



## 5.0 - Overview/Summary

- Building Description
- School Population
- Special Needs Population
- Responsibilities



## 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 shut-offs is included at the beginning of this plan. All staff members are required to know these locations.

## SCHOOL POPULATION

### 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 staff consisting of:

- [*number*] Teachers
- [*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 available [*identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place*].

## SPECIAL NEEDS POPULATION:

[School name] is committed to the safe evacuation and transport of students and staff with special needs. The special 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 special 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].

## RESPONSIBILITIES

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization
- An overview of who does what

A building principal and/or vice-principals are not always able to manage all the aspects associated with an incident without assistance. As indicated, the system uses a team approach to manage incidents and allows school officials to assign tasks to other key school personnel.

Staff are assigned to serve within the system based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. School staff may be required to remain at school to assist when an incident occurs.

#### **A. Principal Administrator:**

The principal or designee may supervise or delegate that authority to a qualified individual. While the principal retains the overall responsibility for the safety of students and staff, delegating certain duties to manage the incident may allow the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the Superintendent's office and the school. Their responsibilities may include:

- Implementation of the emergency management protocols established in the Schools Emergency Response Plan (e.g. Evacuation, Reverse Evacuation, Lock-down, Shelter in Place, etc.);
- Evacuation of students and staff from the building;
- Notification of the emergency to the Superintendent and Divisional Safety Officer;
- Transportation or transfer of students/staff when safety is threatened;
- Obtaining injury and missing student reports from staff;
- Setting up triage areas for first aid, student assembly areas, student pick up/release area and logs, etc.;
- Coordination with crisis intervention team and clinical support services for onsite mental health support/intervention/counselling resources, etc.;
- Coordination of internal and external communications/messages/letters;
- Initiation of the telephone tree for after hour's communication.

#### **B. Divisional Safety Officer:**

The Divisional Safety Officer will provide an assessment of the situation to the principal/designee or other officials, identify resources required and direct the on-scene incident management activities. Their responsibilities include:

- Assisting in the direction of all emergency management activities based on procedures outlined in the School Emergency Response Plan;
- Taking steps deemed necessary to ensure the safety of students, staff and other individuals;

- Assisting the principal in determining whether to implement incident management protocols established in the School's Emergency Response Plan (e.g. Evacuation, Reverse Evacuation, Lock-down, Shelter in Place, etc.);
- Assessing and notifying officials of fire/hazardous materials;
- Assisting the principal/transportation in arranging for transfer of students, staff and other individuals when safety is threatened by a disaster; working with and ensuring communication with emergency services personnel; keeping the principal and other officials informed of the situation;
- Ensuring the proper transfer of authority when emergency services arrive on scene while remaining onsite to assist the principal until the emergency is over;
- Help to ensure that adequate resources are available;
- Establishing medical triage with staff trained in first aid and CPR, providing and overseeing care given to injured persons, distributing supplies and requesting additional supplies;
- Keep superintendents and facilities staff informed of the situation and decisions by emergency services;
- Provide factual information and additional information related to the incident to the Communications Officer and Superintendents; collection and evaluation of information about the incident as it develops and assist with ongoing planning efforts and incident time log;
- Monitoring site utilities (e.g. electric, gas, water, heat/ventilation/air conditioning) and shutting them off only if danger exists or if directed by the Emergency Services and assisting in securing facility;
- Identifying and marking unsafe areas in conjunction with Emergency Services;
- Conducting initial damage assessment in conjunction with Emergency Services and facilities staff;
- Documenting all activities; completing a master injury report;
- Assisting the principal in setting up a secure assembly area;
- Photographing and or videotaping damage to property, etc.;
- Conducting perimeter control.

### **C. Teachers:**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervising students under their charge;
- Taking steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols established in the School EOP;
- Directing students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification or intercom orders according to incident management procedures established in the School EOP;
- Taking attendance when class relocates to an outside or inside assembly area or evacuates to another location;
- Reporting missing students to the Incident Commander;
- Executing assignments as directed by the Incident Commander;
- Obtaining first aid services for injured students from a person trained in first aid; arrange for first aid for those unable to be moved;
- Rendering first aid if necessary. School staff will be trained and certified in first aid and CPR.

#### **D. Educational Assistants:**

Responsibilities include:

- Assisting teachers as directed;
- Caring for their students with special needs.

#### **E. Counsellors, Social Workers, and Psychologists:**

Counsellors, social workers and psychologists provide assistance during the emergency at the site. Responsibilities may include:

- Taking steps to ensure the safety of students, staff and other individuals in the implementation of crisis response and threat assessment protocols established in the School Emergency Response Plan;
- Rendering first aid if necessary, establishing medical triage with staff trained in first aid and CPR, providing and overseeing care given to injured persons, distributing supplies and requesting additional supplies;
- Assisting in the transfer of students, staff and other individuals when their safety is threatened by a disaster;
- Executing assignments as directed by the principal;
- Assisting with crisis intervention and recovery processes;
- Providing and accessing psychological first aid services for those in need and accessing local/regional providers for ongoing crisis counselling for students, staff and parents.

#### **F. Custodians/Maintenance Personnel:**

Responsibilities include:

- Surveying and reporting building damage to the Divisional Safety Officer;
- Controlling main shut-off valves for gas, water and electricity and ensure that no hazard results from broken or downed lines;
- Providing damage control as needed;
- Assisting in the conservation, use and disbursement of supplies and equipment;
- Keeping the Divisional Safety Officer and Principal informed of school conditions.

#### **G. School Secretary/Office Staff:**

Responsibilities include:

- Answering phones and assisting in receiving and providing consistent information to callers;
- Providing for the safety of essential school records and documents;
- Executing assignments and providing assistance as directed by the Principal;
- Monitoring radio emergency broadcasts;
- Assisting with health incidents as needed, acting as messengers, etc.

#### **H. Bus Drivers**

Responsibilities include:

- Supervising the care of students if disaster occurs while students are on a bus;
- Transferring students to new location when directed;
- Executing assignments as directed by the Director of Transportation and Principal;
- Transporting individuals in need of medical attention.

### **I. Other Staff (e.g. Itinerant Staff, Substitute Teachers):**

Responsibilities include:

- Reporting to the Principal for assignments, if requested to do so.

### **J. Students:**

Responsibilities include:

- Cooperating during emergency drills and exercises and during an incident;
- Learning to be responsible for themselves and others in an incident;
- Understanding the importance of not being a bystander by reporting situations of concern;
- Developing an awareness of natural, technological and human-caused hazards and associated prevention, preparedness and mitigation measures;
- Taking an active part in school incident response/recovery activities, as age appropriate.

### **K. Parents/Guardians:**

Responsibilities include:

- Encouraging and supporting school safety, violence prevention and incident preparedness programs within the school;
- Participating in volunteer service projects for promoting school incident preparedness;
- Providing the school with requested information concerning the incident, early and late dismissals and other related release information;
- Practicing emergency management preparedness in the home to reinforce school training and ensure family safety;
- Understanding their roles during a school emergency.