

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
EMERGENCY PREPAREDNESS PLAN	EBCA

I. POLICY

The Louis Riel School Division affirms the importance of plans that assist schools and other divisional work sites to anticipate and respond to various situations of emergency.

The Division believes that consistent divisional plans assist school and divisional staffs to collaborate to respond to such situations.

II. GUIDELINES

A. The following standard plans shall guide responses to situations of emergency in all divisional schools and work sites:

- Louis Riel School Division **Emergency/Safety Plan**
- Louis Riel School Division **Fire Safety Plan**

B. **Building-Specific Emergency Response Plans** shall detail procedures specific to each school or work site, including procedures for assisting persons with disabilities in specific emergency situations (see [Policy ACE – Commitment to Accessibility](#)).

C. Collectively, the aforementioned plans must include all requirements of Section 47.1(3) of the [Manitoba Public Schools Act](#), namely:

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

Adopted:	December 20, 2005	Legal References: Safe Schools Regulation ; Section 47.1(3), Public Schools Act (Manitoba)
Revised:	February 5, 2019; April 6, 2021; June 4, 2024	

III. PROCEDURES

- A. The Director of Facilities shall review the **Emergency/Safety Plan** and the **Fire Safety Plan** annually and distribute them to school Principals by August 15.
- B. In accordance with the [Safe Schools Regulation](#), Principals shall:
1. conduct an annual review of the **Building-Specific Emergency Response Plan** and ensure that it is completed and submitted to the Director of Facilities by October 31; the review shall include confirmation of the ongoing availability of the emergency evacuation site and accuracy of contact information;
 2. communicate the plan to all staff responsible for acting in situations of emergency;
 3. conduct at least ten (10) fire drills per year;
 4. conduct at least two (2) lockdown drills per year.
- C. Principals, vice-principals, designate teachers, and building supervisors shall reference relevant sections of the plans when addressing situations of emergency.
- D. Where an emergency situation requires:
- relocation of building occupants to the emergency evacuation site;
 - closure of the building; or
 - an unplanned lockdown;
- the Principal shall review the effectiveness of the emergency response plan to identify strengths, opportunities for improvement, and any unresolved matters. The Principal shall share their review with the Director of Facilities and the Superintendent of Schools (or designate) no later than two weeks following the incident.
- E. All schools will implement the following basic procedures to control daily access of visitors to school facilities:
1. All schools will post signs at entranceways to indicate that visitors are to report to the school office.
 2. Visitors to a school must sign in and out at the school office.
 3. School staff encountering visitors in the school building will direct them to the school office if, upon inquiry, the visitor does not indicate having signed in at the office.
 4. The principal or designate will direct responses to visitors as appropriate.
 5. During the regular school day, school staff will apprise the Principal (or designate) if they observe a person on the school grounds if they do not recognize the person as a member of the community and if the person does not provide a suitable reason for their presence.

Adopted:	December 20, 2005	Legal References: Safe Schools Regulation ; Section 47.1(3), Public Schools Act (Manitoba)
Revised:	February 5, 2019; April 6, 2021; June 4, 2024	

**References:**

- Manitoba Education and Training [Serious Incident Report Form](#).
- Pembina Trails School Division, Manitoba School Boards Association & Seine River School Division (2018). [Fire Safety in Manitoba Educational Facilities](#).
- Winnipeg Fire Paramedic Service, Fire Prevention Branch (2015). [Preparation Guidelines for Fire Safety Plans](#).

Adopted:	December 20, 2005	Legal References: Safe Schools Regulation ; Section 47.1(3), Public Schools Act (Manitoba)
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