Rapid
- ☐ Angry
- ☐ Throaty
- ☐ Disguised
- ☐ Stutter
- ☐ Fast
- ☐ Slow
- ☐ Rapid
- ☐ Calm
- ☐ Nasal
- ☐ Lisp
- ☐ Emotional

**BACKGROUND
SOUNDS:**

- ☐ Street noises
- ☐ Voices
- ☐ P.A. system
- ☐ Music
- ☐ House noises
- ☐ Motor noises
- ☐ Children
- ☐ Factory
- ☐ Office
- ☐ Animal(s)
- ☐ Clear
- ☐ Static

Other information: _____

_____**THREAT****LANGUAGE:**

- ☐ Message read
- ☐ Tapped
- ☐ Irrational
- ☐ Vulgar
- ☐ Well-spoken
- ☐ Incoherent

THREAT RECIPIENT'S PARTICULARS:

Name: _____ Phone: _____

School: _____ Department: _____

COMPLETED by ADMINISTRATOR:

- ☐ Explosion
- ☐ Device - not found
- ☐ Evacuation
- ☐ Police responded
- ☐ Sniffer dog
- ☐ No explosion
- ☐ Hoax call
- ☐ No evacuation
- ☐ No police
- ☐ No sniffer dog

☐ Search conducted by: _____☐ No search conducted☐ Caller identified: _____☐ Caller not identified☐ Action taken: _____

Administrator Signature	Date

Bomb Threat Call Procedures:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact WFPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911.
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911.
- Do not delete the message.

Signs of a suspicious package:

- | | |
|--|---|
| <input type="checkbox"/> No return address | <input type="checkbox"/> Poorly handwritten |
| <input type="checkbox"/> Excessive postage | <input type="checkbox"/> Misspelled words |
| <input type="checkbox"/> Stains | <input type="checkbox"/> Incorrect titles |
| <input type="checkbox"/> Strange odour | <input type="checkbox"/> Foreign postage |
| <input type="checkbox"/> Strange sounds | <input type="checkbox"/> Restrictive notes |
| <input type="checkbox"/> Unexpected delivery | |

Do not:

- Use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.
- Evacuate the building until the police have arrived and evaluated the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Revised: 10.21.2013/CK

13.0 EXPLOSION

Any staff, student or visitor discovering an explosion will activate the fire alarm, report the explosion to the principal, 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:

Principal / Vice Principal / Alternate:

- € Call 911 [\[insert the actual sequence to dial 9-1-1 from your phone system\]](#) to confirm the alarm, identify the school name and location, provide exact location of the explosion, if any staff or students are injured and inform emergency services (police and fire) the building is being evacuated and identify the location of the school muster / assembly / evacuation site.
- € Activate an EVACUATION. Follow established exit routes. Do not use elevators
- € Activate the emergency notification phone line.
- € Ensure that staff, students, 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 district office and institute a communications plan.
- € Designate staff to take the visitor log, go kit, student sign-out sheet and the critical incident response documents, information, items, supplies to the designated school muster / assembly / evacuation site.
- € Once outside, move a safe distance away from the building approximately 300 ft or 100 meters. Keep roadways and walkways clear for emergency vehicles
- € Designate staff to obtain student roll call from teachers and identify any missing students.
- € If safe and appropriate to do so, direct designated staff to shut off utilities.
- € Notify and provide regular updates to staff and students 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 Superintendent, fire department and law enforcement officials, and if necessary due to unsafe conditions direct an off-site evacuation to a designated primary relocation center.
- € Notify transportation if busses are in the process of arriving for drop off or pickup.
- € If relocation occurs, activate FAMILY REUNIFICATION.

- € If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- € Do not allow staff and students 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.

Teachers and Staff:

- € Take the class roster, go kit, and first-aid kit and any other supplies or resources relevant to the incident and lead students 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 students with functional needs.
- € Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- € Take attendance at the assembly area.
- € Report any missing students or staff members and/or any injuries to the Principal /Vice Principal / Alternate at the scene.
- € Keep class together and wait for further instructions.
- € Remain in safe area until the “All Clear” signal has been issued.
- € Be prepared to move students if an off-site relocation is ordered.
- € Be prepared to move the students if the situation warrants it.
- € No one may re-enter building(s) until it is declared safe by the authority having jurisdiction.

14.0 SCHOOL CLOSURES

CLOSURE OF SCHOOLS AND ADMINISTRATION BUILDINGS:

- € Head caretakers will open and maintain school buildings as on any regular school day.
- € The decision to close the schools and the administration buildings or to cancel school bus transportation will be made by the Chair and Chair Elect of the Metro Association of School Superintendents.
- € The Superintendent will communicate the decision to the Director of Transportation who will arrange for the cancellation of school bus transportation.
- € All staff is 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 School Division website and local radio stations including CBC and CJOB.
- € If it becomes necessary for the schools to be closed or to bus students home early during a school day because of severe weather conditions, the school will be contacted by telephone by a representative from the Superintendent's Department.

STORMS ARISING DURING SCHOOL HOURS

Upon notification by a Superintendent, the principal or designate will either retain or dismiss students and staff. The Superintendent will notify the communications officer of the action plan adopted. If students are retained the principal (or designate) will follow Plan A.

Plan A

- € Principal or designate to inform staff of situation by memo (attempt to keep a calm climate)
- € Classes to carry on as normal for remainder of the day
- € Teachers to remain with classes until given directions to do otherwise
- € Students will be kept inside until the storm has passed.
- € Division Crisis Team to assess situation and give direction to principals (or designate)

If students are dismissed the principal (or designate) will follow Plan B.

Plan B

- € Principal (or designate) will inform staff and students of the closure
- € Classes will be dismissed as per normal procedures. All co-curricular activities are automatically cancelled.
- € No Early or Middle Years student shall be allowed to return home during the school day without contact being made with the parent, guardian or an alternate adult host.
- € Teachers to remain with bused students until arrival of buses
- € School should be clear before staff leave
- € Parents are notified of situation

INDOOR RECESS

The Pembina Trails School Division will hold indoor recess when the wind chill factor reaches or exceeds -27°C. Readings are obtained from Environment Canada at www.weatheroffice.ec.gc.ca, Winnipeg International Airport or the weather station at Pacific Junction website www.pembinatrails.ca/pacificjunction.

15.0 TORNADO

SEVERE WEATHER/TORNADO SAFETY LOCATIONS

Please insert your tornado safety locations in the table below:

AREAS	LOCATION IN SCHOOL	CLASSROOMS/GROUPS
Area #1	Example: Theatre Space – curved wall hall area by music room	Daycare and Family Centre
Area #2		
Area #3		
Area #4		
Area #5		
Area #6		

Area #7		
Area #8		

TORNADO PLAN

Tornado drills should be practiced at least twice a year, prior to early spring and 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 school 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 school immediately.
- € The principal / vice principal / designate will make a special announcement to indicate a tornado has been sighted and is approaching.
- € All staff and student will then proceed to their tornado safety locations in the school.

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 students to their safety zones.
- € Move students out of mobile classrooms and away from windows.
- € Make special provisions for disabled students.
- € Assign teacher to round up children on playgrounds or other outdoor areas during a tornado warning.
- € Post a trained teacher or school employee 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.



- € Hold students beyond your regular class dismissal time until the severe weather threat has passed.
- € Hold students from boarding buses until the danger has passed.
- € School buses should not be operated during a period of tornado warning. Notify transportation if busses are in the process of arriving for drop off or pickup.
- € If students are on a bus and a tornado warning is issued or severe threatening weather is observed, drivers must be prepared to move students to the nearest shelter. In the event there is no immediate shelter, students should evacuate the bus 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 past, assess the safety of the building.
- € If a warning is issued during either a practice or game, athletic activity should be suspended and all participants moved as rapidly as possible to safe shelter.

RECOVERY

- € If your school is hit, call 911.
- € Do not enter any damaged areas until they have been inspected and designated safe by the authorities.
- € Schools will communicate with the Board Office via the most effective means available. Please contact the Superintendent and Safety Officer.
- € All communication to the media shall be directed the Communications Officer at ext. 1034.
- € Parents will be directed to the FAMILY REUNIFICATION center where they will be supplied with information about their children as the information becomes available.
- € Keep students 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 school; chunks of debris or even that whole section of the building may fall down.
- € 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, school administrators will obey the orders of the Winnipeg Fire and Paramedic Service Incident Commander.

- € Staff must set a calm example for students 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 schools learn from your experience?

16.0 FLOOD

RESPONSIBILITIES

Principal/Vice Principal / Alternate.

- € 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.
- € Issue transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- € 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 school will be closed or remain open.
- € Do not allow staff and students to return to the building until authorities have determined that it is safe.
- € Document all actions taken.

Teachers and Staff:

- € Execute evacuation procedures when instructed by the Principal / Vice Principal / Alternate.
- € Take the go kit, class roster and first-aid kit and any other supplies or resources relevant to the incident.
- € Take attendance before leaving the classroom.
- € Lead students 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 students with functional needs.
- € Remain with students throughout the evacuation process.

- € Upon arrival at the assembly site, take attendance. Report any missing or injured students to the Incident Commander.
- € Do not return to the school building until it has been inspected and determined safe by proper authorities.
- € Document all actions taken.

C. Bus Drivers:

- € If evacuation is by bus, do not drive through flooded streets and/or roads.
- € Do not attempt to cross bridges, overpasses, or tunnels that may be damaged by flooding.
- € If caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising abandon the bus and seek higher ground before the situation worsens.
- € Use two-way radios to communicate with the Principal/ School Incident and/or emergency Incident Commander.
- € Document all actions taken.

17.0 FAILURE OF SERVICES

The following steps include actions for a water main break, flood, power outage, gas leak and sewer break.

€ CONTACT FACILITIES & OPERATIONS:

Following an assessment by Facilities and Operations, in consultation with Manitoba Hydro, they will develop a plan to address the problem and contact you to inform you of the plans moving forward.

€ CONTACT THE BOARD OFFICE

After informing Facilities & Operations Department, principals should contact the Superintendent's department to explain the situation.

€ CONTACT SCHOOL TENANTS

If your school has daycares or a nursery, other leaseholders, or visitors in the school, please share the information with them.

€ MONITOR

Monitor the situation regularly at the school level in order to ensure that staff and students are safe.

€ ACTION RECOMMENDED

- € Once a solution has been determined or if there is no immediate solution to the problem, Facilities will advise the Superintendent's Department on the recommended course of action.

€ TAKE ACTION

- € The Board office will confirm with the school the actions to be implemented.

POWER OUTAGE:

- ☐ Alert the custodian and the principal.
- ☐ Contact the Utilities Supervisor, Facilities & Operations Department for assistance.
- ☐ Following an assessment by Facilities and Operations, in consultation with Manitoba Hydro, they will develop a plan to address the problem and contact you to inform you of the plans moving forward.
- ☐ After informing Facilities & Operations Department, principals should contact the Superintendent's department to explain the situation.
- ☐ If your school has daycares or a nursery, other leaseholders, or visitors in the school, please share the information with them.
- ☐ Only use flashlights for emergency lighting, candles can cause fires and are not allowed. Have enough flashlights for any classrooms 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. Use student/staff runners to communicate information to the rest of the students and staff on that floor. For single story buildings have radios available at each end of the building or use a megaphone.
- ☐ 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 classrooms with no windows to a new location with light. Some classrooms may need to be combined.
- € For students/staff in wheelchairs that become stranded on upper floors of a multi floor school, use the emergency sleds or chairs available at each stairwell to transport the student/staff member to the main floor.
- € Have a backup plan in place for students with special 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 school, the following steps shall be complied with:

- € Alert the custodian and Principal.
- € Follow the instructions for a school EVACUATION, if staff and students' safety is compromised due to water in the building and possibility of electrical shock or loss of services.
- € The principal or custodian shall notify the Utilities Supervisor, Facilities and Operations Department for assistance.
- € Following an assessment by Facilities and Operations, in consultation with WPG Sewer & Water (311). They will develop a plan to address the problem and contact you to inform you of the plans moving forward.
- € After informing Facilities & Operations Department, principals should contact the Superintendent's department to explain the situation.
- € If your school has daycares or a nursery, other leaseholders, or visitors in the school, please share the information with them.

NATURAL GAS:

- € If the smell of natural gas 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 & Operations and contact Manitoba Hydro (204-480-5900).
 - Follow all instructions given by Manitoba Hydro or emergency services.
- € If an odour is detected in the corridor / classroom notify the principal:
 - The principal / Vice Principal / Designate will pull the fire alarm and evacuate the building.
 - Follow the instructions for a school EVACUATION.
 - Call Manitoba Hydro immediately (204-480-5900)
 - Call the Pembina Trails SD Emergency Notification Line 204-488-1767, ext. 0911
 - Call the Utilities Supervisor, Facilities and Operations and Superintendent's Departments or the Divisional Safety Officer.
 - Follow all instructions given by Manitoba Hydro or emergency services. Do not return to the school until it is declared safe by the authority having jurisdiction.
- € If a gas sniffer located in a science classroom begins to alarm due to a gas leak:
 - Evacuate the classroom, call Manitoba Hydro immediately, Call the Pembina Trails emergency notification line and call the facilities Utilities Supervisor and Safety Officer.
 - Follow all instructions given by Manitoba Hydro or emergency services.
 - If the gas sniffer goes into alarm and you can smell gas, evacuate the building immediately and call Manitoba Hydro and the divisional Safety Officer.
 - In either situation, do not:
 - Touch any electrical equipment.
 - Do not turn off any light switches.
 - Cell phones – do not use or if online with 911 do not hang up and evacuate the building.
 - If on a landline, do not hang up, put the phone down and evacuate the building.

18.0 HAZARDOUS MATERIALS / CHEMICAL SPILL

The chemicals are used and stored on school grounds in the following areas:

Location	Intended User
Example: Room 5	Science department

School Spill kit is located in the following areas:

Location	Department
Example: Room 5	Science department
Example: Room E-1	Custodial

EXTERNAL CHEMICAL SPILL – VEHICLE OR TRAIN DERAILMENT

Principal / Vice Principal / 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 students/school has relocated and institute FAMILY REUNIFICATION procedures, if needed.

- € Do not allow staff and students 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 school will be closed or remain open. Implement additional procedures as instructed by the school and/or emergency Incident Commander.
- € Document all actions taken.

Teachers and Staff:

- € Move students away from immediate vicinity of danger.
- € Implement REVERSE EVACUATION if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- € Execute SHELTER-IN-PLACE or EVACUATION when instructed by the Principal / Vice Principal / Alternate.
- € Remain with students throughout the incident. Report any missing or injured students to the Incident Commander.
- € Remain in safe area until the “All Clear” signal has been issued.
- € In the event of building damage, evacuate students 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 students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- € If the spill is near the school or in the school 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 school, 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, Health & Environment 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 student/teacher to alert the principal.
- € Obtain a Material Safety Data Sheet (MSDS) for the chemical (s) spilled from MSDSonline or the MSDS binder.
- € Look up procedures for neutralizing and disposal of the chemical on the MSDS
- € Use the chemical spill kit, safe work procedure and follow the MSDS procedures for neutralizing or disposal of the chemical.
- € Prevent students and staff from coming into contact with the hazardous material/chemical by removing students 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 the students to an upwind location, taking class roster. Teachers take attendance after evacuation.
- € If necessary, shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.

IF THE SPILL CAN NOT BE CLEANED UP USING LOCAL RESOURCES:

- € Confine the area of the spill
- € Alert the principal
- € Evacuate the students from the area.
- € Teachers take class roster, first-aid kit and any other supplies or resources relevant to the incident.
- € Call 9-1-1 and request a HAZMAT response (#945-4888 or 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.
- € Principal / Vice Principal / Alternate shall standby to meet the WFPS HAZMAT response team.
- € Provide a current Material Safety Data Sheet for the spilled material to the HAZMAT Chief.
- € Activate internal and external communications plan.

- € Issue instruction if students will be evacuated to a safer location by means of walking, buses and cars.
- € If relocation within the community is necessary, staff and students shall be advised and shall follow the relocation procedures established by the school.
 - **Emergency evacuation location:**
 - **Address:**
 - **Phone:**
 - **Contact Person/Persons:**
- € Upon arrival at evacuation site teachers shall take attendance. Notify Incident Principal / Vice Principal / Alternate of any missing or injured students.
- € Staff shall remain with students throughout the incident.
- € Do not allow staff and students 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. Dept of Labour – Workplace Safety, Conservation, etc.)

19.0 BUS ACCIDENT

RESPONSIBILITIES

Bus Driver

- € Remain calm; remember that your reaction to the situation will most likely be mirrored by the student passengers.
- € Keep all students on the bus unless circumstances (e.g., Possibility of a fire; dangerous position of the bus, etc.) dictate their evacuation.
- € Set parking brake, turn off ignition switch, and activate hazard lights.
- € Check for injured students and if necessary, administer first aid.
- € Call transportation dispatch office using the two-way radio. Give exact location of accident, along with information about severity, injuries, and hazards, and resources needed. Indicate whether police and or medical presence is required.
- € **DO NOT** leave the bus unattended to go for help.
- € Remain calm and reassure students and/or other passengers.
- € Be alert to the potential for and check conditions that could cause a fire or other hazardous situation.
- € Protect the scene: use or deploy warning devices as appropriate. Place triangular reflectors around the bus. Protect the scene to ensure evidence is not destroyed.
- € Determine if evacuation of the bus is warranted. All passengers should remain in the bus unless fire or other hazardous conditions exist requiring evacuation and/or relocation to safer area. It is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.
- € Bus drivers must ensure that all students remain together in a group.
- € Do not release any of the students to anyone unless instructed to do so by school administrators, or unless medical aid is required.
- € Regularly update school or emergency personnel on situation and conditions.
- € If students require medical care, ensure that special health or medical information is provided to appropriate emergency responders.

IF THE SCHOOL BUS HAS TO BE EVACUATED:

- € The bus driver should determine the type of evacuation required: service door, rear emergency door, or both doors.
- € The driver should stay on the bus to oversee the evacuation procedures and be the last person out of the bus after ensuring that all students have exited the bus.
- € The driver must take the first aid kit and join the students at the muster area.

- € If students/passengers are transferred to another location (hospital, shelters, another bus) record and report information, including who was transported and location, to bus garage or appropriate school personnel.
- € Protect the passengers from further accident and injuries and muster to a safe area away from the accident scene.
- € Under normal circumstances, the vehicle(s) involved should not be moved until law enforcement personnel advise the driver to do so.
- € Cooperate with directions of emergency responders.
- € Complete an incident report after incident is resolved.

Principal / Vice Principal / Designate

- € If necessary, dispatch appropriate staff to the accident location.
- € Obtain names of students/passengers, conditions, locations if removed from the site and report to district or other designated staff for instituting parental notifications and information sharing with the superintendent and / or communications officer, as appropriate.
- € Contact transportation and determine if any student were taken to hospital and which hospital they were taken to.
- € Determine if FAMILY REUNIFICATION procedures should be activated.
- € Determine if MENTAL HEALTH AND HEALING procedures are needed.

20.0 MEDICAL EMERGENCIES

VALID FIRST AIDER / CPR CERTIFICATION:

Name	Level of CPR/First Aid	Training valid until (date)

LOCATION OF FIRST AID KITS IN SCHOOL:

AREA	LOCATION
Example: Gym	Phys. Ed. Office

STUDENT ILLNESS / INJURY

RESPONSIBILITIES:

School Staff:

- € Quickly assess the situation. Ensure the situation is safe for you to approach.
- € Immediately notify the School Principal / Vice Principal / Designate.
- € Assess the seriousness of the injury or illness.
- € Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- € Protect yourself against contact with body fluids (blood borne pathogens).
- € Administer appropriate first-aid according to your level of training until help arrives.
- € Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.
- € If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device

School Principal / Vice Principal / Alternate:

- € Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.
- € Send school staff with first responder/first aid/AED training to the scene if this has not already occurred.
- € 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.
- € If injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.
- € Ensure student or staff medical information from administrative records is sent to the hospital.
- € Contact a parent/guardian and inform them of the situation / injury.
- € Notify the school counselor or crisis response team and provide a brief description of the incident.
- € Advise faculty and staff of the situation, as appropriate.
- € School officials should not make decisions regarding medical treatment of students who are ill or injured in the school. Parents should be contacted, and instructions obtained from them.
- € Students should be required to wait in the school until such time as some directive from the parent/guardian is received. When in doubt, do not leave injured or very ill children unattended.

- € Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.
- € Serious accidents shall be reported within immediately to the Superintendent's office and to the Divisions Safety & Health Officer. If an accident is caused by conditions on school premises, the principal shall take steps to remedy the situation.
- € Depending on the situation, the principal may decide to send a staff member with the child. The secretary will continue to attempt to contact a parent/guardian until someone is reached.
- € Develop and maintain written documentation of the incident. Follow-up with appropriate persons and determine if other procedures should be contacted such as the Director of Clinical and Extended Services for MENTAL HEALTH AND HEALING.

STAFF ILLNESS OR INJURY

INJURED WORKER:

- € Report your injury as soon as practical to your supervisor, but no later than the end of your work shift.
- € See medical treatment for your injury. First aid measures must be applied immediately.
- € Complete the required paperwork for your injury and forwarded to the Division S&H Officer.

SUPERVISOR:

- € Render first aid to the injured worker.
- € Direct staff to call 9-1-1, 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 an emergency and by the individual so designated by the supervisor.
- € Serious accidents shall be reported immediately to the Superintendent's office and to the Divisions Safety & Health Officer. If an accident is caused by conditions on Divisional property, the supervisor shall take steps to remedy the situation.
- € 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: Western Financial accident report; WCB paperwork; and the Occupational Health Assessment Form.

POISON

In the event a student is poisoned at school, do the following:

- € Phone 9-1-1- and ask for Poison Treatment
- € Or contact the Poison Helpline: 204-787- 2591

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, emergency 911 will be called.
- € If the emergency involves a student, a copy of the medical information and health care plan, which the parent/guardian has authorized on the School Registration Form, should be made for the admitting hospital.
- € All schools participate in the Universal Student Accident Insurance Program whereby all students in the division are insured while at school, involved in school activities away from school premises, or while travelling to or from school or to or from a school activity.
- € 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.
- € The billing for ambulance services will be forwarded to the individual staff member or, if a student, to the parent/guardian.

- For Staff:

- When submitting the expense of an ambulance, the original ambulance invoice must be first be submitted to the staff member benefits plan first as they are the first payor.
- If there is more than one insurance carrier (e.g., public, private, spouses, group insurance, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier first; once the Explanation of Benefits is received, please forward the documents along with a copy of the ambulance invoice to Secretary Treasurers department for reimbursement.

- For Students:

- In the event where a student needs ambulance services, coverage should be confirmed with the parent first. A parent/guardian's plan is first payor.
- If there is more than one insurance carrier (e.g., public, private, spouse, group insurance, Voluntary Student Accident Coverage, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier's first; once the Explanation of Benefits is received, it is forwarded it to iA Financial Group with copies of the claim.
- If there is no other insurance plan, then the school directs the parent/guardian to submit the ambulance claim to iA Financial Group (Accident Reimbursement Plan Claimant Statement Form) for reimbursement (or school can do it on the parent/guardian's behalf). When submitting the expense for ambulance services, the original Ambulance invoice must be submitted together with the iA Financial Group claim form.

21.0 CARBON MONOXIDE

All schools in the Pembina Trails School Division are now 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.
 - Notify the superintendent and call the Pembina Trails Emergency Response Notification Line.
- € 26-50 ppm carbon monoxide:
 - Move staff and students 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:
 - 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. The monitor will alarm when there is approximately 125ppm of carbon monoxide present. When this occurs, the school should:
 - Prepare to evacuate entire school and immediately move to fresh air – outdoors
 - Pull the fire alarm and initiate the EVACUATION procedures.
 - Call 911, Pembina Trails emergency phone line (evacuation), divisional Safety Officer.
 - Conduct roll call to ensure that all persons are accounted for.
 - Do not re-enter the premises until emergency services have arrived and cleared the area.
 - Provide first aid to students and staff showing signs of exposure: headache, fatigue, nausea, dizziness, confusion, shortness of breath
 - Emergency services will assess the situation, ventilate the area, ask the custodian to reset the CO monitor.
 - Note:
 - Never reset the CO detector if the CO problem has not been corrected.
 - Pressing the test/reset button will terminate the alarm.
 - If the CO condition that caused the alert in the first place continues, the alarm will reactivate.
 - If the unit alarms again within 6 minutes, it is sensing high levels of CO which can quickly become a dangerous situation.

22.0 CONTROL OF VISITOR ACCESS

All schools are required to control visitor access in their buildings. The legislative requirement for controlling visitor access in schools can be found in the Safe Schools Charter, the Child Care Safety Charter, and the Public Schools Act.

PROCEDURE:

- € During school hours all staff will be required to wear their school division Identification while on school property.
- € All visitors and volunteers must report to the school office upon arrival. Visitors and volunteers who remain in the building must sign in at the office indicating date and time of arrival and sign out at departure.
- € Volunteers will be required to wear a volunteer identification tag and all visitors will be required to wear visitor tags.
- € The school receptionist will contact staff in the area the visitor will be attending. Visitors will be escorted to their desired location by a staff member.
- € All exterior doors at the school will remain securely locked for elementary & middle schools. High school shall have all exterior doors locked with the exception of the front doors to the school.
- € Place signage on all locked doors directing visitors to the main entrance door as well as posted inside the school to direct all visitors to the office.
- € The following exits will be used for recess and lunch breaks:
 - Indicate which doors will be used.
 - Remember to reduce the number of doors used and keep the number to a controllable amount 1-2 where possible.
 - Reducing the number of doors used reduces the number of staff required for monitoring) or install key fob access.
- € Staff responsible for monitoring recess and lunch breaks will use the fob access or runners to open the exits.
- € Staff assigned to open the doors will also be responsible for monitor the doors during the breaks. Only known students and volunteers will be allowed to enter exterior doors other than the main entrance.
- € The following staff members will be responsible for inspecting exterior doors to verify that the doors are closed and secured properly: (place your staff members here).

€ If your school has swipe card access: (Insert school name) School has installed proximity scanner at the _____ entrances. All staff have been given key fobs and will be required to use them to gain access to the school. If you have key fob access, **do not leave doors unlocked.**

Suspicious Persons:

- € All school staff (including support personnel, and custodial staff) will be trained, at the beginning of the school year, on how to greet suspicious people in the building.
- € All staff are required to approach suspicious people to:
 - enquire why they are in the school;
 - ask if they can assist them; and
 - to notify the office of their presence.

If the person refuses to leave, the principal will be notified and local law enforcement will be summoned.

Student Pick Up / Abduction:

- € Unknown or suspicious adults who are picking up sick students:
 - Will be asked who they are and whom they are picking up.
 - Must show identification which is recorded in the attendance book along with the time they picked the child up.
 - If the adult is not a parent, the name of the adult picking the child up must be provided prior to pick up by the parents and they must present identification before the student will be released to them.
 - If you are not familiar with the person picking up a child: ask for some identification, relationship to the child, reason for taking the child, etc. (obtain as much information as possible). If possible:
 - Check the child's file for any restraining order
 - Advise "the remover" that it is Division policy to phone the legal parent/guardian for verification and do so
 - If any problem (or suspicions) inform the principal (or designate)
 - In a critical situation the principal will be alerted
- € Should abduction take place, the principal (or designate) will:
 - Inform the legal guardian/parent and Superintendent of the situation
 - If unable to contact the legal guardian/parent, the principal will call 911 (identify self and inform operator that a child has been abducted from the school).

Controlling Visitor Access After Hours:

- € Deliveries at the school will be accepted during the hours of (8am-4pm).
- € During evening hours all fire doors and gated areas will be closed and locked to limit access in the school. All staff working after hours are required to lock the classroom doors to prevent access of other permit holders or individuals.

€ Permit holders:

- All permit holders will be required to use only the main floor of the school. All other floors are off limits to anyone other than school / custodial staff.
- For evening and weekend permits - doors will be opened no more than 30 minutes prior to any event and locked 30 minutes after the event starts.
- Permit holders are required to supervise the entrance doors at all times while in the school.
- Any suspicious or unknown individuals wandering around the school will be questioned by teaching / custodial staff. If the person refuses to leave, local law enforcement will be summoned.

Schools with Child Care Centers:

- € (Insert school name) school and (insert the child care center name) will jointly review their lock down procedures every September.
- € In the event of a threat to children and staff **during school hours**, the following communication plan will be used: (insert your communication plan).
- € PA system will be used by both the school and day care to notify each other of a lockdown situation.
- € Two – way radios will be used by both the school and day care to notify each other of a lockdown situation.
- € The school will use the PA system to communicate with the day care and the day care will use the phone to communicate a lockdown with the school
- € In the event of a threat to children and staff **after school hours**, the following communication plan will be used: (insert your communication plan).
- € Threat in the day care: the daycare will contact the evening custodian via his cell phone. The custodian would notify any staff and permits in the school via the PA system. (Note: evening staff would have to be instructed how to use the PA system).
- € Threat in the school: the evening custodian will contact the daycare via telephone and the permits via the PA system.
- € **The communication plan will** be posed in the school staff room, main office, custodial office and childcare center.

23.0 LOST STUDENT SEARCH PLAN

****Place photos of regular student runners here**

This procedure must be followed when a student has been reported missing, the student's location cannot be confirmed, and there is concern for the student's safety or well-being.

The school should be prepared to initiate a lockdown and assign staff to secure the exit doors in an effort to prevent the student from leaving the building.

SEARCH PROCEDURES:

- € Reports the name, description and time the missing student was last seen of to the office.
- € Check the sign out sheet in the school office to see if the child was picked up early and by whom.
- € An announcement will be made on the P.A. –
“Lockdown, lockdown, lockdown now! All staff, we are looking for (use the name and description you have). If you know where this student is, please call extension (insert the phone extension to call)”.
- € Immediately monitor the video surveillance system (if applicable) including perimeter cameras. If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.
- € The principal, or designate, will supervise main exits.
- € Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.
- € Two staff members will be assigned to search each floor of the school (two per floor – each floor split in half): search the halls, all bathrooms, closets, etc. Staff members will close and lock doors once they are done searching an area.
- € One person will station themselves at the school on the main street in front of the school (next to the parking lot if possible) so that they can see the street in both directions and the parking lot lane.
- € Two staff members will check the grounds (one in front incl. parking lot /one in back including East side yard)

If it is confirmed that the student has exited the building:

- € The secretary will obtain the clothing description of the child and call 911. Incident number will be provided by the operator. Provide a clear description of the student including where the child was last observed. Include the following information in the description:
 - Height and approximate weight

- Ethnicity
 - Complexion and hair color
 - Attire and any distinguishing features
 - Verbal or non-verbal
 - Languages spoken
- € The secretary will contact neighboring schools.
- € Notify the school SRO, the school Sat Link and, if an at-risk student or student with special needs, contact the Divisional Director of Extended and Clinical Services.
- Note if technology is down (phones/computers/etc.) use the **RED PHONE** located in the office – it is a dedicated hard line to the board office.
 - Calls must be made with or without school technology (use staff cell phones to call in the information to the Superintendent and police. Calls should be made no later than 30 minutes after the student has been reported missing or after school starts.
- € Notify the parent of missing student and file a missing person's report with the police.
- € Immediately monitor the video surveillance system (if applicable) including perimeter cameras.
- € Remaining personnel will be assigned to search neighborhood by car (provide cell phone numbers to secretary).
- Immediately start a mapping process as soon as the outdoor search begins. Have a larger map outlined and section off. Write down the volunteer's names and cell phone numbers for each section so that they can be reached if any further information is required. Staff should only search in pairs.
 - Start the search immediately do not wait for police.
 - Car 1 will search the route to the child's home.
 - Remaining cars and volunteers to search area around the school.
- € Review the students file to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.
- € Cooperate with first responders and law enforcement. Provide the student 's description and a photo if available. If applicable, review the student's Individual Education Plan (IEP, BIP) to determine what additional support is required.
- Ensure you know when the report will be filed with missing persons.
 - Photos and information are only to be shared with the media once the missing person's report is filed.
 - Do not place anything on social media from the school until the missing person's report is filed.
 - Take your lead from the police on how to conduct the search.
 - Use your SRO to liaise between the school and police.
- € Once the parent arrives at the school, escort the parent to the law enforcement officers so that the parent may discuss the incident with school officials and the officer in command. A representative from the school crisis team should also be present to provide additional support for the family.

- € Once student is located and is confirmed safe. All searchers, including the police & superintendent, must be contacted. To contact police, call 986-6222 and provide incident number.
 - Meet with staff and share information regarding what happened, plan for sharing information with students and provide assistance (clinicians) where needed.
 - Debrief with parents of the missing student. Create a plan to prevent a similar situation from occurring with the student.
 - Meet with the school team and debrief about the situation. Determine what worked well, areas to improve and lessons learned.
- € This procedure, as well as the names and photos of children, who have a history of running, will be reviewed annually with staff, and adjusted accordingly.

LOST STUDENT - AFTER SCHOOL HOURS

Keep your plan in a readily available location in main office desk. If someone calls trying to locate a child after school, the staff member has immediate access to the steps that need to be taken, as well as the phone numbers of those who might be called on to help resolve the situation.

When word is received that a student has not arrived home safely after school, the person who answers the phone should take the following steps:

- € Ask the caller the student's name, age, grade, and homeroom teacher's name.
- € Take the name and phone number of the caller and the name and phone number of a person who will stay by a phone to be the contact person.
- € Before hanging up, remind the caller to call the school if the child is located.
- € Check the sign-out sheet in the school office to see if child was picked up early. If the child was picked up, by whom were they picked up?
- € Pull the emergency contact information for the student.
- € Pull the child's transportation form to see where s/he should go. How does the child usually get home? Was today a change in routine or has s/he recently changed routines?
- € Call the homeroom teacher at home to see if s/he knows of any change in routine or any specific after-school plans the child had. Ask the teacher if s/he recalls what the child was wearing that day.
- € Call principal and vice principal:
 - Principal Name _____
 - Home Phone: _____
 - Cell Phone: _____
 - Asst. Principal Name: _____

- Home Phone: _____
- Cell Phone: _____

- € Check with teachers on bus duty, daycare duty, and car/rider duty.
- € Call Transportation (Phone: _____) Talk to the bus driver to see if s/he knows where the child got off, who the child was sitting/visiting with on bus
- € Call the child's friends in the homeroom to see if they know anything.
- € Call the SRO (Phone: _____) Provide a description of the child, the clothing s/he was wearing, and emergency card information.
- € Drive through the neighborhood; inquire of other children in the neighborhood to learn if any of them might have seen the missing child or know where s/he was going.
- € Check the student's desk and coat closet to see if anything is unusual. (Is it empty? Were any notes left behind?)

24.0 WORKING ALONE

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

****The following information contains excerpts from the PTSD Working Alone Administrative Practice. If you have working alone scenarios in your school that are not covered by the information mentioned below or found in the Working Alone Admin Practice, the school 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. Please remove this blue printing in your booklet. ****

- € Administrators must prepare a working alone plan for staff working after 4:30 during weekdays, weekends or during the summer.
- € All schools will be locked on weekends and evenings after 4:30pm to protect staff while working after normal school hours. Unauthorized persons are not permitted to remain on site after closure.

- € All staff working after hours must have their supervisor's permission and a working alone plan prior to working.
- € Support staff (secretaries, EA's, technicians, and casual employees) teachers and administrators **working alone in the school after regular hours or during the summer** must have a means of communication, a cell phone or school-based radio, so that they can contact the caretaker for help if they have a safety concern.
- € When working during irregular hours **it is the staff members responsibility** to check in with the caretaker when they arrive; frequently throughout their stay at pre-arranged times; and prior to leaving the school.
- € If there is an urgent situation, workers should call 911.
- € Staff must ensure their routines are known by immediate family members or friends and arrange to arrive home on a pre-arranged basis.
- € Ensure that family members have a school division phone number (such as their supervisors) to call in the case of an emergency (e.g., supervisors' number, principal'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 school caretaker.
- € Staff that feel their safety is in immediate danger should trigger the fire alarm and, if possible, proceed to the school 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 an 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.
- € Staff that are working with a student that has or may have the potential for violent behavior must have a means of immediate communication available to them at all times. This may include panic button, walkie-talkie, call button, etc. The receiving end of the communication tool must have another staff member available to respond with help at all times.
- € **For Support staff and teachers traveling during school hours, for work purposes:**
 - A check-in procedure must be in place at each school.
 - A sign in book must be maintained and staff must check in and out as they leave or return to the school during the day either in person or by phone.
 - If staff are required to leave during the day, for school business, their destination should be noted in the check-in book.
 - In the event that a person does not meet their final destination, the main contact person should attempt to contact the worker every 5 - 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 school division should be notified and will take any further action required.
- € Any staff traveling with students that may be high risk / that has or may have the potential for violent behavior must employ a two-person system. This means:
 - Two staff members must be present in the vehicle during transportation.
 - One staff member is required to sit with the student in the back seat directly behind the driver.

- The vehicle should have a divisional sign indicating they are carrying students in their vehicles.
 - Staff must have a means of communication to summon assistance if an emergency situation arises.
- € 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). In multi-staffed schools' workers frequently are employed some distance apart and only one of the workers will have the cell phone. Each caretaker must check to ensure all co-workers are out of the building before the alarm is set at the end of the shift.
- € School Permits:
- Custodial or teaching staff should seek out the permit site supervisor to initiate contact and establish that the PTSD 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 / parent / student), 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 #204-231-1072
 - Contact the police if it is a serious threat (use of a weapon or assault)

WORKING ALONE SAFETY PROGRAM (WASP) PROCEDURES:

Note: this system has been installed in select schools only and will be rolled out to each school over the next 2-3 years.

Monday to Friday - the WASP System will activate anytime from 4PM until 6AM when a user enters the building and disarms the alarm system (system start times will vary depending on the school). Users are able to enter the school as early as 6AM to disarm the building without activating the WASP system. Users can remain in the building until 4pm without activating the WASP system.

Weekends – the WASP System will activate anytime from Friday 4PM until Monday 6AM when a user enters the building and disarms the alarm system (system start times will vary depending on the school). The WASP system will remain active until the building intrusion alarm system is re armed.

When the intrusion alarm system is disarmed, and the WASP system becomes active (due to time of day and day of week)

€ the first PA System voice message and visual display message broadcast will be:

- “Working alone system activated..... Working alone system activated”.
- The 55-minute timer is energized.

€ After 55 minutes the WASP system will activate the second PA System voice message and visual display message will be:

- “Check-in required..... Check-in required”.
- This message will repeat every minute for five minutes.

€ User(s) must reset the WASP system prior to the end of the 5-minute period in order to prevent an alarm condition.

- To reset the WASP system the user must enter their personal 4-digit user code followed by the command key (#### CMD) into the “WASP system keypad”

€ If the user successfully resets the WASP system within the 5-minute period, the PA System voice message and visual display message will be:

- “Check-in verified..... Check-in verified”.
- This will reset the 55-minute timer.

€ If the user is unable to reset the WASP system within the 5-minute period, the WASP System will go into an alarm and the PA System voice message and visual display message will be

- “Working Alone system is in alarm, security has been dispatched.....Working alone system is in alarm, security has been dispatched”.
- XL Alarm will follow callout procedure as provided by the Facilities and Operation Department of the Pembina Trails School Division.

PANIC ALARM PENDANTS:

Each school will have three (3) pendant style 2-buttons panic alarm transmitters. These pendants are active 24 hours a day/seven days a week and 365 days a year. Workers must wear these at all times when working alone to provide assistance in the event of a personal emergency. If activated the alarm will result in assistance including Emergency Services (911)

€ To activate a panic alarm:

- The user must press both buttons simultaneously for approximately 3 seconds until the LED on the pendant transmitter “flashes RED”.
- When the alarm is activated, a message will be announced over the PA system “Working Alone system is in alarm, security has been dispatched”.
- Note: It is recommended that the user press and hold both buttons simultaneously until the message has been heard over the PA system. This will assure the user that the security company has received the panic alarm signal.

All three panic alarms pendants must remain on site at the school. If the panic alarm pendant is taken off site it will transmit a trouble signal to XL Alarms. XL Alarms will follow the callout procedure as provided by Pembina Trails School Division.

The panic alarm pendants are battery powered. A low battery condition trouble signal will be transmitted both locally (at the school) and to XL Alarms. XL Alarms will follow a dispatch callout procedure as provided by Pembina Trails School Division.

25.0 REVIEWING, UPDATING, SHARING THE PLAN

The Emergency Response Plan must be reviewed and updated annually prior to the start of the new school year. Copies of the updated plan must be sent to the Divisional Safety & Health Officer.

The Emergency Response Plan must be shared at the first staff meeting of the school year.

Date of the staff meeting: _____

Person(s) responsible for presentation of the plan:

REHERSAL OF THE PLAN

Aspects of the Emergency Response Plan can be rehearsed, i.e. telephone tree, emergency code.

Part(s) of the Plan to be rehearsed: _____

Person(s) responsible for coordinating rehearsal plan: _____
