

# EMERGENCY/SAFETY PLAN

## *Redacted Version for Public Website*

2026 – 2027

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*Do not copy or distribute any unredacted emergency or safety plan materials without Board Office approval.*

Thriving Learners ∞ Flourishing Communities



## EMERGENCY RESPONSE GUIDE

**SCHOOL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Effective dates August 1, 2026 to July 31, 2027

| POSITION           | NAME | CELL NUMBER |
|--------------------|------|-------------|
| Principal          |      |             |
| Vice Principal (1) |      |             |
| Vice Principal (2) |      |             |
| Vice Principal (3) |      |             |
| Designated Teacher |      |             |
| Custodian          |      |             |
| Other              |      |             |

|                         | PRIMARY | ALTERNATE |
|-------------------------|---------|-----------|
| EVACUATION SITE ADDRESS |         |           |
| HOURS OF OPERATIONS     |         |           |
| CONTACT NAME            |         |           |
| PHONE NUMBER            |         |           |

**Instructions:**

1. This document contains confidential information and is not for public distribution.
2. Ensure that administrative staff, including designated teachers, know where this document is stored and understand the information it contains.
3. Ensure that all staff in the school are aware of related emergency procedures.
4. Share emergency plan with leaseholders, including childcare facilities.
5. Contact the Workplace Safety and Health Officer or Amarbeer Bhandari, Director of Facilities and Maintenance, for questions or clarification.

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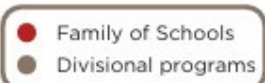
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# SCHOOL LIAISON FOR 2026-2027



## Family of Schools 2026-2027

The term Family of Schools (FOS) refers to all elementary schools in a high school's catchment area. This chart breaks down each Family of Schools and indicates the liaison Assistant Superintendent.



# EMERGENCY PHONE NUMBERS [PORTIONS REDACTED]

## ALL EMERGENCIES – CALL 911

|                                                                                    |                                  |
|------------------------------------------------------------------------------------|----------------------------------|
| Board Office                                                                       | 204 257-7827                     |
| Louis Riel School Division Contact ( <i>on Call</i> )                              | 204 594-3750                     |
| Police                                                                             | 911                              |
| Fire Department                                                                    | 911                              |
| Manitoba Hydro ( <i>Power &amp; Gas Leaks</i> )                                    | 204 480-5900                     |
| City of Winnipeg ( <i>Water Utility, Streets, Transportation, Animal Control</i> ) | 311 (24 Hrs.)                    |
| Manitoba Telephone                                                                 | 611 (follow voice prompts)       |
| Canadian Pacific Railway                                                           | 1-800-716-9132                   |
| Canadian National Railway                                                          | 1-800-465-9239                   |
| Environment Canada/Manitoba ( <i>Chemical Spills</i> )                             | 204 944-4888 or Fax 204 948-2420 |
| WSH/WCB/SafeWork MB ( <i>Serious Accidents and Fatalities</i> )                    | 204 957-7233                     |
| LRSD Workplace Safety & Health Officer                                             | 204 257-7827, ext. 81747         |

## SUPERINTENDENT'S TEAM

**Jackie Connell**, *Superintendent of Schools*  
**Corey Kapilik**, *Assistant Superintendent*  
**Mia Guenther**, *Assistant Superintendent*  
**Jeff Anderson**, *Assistant Superintendent*  
**Robert Chartrand**, *Acting Assistant Superintendent*  
**Jamie Rudnicki**, *Secretary-Treasurer*  
**Nicholas Kelly**, *Director of School & Classroom Supports*  
**Clarke Hagan**, *Director of Information Systems*  
**Debra Parker**, *Director of ISP*  
**Amarbeer Bhandari**, *Director of Facilities & Maintenance*

Employee phone numbers redacted.

## FACILITIES DEPARTMENT

**Amarbeer Bhandari**, *Director of Facilities & Maintenance*  
**Marc Bourrier**, *Project Manager*  
**Marcel Saltel**, *Maintenance Manager*  
**Noreen Thompson**, *Manager of Custodial Services*  
**INTRUSION ALARMS** (Fontaine Electric/XL Alarms)  
**FIRE ALARMS** (Innovative Building)  
**ELECTRICAL** (J1S Electric Services)  
**PLUMBING** (Colin's Mechanical)  
**MAJOR REPAIR** (Winnipeg Building & Decorating)

Employee phone numbers redacted.

204 231-1072 (Fax 204 233-9590)  
 204 233-7950 or 204 797-7116  
 204 981-4443  
 204 231-0121  
 204 942-6121

## TRANSPORTATION DEPARTMENT

General Information  
**Randine Chomyshen**, *Manager of Transportation*  
**Jason Ratte**, *Assistant Supervisor of Transportation*

204 253-2681

Employee phone numbers redacted.

## INTRODUCTION

This document has been developed to assist school administrators in dealing with emergency situations in school buildings. Safe school environments are supported through supervision, proactive safety processes, regular inspection and maintenance, and collaboration with external agencies. This document is designed to provide a consistent emergency response framework across the Louis Riel School Division.

## OBJECTIVES

- Provide for the safety and well-being of occupants of school buildings
- Provide first aid and personal care during emergency situations
- Be prepared for emergency evacuation
- To have processes in place to inform and advise occupants of school buildings, the public and employees of emergency procedures

## THREE DISTINCT EMERGENCY PLANS

### CURRENT DOCUMENT

This Emergency/Safety Plan provides the division-wide framework for emergency response in Louis Riel School Division schools. It must be used with each school's Building-Specific Emergency Response Plan and School Fire Plan.

### BUILDING-SPECIFIC EMERGENCY RESPONSE PLAN

As per [Policy EBCA – Emergency Preparedness](#), the Principal of each school must develop a separate Building-Specific Emergency Response Plan, review it annually, and submit it 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.

The Building-Specific Emergency Response Plan must include:

- procedures that are relevant to the school building, such as location of muster point
- procedures for assisting persons with disabilities in specific emergency situations
- a detailed plan for contacting families in the event of an emergency dismissal
- tornado safety zones

Emergency plans related to specific needs of students will be discussed with the staff at the first staff meeting, preferably before school starts.

### SCHOOL FIRE PLAN

The School Fire Plan outlines responsibilities for fire-related emergencies and evacuation from school buildings. This confidential document must not be shared with the public or removed from the school building. The School Fire Plan must be reviewed annually because it contains important emergency phone numbers and site-specific information. The Facilities Department is responsible for ensuring that the School Fire Plan is updated annually and that it meets Winnipeg Fire Department expectations.

Administrators, where applicable, should ensure that they have designated personnel to assist students and the public with disabilities, and acquaint themselves with procedures identified in this manual for "Emergency Evacuation for Assisting Students or the Public with Disabilities".

## CRITICAL INFORMATION AND EQUIPMENT

School administrators are required to maintain the following information and equipment in a location that is immediately accessible to a designated person, in case of an emergency. This information and equipment should accompany that person in an emergency evacuation.

### INFORMATION

1. Class lists
2. Parent emergency contact phone information
3. Contact phone numbers for divisional personnel
4. Contact phone numbers of emergency response agencies
5. Staff telephone tree – ensure that tenants, including external childcare providers, are included in the phone tree
6. Building floor plan
7. Evacuation location, phone number, address and contact person
8. Copies of this Emergency Guide and the Fire Plan maintained securely in one location; easily accessible to a designated person who will have access to it during an emergency

### EQUIPMENT

1. Cell phone
2. Master keys to the school building and any locking gates to the site
3. Coloured safety vest or patrol flag to control traffic in case of evacuation to emergency evacuation site (recommended for elementary/middle years schools)
4. Keys to access any emergency evacuation site, if keys have been provided.
5. Critical medical supplies required for students or staff medical needs (this may be part of the fire preparedness plan of a teacher, if the teacher houses the supplies in their classroom)

## TELEPHONE TREE

The telephone tree lists the names of all staff and their personal phone numbers. It is used for informing staff of emergencies or incidents that have occurred and is used for delegating responsibilities for contacting staff at home, in case of such emergencies. Staff is responsible for informing the Principal and the person ahead of them on the tree if their telephone number changes. The Principal is responsible for updating the telephone tree as a result of any staff changes. The Principal must ensure that other occupants of the building—such as itinerant divisional staff, childcare providers, before/after school programs, and cafeteria employees—are included in the telephone tree list.

When giving instructions via the telephone tree, please apply the following practices:

1. Keep the message clear and concise. The information to be passed on should include:
  - a. what happened,
  - b. who was involved, and
  - c. when the staff will meet.

Be sure all of the information given is accurate and has been verified by the receiver of the call.

2. When you receive a message, write it down exactly as you received it. Read it back to the caller to ensure accuracy.

3. Telephone the person on the tree directly below your name. Tell the person you have a message from the Principal of the school, and get a piece of paper and pencil. Ask the person to write down the message, and to read it back to you to ensure it was accurately understood.
4. If you are not able to reach the person directly below your name on the telephone tree, skip their name and call the next name below that on your branch of the tree. Continue down the list until the message is successfully relayed.
5. Continue trying to contact people you were unable to reach. When you do so, inform the person of the message and of the fact that you have already called the person they should have called. Voice mail is not a substitute for personal contact; however, you can leave a voice mail message for a person saying there is an urgent situation at the school, and they should contact you at your phone number. Continue down the telephone tree.
6. If you are the last person on your branch of the telephone tree, call the Principal or designate when you have been informed of the incident.

A similar telephone tree should be developed each year in the event families need to be contacted.

## EMERGENCY EVACUATION SITE

Each school is responsible for making arrangements for temporary accommodation of their students, in case of emergency. This information is included in the school fire plan, which is provided by the Facilities Department. In some instances, a receiving location may want a contract developed. The Director of Facilities and Maintenance should be contacted to provide this formal document.

In most emergency situations that require evacuation of the school building, emergency services of the City of Winnipeg are contacted. In these instances, transit buses are usually dispatched for emergency housing when required. As well, the school division may access school buses and other transportation services for the same purposes of temporary accommodation. However, school administrators should not count on this as the only means of emergency accommodation.

Each year, no later than September 15, school administrators must provide or confirm the location of their emergency evacuation site to the Board Office.

## RESPONSIBILITIES OF STAFF & STUDENTS

### PRINCIPAL OR DESIGNATE

- 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.
- Communicate the plan to all staff and building occupants, including childcare providers.
- Receive training from the Custodian with respect to emergency procedures (see Custodian section).
- Ensure that ten (10) fire drills are conducted consistent with the expectations of The Public Schools Act. Additionally, one Lockdown and one Hold and Secure practice are required.
- Establish a process for accurately accounting for all students in case of an emergency evacuation.
- Ensure that pictures of students and relevant student information are provided to the Board Office consistent with School Division requirements as soon as possible at the beginning of each school year.

- Ensure that the School Division “Fire Plan” is received from the Facilities Department each year and kept in the same location as the Emergency/Safety Plan and School-Specific Emergency Plans.
- Document serious incidents in consultation with the liaison assistant superintendent using the [Manitoba Education Serious Incident Report](#).
- Ensure that Manitoba Workplace Safety & Health [serious incident reporting protocol](#) is completed.

## CLASSROOM TEACHER

- Instruct students on emergency procedures.
- Ensure a sign indicating the closest emergency exit is clearly displayed in each classroom.
- Instruct students on emergency evacuation procedures.
- Take responsibility for their class during evacuations.
- Ensure all students have vacated the area during an evacuation.
- Maintain possession of the class register, noting any students absent from the class.
- Ensure any students requiring bussing to the emergency evacuation site are safely aboard transportation.
- Upon reaching the emergency evacuation site, ensure all students identified as present on the register are accounted for.
- Report any students missing during the evacuation procedure.
- Supervise students until the signal to return to the building has been communicated, providing reassurance and redirection, as necessary.
- Ensure arrangements are made to have persons with mobility difficulties accompanied by a particular staff member to designated fire doors where they will be assisted from the building.

## SECRETARY

- Contact emergency services if deemed appropriate by the Principal.
- Contact the School Division Office to have buses dispatched to the school should relocation occur during inclement weather.
- Take two copies of a complete listing of students’ phone numbers and emergency contact numbers to the alternate location. As school administrators have all student demographics on their phones, the listing will serve as a back-up in the event that administrators are not on site, their phone is not charged/working, or there is a network outage.
- Secure the office area.
- Take the list of reported absences of students and staff, if available. Access visitor log using mobile device.
- Ensure that the first aid kit is up to date and take it to the muster point (emergency evacuation site, if applicable), along with any prescribed medication for students.

## CUSTODIAN

- Accompanied by the Principal, the Custodian should immediately check the fire alarm panel for location of the fire. Go to the area indicated by the fire alarm panel to determine the extent of the fire.
- If the fire is judged to be extinguishable, then a fire extinguisher will be used on the fire. If the fire is too extensive to be extinguished with the portable fire extinguisher, then the Custodian will close doors to isolate the area and await the arrival of the fire department from a safe distance. The Principal will direct the fire department to the location of the fire.

- If the Custodian is not present in the building, the Principal or designate will assume all responsibilities of the Custodian.
- The Head Custodian is responsible for instructing the Principal or designate and other custodial staff on the following procedures:
  - How the fire panel operates
  - The location of the keys for the fire panel and pull stations
  - The method of evacuation of people using the premises
  - The procedure for recording the time the call was placed to the fire department
  - The number to call to get the fire department and where it is posted, including the fact that it must be called every time there is an alarm
  - Meeting the fire department and directing them to the location of the fire
  - To avoid confusion, review fire procedures to be followed in the event of a fire
- The above instructions apply equally to spare Custodians who may be working in the school.

## STUDENTS

- Follow instructions of the teacher and other staff.
- Exit the building immediately and in an orderly fashion when the alarm sounds.
- The first student through a door should hold it open until all other students have exited.
- Gather at the designated muster points with their teacher, maintaining silence so that directions can be easily heard.
- Wait for the signal from the Principal or teacher before returning inside the building.
- Pupils not in their classroom at the time of the alarm must leave by the nearest exit and join their classmates and teacher at the designated muster point.
- Become familiar with the designated exits.

## REPORTING SERIOUS INCIDENTS

The Workplace Safety and Health Regulation defines a serious incident as one:

- in which a worker is killed;
- in which a worker suffers
  - an injury resulting from electrical contact,
  - unconsciousness as the result of a concussion,
  - a fracture of the skull, spine, pelvis, arm, leg, hand or foot,
  - amputation of an arm, leg, hand, foot, finger or toe,
  - third degree burns,
  - permanent or temporary loss of sight,
  - a cut or laceration that requires medical treatment at a hospital as defined in *The Health Services Insurance Act*, or
  - asphyxiation or poisoning; or
- that involves
  - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
  - an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
  - the failure of an atmosphere-supplying respirator

The scene of a serious incident must not be disturbed until WSH has been notified and has released the scene. Where WSH will be conducting an investigation, WSH may require the scene to be preserved for at least 24 hours after WSH has been notified.

In order to preserve the scene, no equipment or materials that were involved in an incident may be altered or moved, unless it is necessary to free an injured or trapped person, to avoid creating additional hazards, or to provide immediate/critical care.

If you are unsure whether an incident is reportable under the requirements of the Workplace Safety and Health Regulation, contact WSH for clarification.

Whether or not an incident or other dangerous occurrence is required to be reported to WSH, the employer must conduct an internal investigation with the workplace safety and health committee co-chairs (or their designates). This investigation is to assist in determining the cause(s) of the incident so that measures can be put in place to reduce the likelihood that a similar incident will occur again.

When a serious incident occurs at a workplace, the Principal must notify the Workplace Safety and Health Branch (WSH) of the incident immediately, and by the fastest means of communication available.

**When reporting an incident to WSH, please have the following information ready:**

- the name and address of each person involved in the incident;
- the name and address of the employer, or any other employers involved;
- the name and address of each person who witnessed the incident;
- the date, time and location of the incident;
- the apparent cause of the incident and the circumstances that gave rise to it

If you realize that any of the above information you provided was incorrect or incomplete, you must immediately contact WSH again with the new information.

When a serious incident occurs, it will be investigated by the LRSD Workplace Safety and Health Officer and the co-chairs of the LRSD Workplace Safety and Health Committee.

## PROCEDURES DURING SPECIFIC EMERGENCIES

This section provides information on the following emergencies:

- Evacuation Plan
- Evacuation Plan – Assisting Persons with Disabilities
- Fire/Explosion
- Power Failure
- Communication Systems Failure
- Water Systems Failure or Water Main Break
- Natural Gas Leak
- Hazardous Materials Spill
- Break-Ins/Vandalism
- Bomb Threats
- Lockdown
- Hold and Secure
- Shelter in Place
- School Closure Due to Inclement Weather
- Thunderstorms
- Tornadoes
- Staff Accident/Medical Emergencies
- Student Accident/Medical Emergencies
- Lost Student Search Plan/Child Abduction
- Intruder/Hostage Plan
- Coyote Response Plan
- Emergency Planning: Air Quality

### EVACUATION PLAN

Evacuation plans will be specific to each building with designated Fire Wardens for each area/zone during an evacuation for any reason (Building-Specific Emergency Response Plan must contain these details). An evacuation will take place if it is deemed safer to be outside than inside the building (fire, explosion, natural gas leak, hazardous material spill) and staff, students and visitors can safely reach the muster point or emergency evacuation site without danger.

In the event of an emergency evacuation, immediately cease all activities.

#### **Important considerations:**

Based on type of emergency, full names of all staff and students evacuated to hospital are to be recorded, along with the hospital name and means of transportation.

In the event of cold weather conditions, huddle 2-3 students together ensuring bodies/heads are covered; schools are encouraged to have emergency blankets on hand in the event of a cold-weather evacuation.

Special Needs Students: If the school is a multi-story school and the student is not on the main floor, EA staff accompany their assigned student to nearest stairwell and utilize evacuation equipment or await rescue by Fire Department. If the school has an evacuation chair or blanket slide, ask for assistance and retrieve device. Transfer the student to the device with a second adult and evacuate the school via the stairwell. Proceed to the muster point/site and notify the Principal that you are out of the building. In the event of cold weather, wrap the student in blankets/jackets to keep warm.

1. The Principal will direct the secretary to call 911 (police, fire, and emergency responders) to give notice that the school is undergoing an evacuation.
2. The Principal will activate the fire alarm or make the following announcement over the PA system, ***“Your attention, please. We need to evacuate the building.”***
3. Teachers will line up students in their classroom.

4. Teachers will take attendance sheets/evacuation folder and follow the fire exit plan posted in the classroom to the nearest safe exit.
  - If applicable, designate a student to lead the evacuation of the class in an orderly fashion as quickly as possible to the muster point.
  - Teachers will check the classroom to confirm all students and staff are out of the classroom before leaving.
  - Do not lock doors when leaving; close the door and turn off the lights.
  - Check bathrooms, hallways and common areas for visitors, staff or students while exiting.
5. Office staff will bring the following to the muster point, securing the office as they leave:
  - student sign out sheet
  - two copies of a complete listing of students' phone numbers and emergency contact numbers
  - list of reported absences of students and staff, if available
  - first aid kit
  - prescribed medication for students
6. Teachers will take student attendance at the muster point.
7. Secretaries will take staff attendance.
8. A teacher will designate a student to notify the Admin. Secretary of any missing students. Keep students together, provide reassurance and redirection as necessary, and await instructions.
9. No one is to enter the building until it is declared safe by the Fire Department and the Principal has given the signal to re-enter.
  - If weather conditions are favourable, staff and students can continue to wait outside. All staff must remain with students until authorized to re-enter the school building.
  - If there is inclement weather, the Principal will direct staff and students to proceed to the emergency evacuation site in an orderly fashion.
    - i. The Principal will alert the evacuation location, if possible.
    - ii. The Principal will contact the Transportation Department to arrange for bussing if the evacuation location is far from school, weather is inclement, and/or bussing is required for special needs student(s) or persons with disabilities.
    - iii. The Principal and staff will supervise the orderly movement of people.
    - iv. Upon arrival at the evacuation site, teachers will take attendance and report any missing students to the Principal.
    - v. All staff must remain with students.
  - If re-entry is allowed by the emergency responders, staff and students will await the Principal's signal to return to the school building. Upon arrival, teachers will take attendance and report any missing students to the Principal. The Principal will send an email to families to notify them of the situation.
  - If re-entry is not allowed by the emergency responders, the Principal will first contact the Superintendent and/or Assistant Superintendent, request school closure as per [Policy EBCE – Emergency School Closing](#), and follow the Emergency Dismissal Plan (see below).

## EMERGENCY EVACUATION FOR ASSISTING PERSONS WITH DISABILITIES

The following emergency evacuation description is to inform staff of the procedures for assisting students with disabilities in the event of an emergency. Read and review this information to know what is expected in each location/situation.

**NOTE:** PERSONS ON RESPIRATORS SHOULD BE GIVEN PRIORITY ASSISTANCE IN EMERGENCIES INVOLVING SMOKE OR FUMES.

### ABOVE OR BELOW GROUND FLOOR:

- Elevators SHOULD NOT be used for evacuation during a fire alarm. Persons with mobility impairments will need assistance in evacuating unless they are on a ground floor with accessible exits.

### GROUND FLOOR:

- On a main level floor, persons with physical disabilities should be evacuated via the accessible exits along with the other occupants of the building.

### AMBULATORY:

1. Persons with mobility impairments who can walk independently, either with or without the use of a cane or crutches, may be able to negotiate stairs in an emergency with minor assistance.
2. If danger is imminent and the person is able to walk downstairs with some assistance, it is advisable that they wait until the heavy traffic has cleared before they attempt to evacuate.
3. The Educational Assistant should walk beside the student to provide assistance, if required.
4. In situations of false alarm, practice drill or a small, isolated fire, evacuation of persons with mobility impairments may not be necessary; **however, this decision should be made only by qualified emergency personnel, or the Principal.** If emergency personnel or the Principal determines there is a need to evacuate a person, trained rescue workers will assist in the evacuation. The Educational Assistant should alert emergency response personnel as to the location of the individual.

### NON-AMBULATORY:

1. Evacuation of non-ambulatory persons is much more complicated. In keeping with current philosophy and preference to “stay in place,” the most recent advice from fire experts is that unless the danger is imminent, a wheelchair user should remain in a room until emergency rescue personnel arrive and determine the necessity for their evacuation.
2. The teacher or Educational Assistant should inform emergency personnel of the location of the individual with the disability. Someone should always remain with the student.
3. In case of a false alarm or a small and isolated fire, it may not be necessary to risk a complicated evacuation – but only the Principal or designate should make such a decision.
4. In the event of immediate danger (fire, smoke, etc.) it is advisable for the wheelchair user to move horizontally within the school to a safer area.
5. Go to a room with an exterior window and telephone if available and wait (with the doors closed) for the rescue personnel to arrive.
6. Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users. Doing so may involve dangers of its own, especially if there is limited assistance or if multiple floors are involved.

- There is additional risk if the person has quadriplegia with limited neck, arm and trunk control; if spasticity is a factor, or if apparatuses such as respirators, catheters, etc. are involved.
- It is NEVER safe to move someone by lifting a wheelchair down the stairs. Wheelchairs can be extremely heavy and have many moveable parts and vulnerable points that are not constructed to withstand the stress of lifting.
- Again, while it is best to let professional emergency personnel (firefighters with oxygen equipment) conduct the evacuation; a person with a mobility limitation can be carried by 2 people who have interlocked their arms to form a “chair,” or by carrying the person in a sturdy office chair in the case of extreme emergency.

#### INDIVIDUALS WITH VISION IMPAIRMENTS:

1. Most people with vision impairments should be familiar with their immediate surroundings. In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit.
2. Have the person take your elbow and escort them out of the building.
3. As you walk, tell the person where you are and advise of any obstacles.
4. When you reach safety, orient the person to where they are and ask if they need any further assistance.

#### INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING:

1. Most buildings are not equipped with visual alarms. Some people with hearing impairments may not perceive audio emergency alarms and will need to be alerted to the situation by gestures or by turning the light switch off and on.
2. Emergency instructions can be given by verbalizing or mouthing, or by a short explicit note. **Example:**  
***Fire alarm – go out south doors now!***
3. Offer assistance to a hearing impaired individual before leaving the building.

### EMERGENCY DISMISSAL PROTOCOL

Where the Superintendent has authorized the emergency school closure as per [Policy EBCE – Emergency School Closing](#), Each Principal shall develop a detailed plan for contacting families in the event of an emergency dismissal and include it in the Building-Specific Emergency Response Plan. If the communication system fails due to power failure, refer to Communication Systems Failure Due to Power Outage (see next page).

1. The Principal will inform staff members of the emergency dismissal and of next steps.
2. The Principal will contact the Transportation Department to arrange the bussing of students.
3. The Principal will implement the detailed plan for contacting families in the event of an emergency dismissal (see Building-Specific Emergency Response Plan).
4. Staff will remain with students until students have been picked up by their parents/guardians, left with permission from parents/guardians, or departed by bus
5. Staff leave the building only when authorized to do so by the Principal.
6. The Principal will ensure that the school building is all clear before staff are permitted to leave.
7. School building will be secured before the last person leaves.

## FIRE/EXPLOSION

1. Upon discovery of a fire, immediately cease all activities and pull the nearest fire alarm.
2. Call 911 to confirm fire alarm is received.
3. Implement evacuation plan (see above).
4. If it is safe to do so, the Custodian will proceed to the fire alarm panel and determine the source of the alarm.
  - I. Do not silence the alarm as it will be done by the fire department.
  - II. Wait for the Fire Department to arrive and direct them to the fire panel.
  - III. Provide information on emergency shut offs and fire department connections.
  - IV. Report to the muster site to await instructions from the Principal and/or Fire Department.
5. No one is to enter the building until it is declared safe by the Fire Department and the Principal has given the signal to re-enter.
  - If re-entry is allowed by the emergency responders, staff and students will await the Principal's signal to return to the school building. Upon arrival, teachers will take attendance and report any missing students to the Principal. The Principal will send an email to families to notify them of the situation.
  - If re-entry is not allowed by the emergency responders, the Principal will first contact the Superintendent and/or Assistant Superintendent and then, the Director of Facilities and/or designate.
    - i. Proceed to emergency evacuation site or follow the plan for cold weather emergencies.
    - ii. The Superintendent or designate makes the decision to close the school.
    - iii. The Principal implements the Emergency Dismissal Protocol (see above).

## POWER FAILURE

1. The Principal and/or custodial staff reports power failure to the Facilities Department.
2. Where the power failure causes a communication systems failure, refer to Communication Systems Failure Due to Power Outage (see next page).
3. Staff and students are to remain in classrooms if natural light is present or relocate to a room where natural light is available.
4. Depending on the type of power failure, the Manager of Maintenance will report power outage to Manitoba Hydro or submit an emergency service request to contractor and request an estimated time of repair.
5. The Manager of Maintenance will provide an update to the Director of Facilities on the estimated time for power restoration and/or any other relevant information related to the situation.
6. The Director of Facilities will then inform the Principal. The Principal will conduct a risk assessment to determine if the power failure poses a health and safety risk to students, staff, and occupants.
  - If yes, the Principal will contact the Superintendent or designate, request an emergency school closure, and implement the Emergency Dismissal Protocol (see above).
  - If no, the Principal will monitor the situation and advise the liaison assistant superintendent. Once power is restored, the Principal will ensure that families are informed of the situation.

NOTE: Contact Facilities Department for flashlights, if needed.

## COMMUNICATIONS SYSTEMS FAILURE

All phone services are cloud hosted by Microsoft Teams. LRSD network is monitored by Department of Information Systems. Calls unanswered on the school phone are deflected to voicemail and delivered to school office email. Teams App on any mobile device should be used by staff where connectivity is available. Teams app on any mobile device can connect to the call queue for the school main number and receive and make calls from that number.

### **General Communication Systems failure (no power outage)**

1. The Principal or the Secretary reports communication systems failure to the Department of Information Systems using their mobile device and records the scope and expected time of restoration, if available.
2. The Principal or the secretary reports communications systems failure to the board office reception and provides reception with Principal and/or designate's cell phone number.
3. The Principal and/or clerical staff should use Teams App on any mobile device where connectivity is available and connect to the call queue for the school main number. Teams App can be used to receive and make calls from that number.

### **Communication Systems Failure Due to Power Outage**

1. The Principal and/or custodial staff reports power failure to the Facilities Department.
2. The Principal or the Secretary reports communication systems failure to the Department of Information Systems using their mobile device.
3. The Principal or the Secretary reports communications systems failure to the board office reception.
4. The Principal and/or the Secretary should use Teams App on any mobile device where connectivity is available and connect to the call queue for the school main number. Teams App can be used to receive and make calls from that number.
5. The Manager of Maintenance will report power outage to Manitoba Hydro or submit an emergency service request to contractor and request an estimated time of repair. Where a communications systems failure is due to a power outage, the "Power Failure" procedures should be followed.

## WATER SYSTEMS FAILURE OR WATER MAIN BREAK

In the event of a water systems failure or a water main break at a school, the following steps shall apply:

1. The Custodian and/or Principal will contact the Facilities Department.
2. The Facilities Department will submit an emergency service request to the contractor and request for an update on repair.
3. The Facilities Department will update the Director of Facilities with the estimated repair time and any other relevant information related to the situation. The Facilities Department will make arrangements to have a temporary water supply in the school.
4. If the water supply cannot be restored within a reasonable timeframe, the Principal will contact the Superintendent or designate and request school closure. Considerations shall include custodial workload, dignity of staff and students, basic sanitation, and medical needs for students with special needs and those who work with them. If closure is authorized, the Principal will implement the Emergency Dismissal Protocol (see above).

NOTE: Please contact Facilities Department for potable water and hand sanitizer, if needed.

## NATURAL GAS LEAK

### **If the smell of natural gas is localized in the boiler room/mechanical room:**

1. The Custodian will:
  - open the exit door of the boiler room that leads to the outside;
  - close the entry door from within the school; and
  - locate the gas shut-off and turn it off.
2. The Principal will notify the Facilities Department.
3. The Facilities Department will report the natural gas leak to MB Hydro 204 480-5900 and follow instructions given.

### **If odour is detected in the corridor or classrooms:**

1. The Custodian and/or witness will notify the Principal.
2. The Principal will immediately call 911 (police, fire, and emergency responders) to give notice that the school is undergoing an evacuation.
3. The Principal will announce evacuation over PA system and follow appropriate steps as outlined in the Emergency Evacuation Protocol (see above).
4. The Principal will notify the Facilities Department who will contact MB Hydro immediately.
5. The Principal will notify the Superintendent or designate of the situation.
6. The Director of Facilities will provide an update to the Superintendent.
7. Based on the information shared by the Principal and the Director of Facilities, the Superintendent makes the decision as to whether the school needs to be closed.
  - If closure is authorized, the Principal will implement the Emergency Dismissal Protocol (see above).
  - Otherwise, the Principal will monitor the situation and advise the Superintendent.
    - I. Once the emergency system is cleared, the Principal allows staff and students to return to the building.
    - II. Teachers will take attendance and report missing students to the Principal.
    - III. The Principal will notify parents of the situation.

## HAZARDOUS MATERIAL SPILLS

1. Upon discovery of the toxic chemical spill, assess the situation, control the source of the spill if possible, confine the area of the spill, and alert the Principal.
2. Obtain the MSDS sheet from the MSDS binder.
3. The Principal will assess the situation. Can the spill be cleaned up by local resources?
  - If yes, the Custodian will use the chemical spill kit, safe work procedures and follow the MSDS procedures for disposal of chemical.
    - I. If necessary, the Custodian will shut off the HVAC systems in contaminated area to reduce the spread of contamination.
    - II. If evacuating students from nearby classrooms, move to an upwind location and take attendance upon arrival.
    - III. The Principal will advise the Superintendent and the LRSD Workplace Safety & Health Officer and ensure that Manitoba Workplace Safety & Health serious incident reporting protocol is completed, if applicable (see above). The Principal will notify staff and families of the situation, as appropriate.
  - If no, the Principal will call 911 HAZMAT Response Team at 204-944-4888 to inform of the chemical spill.
    - I. If the spill involves a flammable liquid, the Principal will activate the building fire alarm and initiate the evacuation procedure (see above). No one is to enter the building until it is declared safe by the Fire Department and the Principal has given the signal to re-enter.
    - II. Otherwise, the Principal shall standby to meet with the WFPS HAZMAT response team and provide MSDS sheet.
    - III. The Principal will advise the Superintendent and the LRSD Workplace Safety & Health Officer and ensure that Manitoba Workplace Safety & Health serious incident reporting protocol is completed, if applicable (see above). The Principal will notify staff and families of the situation, as appropriate.
    - IV. WFPS HAZMAT response team will assess the spill and advise of next steps.

## BREAK-INS/VANDALISM

Break-ins resulting in theft and/or vandalism most often occur during the night. In most cases, the security system will be triggered resulting in action by XL Alarms, and the Winnipeg Police Service. If the occurrence is detected by the Custodian while opening the building, the Custodian should immediately notify the Facilities Department.

### **Upon receiving an alarm notification, XL Alarms will:**

1. Investigate the alarm signal.
2. Notify the police if required.
3. Notify the Facilities Manager on call.

### **Facilities Department will:**

1. Visit the site, take photos of the scene, and arrange all emergency contracted services to clean up or make repairs.
2. Inform the Principal of the event as soon as possible.
3. Inform the Director of Facilities and the Superintendent and/or the Designate.
4. Complete break-in or vandalism report for insurance purposes.

## BOMB THREAT [PORTIONS REDACTED]

All bomb threats whether received by telephone, social media post, email, note or letter will be taken seriously and handled as though an explosive device is in the building.

1. **Remain calm, be courteous and do not interrupt the caller. DO NOT hang up, transfer, or place the call on hold. Let the caller talk if possible, without interruption.**
2. Signal another secretary and/or staff member for help and notify the Principal and/or designate immediately.
3. The person receiving a bomb threat must adhere to questions outlined on the “**Bomb Threat Telephone Questionnaire**” and make clear notes of the conversation.
4. **If a bomb threat is received or if you see a package or foreign object in an unusual place – DO NOT touch it!** Survey your immediate work area and immediately call “911” to report the device.
5. The Principal will notify the Superintendent of the threat and actions taken.
6. After notifying the police and the Superintendent, the Principal will determine if an evacuation or search of the property is necessary.

Redacted

7. Complete the Bomb Threat Report.
8. An investigation of the event will be requested from the police with a report going to the Superintendent.

## BOMB THREAT TELEPHONE QUESTIONNAIRE

|                                                                      |  |                     |  |                             |                             |
|----------------------------------------------------------------------|--|---------------------|--|-----------------------------|-----------------------------|
| <b>CALL DISPLAY<br/>NUMBER</b>                                       |  | <b>TIME OF CALL</b> |  | <input type="checkbox"/> AM | <input type="checkbox"/> PM |
| <b><u>EXACT WORDING OF THE THREAT .</u></b>                          |  |                     |  |                             |                             |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>                                  |  |                     |  |                             |                             |
| <b>QUESTIONS TO ASK THE CALLER:</b>                                  |  |                     |  |                             |                             |
| Who is calling?                                                      |  |                     |  |                             |                             |
| What is the location of the bomb?                                    |  |                     |  |                             |                             |
| What does the bomb look like?                                        |  |                     |  |                             |                             |
| What materials are in the bomb?                                      |  |                     |  |                             |                             |
| What type of bomb?                                                   |  |                     |  |                             |                             |
| How is the bomb activated?                                           |  |                     |  |                             |                             |
| When will the bomb explode?                                          |  |                     |  |                             |                             |
| Did you place the bomb?                                              |  |                     |  |                             |                             |
| Why are you doing this?                                              |  |                     |  |                             |                             |
| <b>OBSERVATIONS (Background noise, voice characteristics, etc.):</b> |  |                     |  |                             |                             |
| <hr/> <hr/>                                                          |  |                     |  |                             |                             |
| <b>NAME OF STAFF MEMBER WHO RECEIVED THE CALL:</b>                   |  |                     |  |                             |                             |

## LOCKDOWN [PORTIONS REDACTED]

If there is an imminent threat to the safety of the school community, the school's main office should be notified immediately. The Principal and/or designate will initiate the lockdown procedure.

1. The Principal and/or designate will announce over the PA system that there is a lockdown in effect, ***"LOCKDOWN, LOCKDOWN, LOCKDOWN NOW!"*** Avoid code words – use clear messaging.

Redacted

14. The Principal will develop and implement a plan for debriefing staff and students.

### Lockdown during the Lunch Hour:

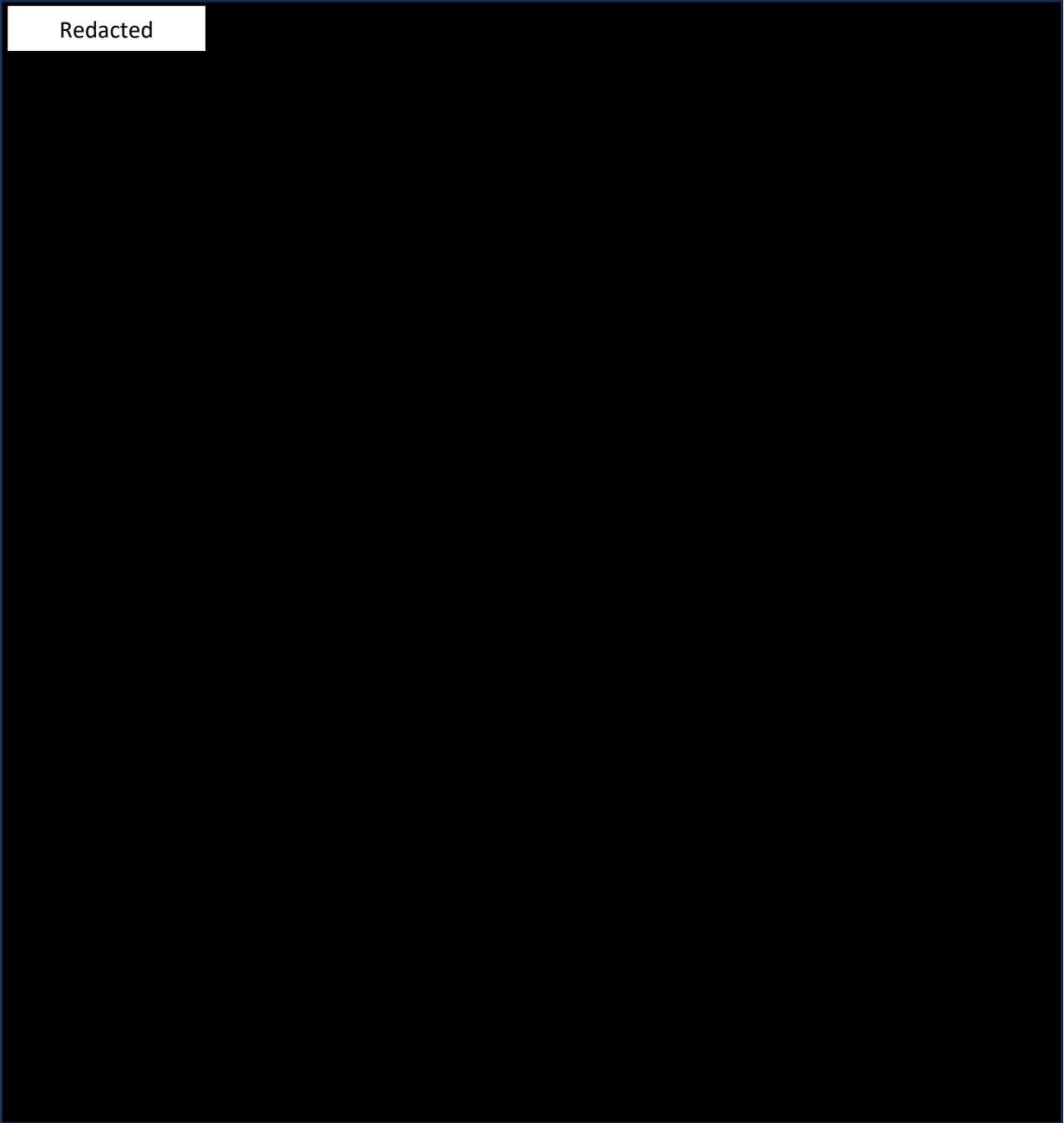
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## HOLD AND SECURE [PORTIONS REDACTED]

The school is notified of a potential threat or an emergency outside of the school. Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the school community must inform the Principal or designate immediately. The Principal and/or designate will activate the hold and secure procedure without any further delay. Avoid code words – use clear messaging.

1. The Principal or designate will announce over the PA system to staff and students that the building is now in hold and secure.

Redacted



## SHELTER IN PLACE

The shelter-in-place procedure provides refuge for students, staff, building occupants including childcare providers, and the public inside the school building during an emergency. It is used when personal safety is in danger if anyone leaves the school and is mainly used for environmental or weather-related events.

1. The Principal or designate will make the following announcement over the PA system: ***“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 inside.”***
2. The Principal or designate will direct all students, staff, building occupants (including childcare providers), and visitors outside to enter the building.
3. If outside, teachers will direct students into the nearest school building or other appropriate shelter.
  - I. Teachers will move students from portable classrooms to an interior safe area in a permanent structure.
  - II. 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.
4. Depending on the emergency, the Principal will direct the Custodian to turn off the HVAC systems to avoid drawing in air from the outside.
5. The Principal will direct staff to close all windows and doors.
6. Classroom instruction can proceed as normal. However, staff and students will be prevented from leaving or attending outside recess.
7. If required, teachers are to move students into designated safe areas such as inside rooms with no windows, bathrooms, or hallways without large windows or doors.
  - I. The Principal will direct teaching staff to close all windows and lock their classroom or office doors when leaving.
  - II. If appropriate, teachers will have everyone kneel and be ready to cover their heads to protect from debris.
8. The Custodian will post Shelter-in-place cards at the primary entrances to the building, if appropriate and safe to do so, depending on the type of incident that is occurring.
9. The Principal will advise the Superintendent or designate of the situation. The Superintendent and/or designate will:
  - I. inform neighbouring schools and childcare centres, as well as departments with itinerant staff (Facilities, Transportation, Information Systems, Clinical Services); and
  - II. direct the Communications Team to draft a message to families for the Principal to review.
10. The Principal will designate staff to monitor the radio, internet, and other media forms for information on the incident conditions that caused the shelter-in-place.
11. The Principal will contact and consult with public safety officials as appropriate.
12. The Principal will control all movement (if any) from class to class. Schools with a bell system will need to deactivate the bells.
13. If the fire alarm is activated during a Shelter-in-Place, DO NOT leave your room unless directed to do so by the Principal and/or designate. Take action only if fire is observed to be a direct threat to safety.
14. The Principal or designate will give an ALL-CLEAR message once the hazardous situation has passed.
15. If the hazardous situation is still present, the Principal will continuously monitor the situation and provide updates to appropriate people such as the Superintendent, parents and Public Safety Officials.

## SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

If weather conditions are severe enough prior to the beginning of the school day for the Superintendent to announce school closures, the decision will be communicated to staff and parents before 6:30 am, wherever possible. See [Policy EBCE – Emergency School Closing](#).

## THUNDERSTORMS/SEVERE THUNDERSTORM WARNING

### Important considerations:

Depending on how severe the thunderstorm is, staff and students should stay away from windows, exterior doors, metal pipes or poles, electrical conductors, sinks, showers and telephones.

- As soon as thunder is heard, all outdoor activities should be stopped. Staff and students must return inside the school building.
- Interior rooms, bathrooms and windowless interior hallways that are away from exterior doors offer the best protection.
- If the school has a basement, move students to basement.
- If school has multiple stories, evacuate upper level of school. The lowest level is always the safest.
- If large hail (>3cm) occurs, staff and students should be relocated away from the windows.
- The Principal designates a staff member to monitor a wireless app for severe weather warnings details and relay pertinent information to the staff.
- If weather conditions permit, students will be dismissed at scheduled dismissal time.
- When a severe thunderstorm is occurring, students will be kept indoors until it is safe. In such situations, the Principal will contact the Transportation Department to advise that dismissal is delayed and notify families.
- If a severe thunderstorm is occurring prior to the start of the school day, families may consider delaying drop-off as well as alternate means of transportation.

## TORNADO

A tornado watch is typically issued 2 to 6 hours prior to potential storm arrival. During a tornado watch, routine school activities can continue, including outdoor activities. The Principal will assign a staff member as the official storm watcher for the school. This individual will watch for funnel clouds as the storm approaches.

### **Tornado Warning**

1. If a funnel cloud is spotted, assigned staff member will alert the Principal.
2. The Principal will make an announcement to indicate a tornado has been sighted and is approaching.
3. All staff and students will immediately proceed to their tornado safety zone in the school, as specified in the Building-Specific Emergency Response Plan.
4. As the storm nears, teachers will give the signal for “EVERYBODY DOWN!” Everyone should then crouch low, head down, protecting the back of the head with their arms. Desks or tables should be used for protection.
5. The Principal will direct staff to keep students beyond their regular class dismissal time until the severe weather has passed.
6. The Principal, in consultation with the Transportation Department, will delay boarding of school buses until the danger has passed.
7. The Principal will contact the Transportation Department and advise that dismissal has been delayed.
8. 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.
9. Once the storm has passed, the Principal will assess the safety of the building.

### **Tornado Recovery**

1. If your school is hit by a tornado, call 911.
2. DO NOT ENTER any damaged areas until they have been inspected and designated safe by Emergency Responders.
3. The Principal will advise the Superintendent and the Workplace Safety & Health Officer and ensure that Manitoba Workplace Safety & Health serious incident reporting protocol is completed (see above). The Superintendent will direct the Communications Team to draft a message to families for the Principal to review.
4. Families will be provided information about their children as the information becomes available.
5. Staff will keep students assembled in an orderly manner, in a safe area away from broken glass, sharp debris, damaged parts of the school, power lines, puddles containing power lines, and emergency traffic areas.
6. Staff or students will help anyone who is injured or trapped. **DO NOT MOVE** a seriously injured person unless they are in immediate danger of further injury. Await arrival of first responders.
7. Staff will ensure no one is using matches or lighters or turning on light switches or other electric devices, in case of leaking natural gas lines or fuel tanks.
8. Stay alert for the potential of additional storms.
9. The Custodian will shut off the gas and electric supply to the building, if damage has occurred to the school, use the outside main valve if possible.

10. Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
11. If a tornado has resulted in a disaster and a 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.
12. Staff must remain calm and reassure students at the disaster scene.

## STAFF ACCIDENT/MEDICAL EMERGENCIES

### Responsibilities of Injured Staff

- Seek medical treatment for the injury, if required. First aid measures must be applied immediately.
- Report the injury to the Principal or designate as soon as possible, but no later than the end of the workday.
- Complete the [LRSD employee incident report form](#) for the injury and forward it to the LRSD Workplace Safety & Health Officer within 24 hours of the injury.

### Responsibilities of Principal/Designate

1. Arrange for first aid to be given to the injured staff member.
2. Direct a staff member to call 911, if necessary, and provide information to emergency responders: school name, address, exact location (floor, room number), nature of the illness or injury, age of the injured/ill person.
3. Assign a staff member to meet emergency responders and lead them to the injured person.
4. Assign a staff member to remain with the injured person if they are transported to the hospital.
5. Notify the staff member's emergency contact of the situation.
6. Advise staff of the situation, as appropriate.
7. Transportation of a staff member by divisional personnel will occur only if the situation is non-life threatening, the staff member consents, and the Principal or designate approves. The driver must have completed the [Employee/Volunteer Driver Form](#).
8. Develop and maintain written documentation of the incident, including completion of the [MSBA: Incident Report Form](#).
9. The Principal will advise the Superintendent and the LRSD Workplace Safety & Health Officer and ensure that Manitoba Workplace Safety & Health serious incident reporting protocol is completed, if applicable (see above).
10. If the accident does not constitute a "serious incident" as defined by Manitoba Workplace Safety and Health and the accident was caused by conditions on the divisional property, the Principal shall take steps to remedy the situation.
11. Ensure the injured staff member has completed the [LRSD employee incident report](#) and all other necessary paperwork for the injury (for example, insurance broker accident report, WCB paperwork, Occupational Health Assessment Form).

## STUDENT ACCIDENT/MEDICAL EMERGENCY

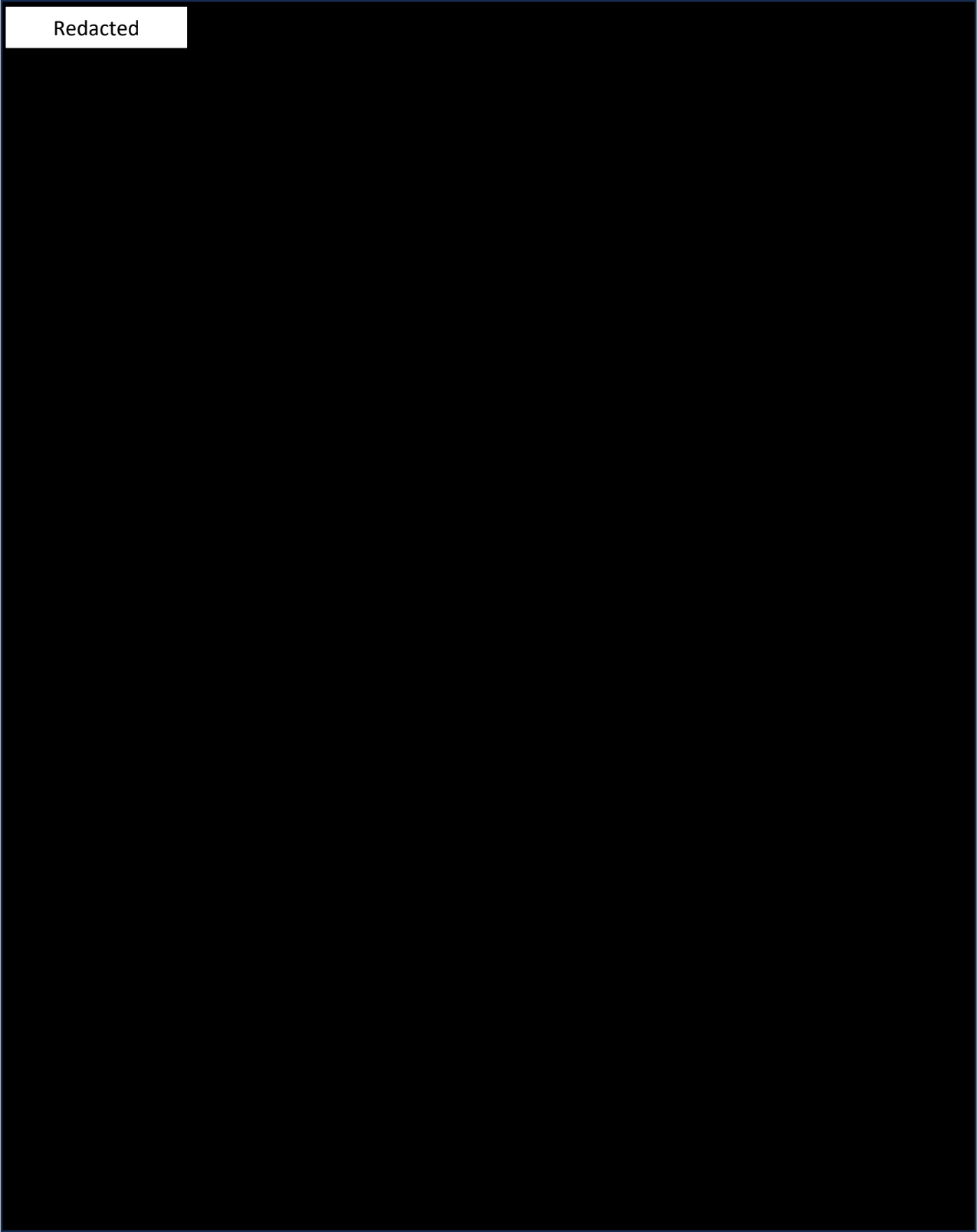
1. A staff member will quickly assess the situation and ensure the scene is safe.
2. A staff member will immediately notify the Principal or designate.
3. The staff member will assess the seriousness of the injury and if necessary, ask the Principal or designate to call 911; provide school name, address, exact location (floor, room number), nature of the illness or injury, age of the student. Where a Health Care Plan exists for the student, the plan will be followed.
4. The Principal will:
  - a. assign a staff member to remain with the injured student
  - b. notify parent/guardian or emergency contact, include type of injury or illness, medical care given and location where the injured person has been transported, if applicable
  - c. assign a staff member to meet emergency responders and lead them to the injured student
5. School staff are to follow the instructions/decisions regarding medical treatment from the parents/guardians of student who is ill or injured.
  - The injured/ill student is required to wait in the school (or on-site if incident occurs outside or off-site) until instructions are obtained from the parents/guardians.
  - Transportation of a student by divisional personnel will occur only if the situation is non-life threatening, the parent/guardian consents, and the Principal or designate approves. The driver must have completed the [Employee/Volunteer Driver Form](#).
6. Depending on the situation, the Principal may decide to send a staff member with the student.
7. The Principal will ensure that the student's medical information from administrative records is sent to the hospital or provided to first responders.
8. If the incident qualifies as a "serious incident" as defined by Manitoba Workplace Safety & Health (see above), the Principal will advise the Superintendent and the LRSD Workplace Safety & Health Officer and ensure that Manitoba Workplace Safety & Health serious incident reporting protocol is completed.
9. If the accident does not constitute a "serious incident" as defined by Manitoba Workplace Safety and Health and the accident was caused by conditions on the divisional property, the Principal shall take steps to remedy the situation.
10. The Principal will notify the school counsellor and provide a brief description of the incident.
11. The Principal will advise staff of the situation, if appropriate.
12. The Principal will develop and maintain written documentation of the incident, including [MSBA: Incident Report Form](#). Follow-up with appropriate persons and determine if other procedures should be followed.

For more information, consult:

- [Policy JLCE-1 – First Aid and Emergency Medical Care](#)
- [Administration of Urgently Required Medication/Treatment](#) (Administrative Protocol)
- [Reducing exposure to bloodborne and other bodily fluid pathogens](#) (Safe Work Procedure)
- [Policy JLCE-2 – Anaphylaxis](#)
- [Supporting Students with Life-threatening Allergies](#) (Administrative Protocol)

## LOST STUDENT SEARCH PLAN [REDACTED]

Redacted

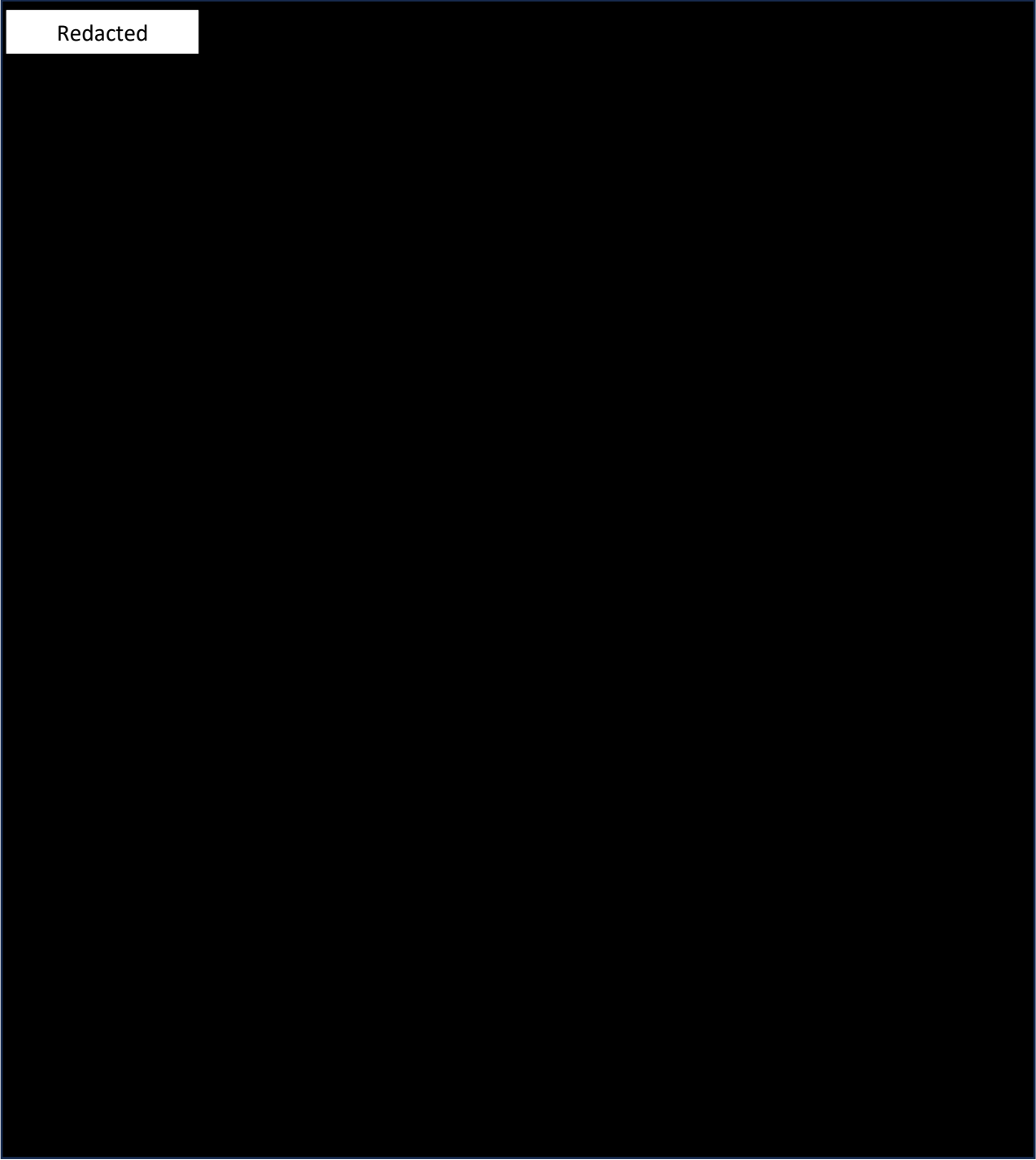


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## INTRUDER/HOSTAGE PLAN [PORTIONS REDACTED]

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 or in the event of a hostage situation.

Redacted



Redacted

## COYOTE RESPONSE PLAN

With a number of recent coyote sightings in South Winnipeg, you may be wondering how to respond if there is a sighting in the vicinity of your school.

Most of the time, coyotes are timid animals that try to avoid interactions with people. However, coyotes are also very adaptable animals that can be equally comfortable living in urban, rural and wilderness areas. With coyotes living among us more and more, we need to learn how to coexist. ([Manitoba Conservation](#))

1. If there are reports of coyotes in the neighbourhood, check the schoolyard before dismissing students or sending them out for recess. Be sure to inspect play structures and other places where they may hide.
2. If a coyote is spotted in the schoolyard:
  - Stop, remain calm and assess your situation.
  - Don't run – you may cause a chase.
  - Slowly back away, but don't turn your back on the coyote. Never corner a coyote.
  - If the coyote approaches you: act big, make loud noises, use deterrents (such as an airhorn or noisemaker).
  - Initiate a **Hold & Secure** (see above).
  - If the coyote displays aggressive behaviour or appears sick, injured, or orphaned, contact Conservation Manitoba at 204-945-5221 or 1-800-782-0076.
  - End the Hold & Secure when the coyote is no longer present or upon the advice of Conservation Manitoba.
3. Be prepared:
  - Ensure staff and students know what a coyote looks like and what to do if they see a coyote in the schoolyard or neighbourhood. This fits well with the Safety of Self and Others strand of the Physical Education/Health Education curriculum.
  - Never feed coyotes. Feeding them encourages them to approach people and puts your community at risk. Prevent coyotes from accessing garbage, compost, or pet food. Control the rodent population in the vicinity of the school.
  - Clean up any food that spills from a bird feeder, ripened or fallen fruit, and pet waste. Coyotes will feed on these items as well as the animals that come to feed on them.

### Further Information:

- Coexisting with Coyotes  
[https://www.manitoba.ca/fish-wildlife/pubs/fish\\_wildlife/coexisting\\_coyote.pdf](https://www.manitoba.ca/fish-wildlife/pubs/fish_wildlife/coexisting_coyote.pdf)
- Coyotes in Winnipeg  
[https://www.winnipeg.ca/cms/animal/pdfs/coyote\\_poster.pdf](https://www.winnipeg.ca/cms/animal/pdfs/coyote_poster.pdf)
- The Rise of the Urban Coyote (Video)  
<https://www.youtube.com/watch?v=ldtJjXhN8rl>

## EMERGENCY PLANNING: AIR QUALITY

Occasionally, smoke from wildfires affects air quality in Winnipeg and surrounding areas. The [Canadian Centre for Occupational Health and Safety](#) advises that not everyone exposed to smoke is affected in the same way and that the most susceptible include young children, older adults, pregnant women, individuals with respiratory and heart conditions, and individuals participating in strenuous physical activities.

Schools are advised to monitor the [Air Quality Health Index for Winnipeg](#). Environment and Climate Change Canada provides the following [advice](#):

**This table is a summary of air quality health messages by category**

| Health Risk    | Air Quality Health Index | Health Messages                                                                                                   |                                                                                                                                           |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
|                |                          | At Risk Population*                                                                                               | General Population                                                                                                                        |
| Low Risk       | 1-3                      | <b>Enjoy</b> your usual outdoor activities.                                                                       | <b>Ideal</b> air quality for outdoor activities.                                                                                          |
| Moderate Risk  | 4-6                      | <b>Consider reducing</b> or rescheduling strenuous activities outdoors if you are experiencing symptoms.          | <b>No need to modify</b> your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.             |
| High Risk      | 7-10                     | <b>Reduce</b> or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.     | <b>Consider reducing</b> or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation. |
| Very High Risk | Above 10                 | <b>Avoid</b> strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion. | <b>Reduce</b> or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.  |

Schools have a responsibility to protect students from wildfire smoke and must be aware of students whose health conditions make them particularly vulnerable. When air quality deteriorates, schools are advised to monitor and follow advice from Public Health authorities and to consult with parents and guardians of students with specific health conditions. Advice from Public Health may include measures such as the following:

- cancel, reduce, or reschedule strenuous outdoor activities;
- implement sheltering-in-place procedures as outlined in the Emergency/Safety Plan;
- keep windows and doors closed;
- adjust HVAC systems to recirculate indoor air and limit the intake of outdoor air (the Facilities Department can provide advice in this regard)

Schools are encouraged to maintain clear communication with parents and guardians about air quality conditions and any changes to school activities or schedules. The Government of Manitoba has developed a [graphic](#) that would be useful for this purpose. When air quality is poor, families may opt to keep children with severe respiratory issues at home.