



## **Emergency Plans**

### **1. General**

The Park West School Division recognizes its responsibility to ensure the personal safety of all persons within its facilities. The Superintendent/CEO and the staff member in charge of a Division facility is authorized to take whatever immediate action is deemed necessary in case of an emergency to protect the health and welfare of all persons within a Division facility.

### **2. Definitions**

#### **2.1 Division Facility Emergency**

A Division facility emergency is an emergency which would affect the personal safety of persons within a particular facility, including events such as a minor fire, water main break, loss of electrical power or loss of heat.

#### **2.2 Community-Wide Emergency**

A community-wide emergency is an emergency which would affect the personal safety of persons within a specified area including or accessible to one or more Division facilities. Community-wide emergencies would include such disasters as a major fire, chemical spill, gas leak, explosion, aircraft crash, flood or a civil disturbance.

#### **2.3 Staff Member in Charge of a Division Facility**

All Schools - Principal

Birtle Division Facility – Superintendent/CEO

Transportation Facility – Arrow River – Supervisor of Transportation

### **3. Preparedness Planning**

#### **3.1 Emergency Plans**

A written emergency plan shall be prepared for each school and Division facility. The plan shall incorporate the following:

- 3.1.1 Details respecting student evacuation, alternative accommodation and transportation.
- 3.1.2 A warning system which is distinct from the Fire Drill warning system to ensure that staff and students follow the correct procedures.
- 3.1.3 An outline of the functions and responsibilities of the staff members during an emergency.
- 3.1.4 A Communications plan to inform parents/guardians of the emergency.
- 3.1.5 A complete listing of students' phone numbers and emergency numbers to be taken to the assigned destination.



These plans shall be reviewed annually and a copy shall be kept on file in each facility, and in the offices of the Superintendent/CEO and the Secretary-Treasurer.

#### **4. Invoking Emergency Plan**

It is the responsibility of the staff member in charge of a Division facility to invoke the emergency plan to protect the immediate safety of all personnel within the facility.

##### **4.1 Division Facility Emergency**

The staff member in charge of the facility will contact or be contacted by the Superintendent/CEO or his/her designate of the Division. Further instructions regarding relocation and/or dismissal will be determined by the Superintendent/CEO or designate and the staff member in charge of the facility. Consultations with other members of administration or community authorities may be undertaken at their discretion.

##### **4.2 Community-Wide Emergency**

The staff member in charge of the facility will contact or be contacted by the Superintendent/CEO of the Division and/or an authority involved with emergency operations in the community. Further instructions regarding relocation and/or dismissal will be determined following consultation with the Superintendent/CEO or designate.

#### **5. Supervision of Students During Evacuation and Relocation**

Under the direction of the principal, each classroom teacher shall be responsible for their class of students during the evacuation to the alternative location. If busing is required each classroom teacher must ensure that their students are safely aboard the emergency vehicle. Upon reaching the evacuation location, each staff member will ensure all students are present. One staff member, or teacher, will be assigned to ride in each emergency vehicle carrying students.

#### **6. Dismissal of Students and Staff**

##### **6.1 Division Facility Emergency**

On the authorization of the Superintendent/CEO, students and/or staff may be dismissed, as appropriate.

##### **6.2 Community-Wide Emergency**

On the authorization of the Superintendent/CEO, students and/or staff may be dismissed, as appropriate.



## **7. Emergency Evacuation and Relocation Procedures**

### **7.1 Congregation Point**

All staff on duty will ensure that students are congregated in a safe location for either walking or, if necessary, busing to the alternative building/destination.

### **7.2 Emergency Transportation**

#### **7.2.1 Division Facility Emergency**

If required, the Superintendent/CEO or designate will arrange for the dispatching of School Division buses to transport the students and/or staff to the alternative building/destination.

#### **7.2.2 Community-Wide Evacuation**

If required, the Superintendent/CEO or designate will arrange for the School Division buses to transport students and/or staff to the alternative building/destination, and shall make available all Division owned school buses or other vehicles for use for evacuation or other emergency purposes of the general public.

### **7.3 Assigned Destination**

#### **7.3.1 Division Facility Emergency**

The alternative building/destination will be as indicated in the facility emergency plan. If, for any reason the alternative building/destination is not available, the Superintendent/CEO, in consultation with the appropriate staff member in charge of the facility, will determine an alternative building to receive the students and staff.

#### **7.3.2 Community-Wide Emergency**

The authorities responsible for community emergencies, in consultation with the Superintendent/CEO of the Division, and the staff member in charge of the facility, will determine the destination to receive the students and staff.

### **7.4 Notify Receiving Building**

#### **7.4.1 Division Facility Emergency**

The Superintendent/CEO will inform the person in charge of the receiving building of the impending arrival of students and/or staff.

#### **7.4.2 Community-Wide Emergency**

The authorities responsible for community emergencies will inform the staff member in charge of the receiving building of the impending arrival of students and/or staff.

### **7.5 Notification of Parents and Guardians**

After relocation to the alternative building/destination, staff will assist in notifying parents/guardians of the students. The Superintendent/CEO shall contact the



media to advise of the decision to close the school and request cooperation in advertising the information.

#### 7.6 Emergency Meal Service

Should the need arise for emergency meal services, arrangements will be made through the Superintendent/CEO.

#### 7.7 Identification of Students

A procedure to identify all students before departure from a Division facility and upon arrival at the alternative building/destination must be outlined in the facility emergency plan.

#### 7.8 Utilities

The caretaker(s) on duty shall secure all utilities (time permitting).

#### 7.9 Medication

Any prescribed medication for students shall accompany the students and staff to the alternative building/destination.

#### 7.10 First Aid

A first aid kit shall be transported to the assigned destination.

#### 7.11 Instructions and Training

7.11.1 A copy of the facility emergency plan shall be given to each staff member for study and retention.

7.11.2 All staff members shall be briefed on their emergency evacuation duties and responsibilities at the first staff meeting of each school year.

7.11.3 The plan shall be reviewed annually and a copy of the plan shall be kept on file at the school or other Division facility and with the Superintendent/CEO's Department.

### **8. Water main Breaks**

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

8.1 The principal or caretaker at the school shall notify the Supervisor of Maintenance.

8.2 The principal shall notify the Superintendent/CEO or designate.

8.3 Following an assessment of the situation by Maintenance personnel, the Superintendent/CEO and school principal shall receive a report from the Supervisor of Maintenance.



8.4 The Superintendent/CEO shall make the decision as to whether the school needs to be closed.

This decision shall be communicated to the school principal by the Superintendent/CEO, and to the Supervisor of Maintenance who shall inform other personnel as required.

8.5 The principal will advise students, parents, and staff of the closing.

The Superintendent/CEO or designate shall have discretion to contact the media to advise of the decision to close the school and request cooperation in advertising the information.

See also:

PUBLIC SCHOOLS ACT - Section 198, Authorized Closures.

Manitoba Regulation 470/88 Section 8(2)