



**SECTION 2000 - SCHOOLS  
EMERGENCY PREPAREDNESS IN SCHOOLS**

The Board acknowledges that school authorities have a responsibility for the physical safety and well-being of the staff and students of Lord Selkirk School Division.

The Board requires each school and the Transportation Department to develop a written emergency preparedness plan which includes emergency planning, training, and education.

Each school emergency preparedness plan is to be annually reviewed, discussed and filed with the Superintendent's Office.

**PROCEDURES REGARDING EMERGENCY PREPAREDNESS PLANS**

In the event of an emergency, the school shall immediately notify the Superintendent's Office. The Superintendent or designate shall have authority to close a school or schools for a period not exceeding one school day. School closures extending beyond one school day must be authorized by the Board or, where necessary, by the Chairperson or Vice-Chairperson of the Board. All school closures must be reported to Manitoba Education.

School emergency preparedness plans shall incorporate the requirements from P.S.A. 47.1(3):

**CONTENT OF EMERGENCY RESPONSE PLANS**

47.1(3) A school's emergency response plan must include

- (a) the role of the principal, staff and counselling and crisis intervention personnel in the event of an emergency; and
- (b) procedures for:
  - (i) controlling visitor access to the school site,
  - (ii) communicating inside and outside the school building in an emergency,
  - (iii) contacting pupils' parents or guardians in an emergency,
  - (iv) responding to the threat posed by a person having a weapon on the school site, and
  - (v) dealing with bomb threats, fires, chemical spills and weather-related emergencies,
  - (vi) evacuating school buildings and carrying out practice drills;

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**NATURE OF POTENTIAL EMERGENCIES**

It may not be possible to identify all potential human or natural emergencies which could threaten the well-being of students and staff in attendance at a school. Adequate planning requires that a reasonably comprehensive listing can be compiled. The following potential emergencies have been identified:

- Failure of one or more school building systems such as power, gas and water.
- Fire, in or adjacent to the school.
- Natural occurrences such as snow storms, tornadoes, or electrical storms.
- Release of toxic chemicals as a result of an accident in a school or in the vicinity of a school.
- Human actions of a life-threatening nature such as bomb threats or threats involving the use of weapons.

**AVAILABLE RESOURCES**

In the planning and preparation for emergencies, the use of available human and material resources shall be given careful consideration.

Human Resources generally fall into three categories:

- those immediately available on site (staff, volunteers);
- those readily available in the immediate vicinity (residents, maintenance and transportation department personnel);
- those associated with emergency agencies (police, fire, ambulance, Emergency Measures Office (EMO)).

Material Resources can be categorized according to function:

- resources that would provide food and shelter such as homes, community clubs, churches, shopping malls, commercial outlets, and other schools;
- resources related to transportation, such as school buses, the transit system, and private vehicles;

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- resources to counter or overcome the emergency.

**PRIMARY EMERGENCY RESPONSE**

In the event of an emergency while students are in attendance at the school, two primary actions are to be taken:

- Safeguard the immediate well-being of the students and staff. Depending on the nature of the emergency, the well-being of students may best be ensured by either retaining them within the building or by evacuating the building.
- Communicate the emergency to 911.

**RETAINING STUDENTS**

Students shall be retained until such time as:

- danger no longer exists (i.e. electrical storm);
- they can be returned safely to the care of their parents/guardians;
- they can be safely relocated either within or outside the immediate community. While students are being retained within the building, consideration shall be given to locating the students/staff in the safest portion of the building.

**EVACUATION**

Four levels of evacuation may be enacted:

- immediate with re-entry within a short period of time (i.e. fire drill);
- immediate with re-entry potentially within a reasonable period of time (i.e. bomb threats);
- immediate with relocation to single alternative location within the community (i.e. another school, local church, local stores, Board Office);
- immediate with relocation to multiple locations within the community (i.e. private homes).

**STUDENT ACCOUNTING**

To ensure all students are accounted for in the event of evacuation, the following shall apply:

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- Student attendance shall be completed at the commencement of school in the morning and the afternoon or during each class period. Class lists will be taken with the teacher at the time of evacuation.
- The staff member having jurisdiction over a given group of students shall assume primary responsibility for evacuation. Accounting for students subsequent to evacuation shall be the responsibility of the teachers. Subsequent to accounting, the teacher shall report to the principal or designate in accordance with the procedures established for that purpose.
- An alphabetical listing of students and staff registered in the school and printout of volunteers/visitors shall be maintained and, in the event of evacuation, shall be removed from the building by the secretary. This listing shall be used to account for students.
- The administrative and support staff shall be responsible to ensure that specifically assigned areas of the building have been evacuated. At least one staff member per floor shall be assigned.
- In the event that students and staff are relocated, a second accounting of all students should be undertaken and communicated to the principal or designate on arrival at the relocation site or sites.

A staff member shall be assigned to ensure that each student with exceptional needs is evacuated.

In the event that an emergency occurs before school, during the lunch period, or after school, the following shall apply:

- students and staff shall evacuate the building and assemble at a predetermined location.
- students shall assemble in classroom groups and the teachers shall identify students present.
- should any further evacuation/relocation action be deemed necessary by the principal or designate, individual staff members shall have responsibility for the students present in their class or group.

**COMMUNICATION**

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

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

- the need to evacuate the building immediately shall be signaled by the local fire alarm OR where necessary, via the public address system or school bells:
- students, or staff responsible for students, shall not re-enter the school until such time as advised to do so via the school bells.
- where re-entry within a short period of time is not possible, the students and staff shall be directed by a designated staff member to reassemble at a safe area of the school to receive instructions as to the next course of action to be taken;
- the principal or designate shall communicate actions taken in response to an emergency either to the Superintendent or a member of the senior administrative staff as soon as possible.
- should relocation within the immediate community be necessary, verification of safe arrival and student accounting shall be communicated to by the principal or designate to the Board Office as soon as possible.
- the principal or designate shall assume responsibility for communication with parents/guardians respecting actions taken to safeguard students. The Superintendent shall communicate with the media where necessary.
- the school shall activate synervoice to communicate with parents/guardians in the event of an emergency.

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