Turtle Mountain School Division



Emergency Preparedness Plan

September 2025

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Introduction

Purpose

The Turtle Mountain School Division's purpose of this Emergency Preparedness Plan is to promote a safe place for students and staff, and it is intended to complement existing school division policies. Although it is not possible to anticipate every type of school division disturbance that could threaten the safety of staff and students, this quick reference has been developed to assist school division personnel in resolving major emergencies.

It is extremely important that staff consider their personal safety first and should not approach any situation that would endanger their safety or the safety of our students, staff and visitors. Staff, students and visitors should become familiar with the personal safety considerations that are included in this document.

If a crisis occurs, staff, students and visitors need to take immediate action to prevent and/or reduce the possibility of further accidents and tragedies. The school division staff, students and visitors are not immune from any type of serious incident, whether natural or intentional, but the school division can take preventative steps to minimize the consequences of the incident and to prevent confusion. A staff that is well-trained in crisis management can help the school division return to a normal routine as soon as possible in the event of a crisis.

Emergency Procedures Definitions

Accident – An incident involving non-life-threatening injuries to an individual and/or minor damage or disruption of school division property or activities. Accidents are dealt with using normal on and off school division resources (for e.g., first-aid kits, walk in clinics etc.) and reported through the workplace health and safety process.

Emergency – An incident involving serious harm to the health and well-being of one or people and/or localized damage or disruption of school division property or activities. Emergencies will usually involve external resources (for e.g., police, fire, ambulance, and other agencies).

School Division -Wide Emergency – A major incident involving serious harm to the school division health and wellbeing of one or more people and/or major damage or disruption of property or activities, which requires significant external resources and school division involvement. Turtle Mountain School Division will require involvement from external services (for e.g., police, fire, ambulance, and other agencies) and coordination between all school units.

Critical Incident Team – Members from division office, who, in collaboration with first responders, assemble in the event of an emergency to manage the situation, determine the course of action, and coordinate the response.

First Responder – An employee of an emergency service (police, fire, ambulance) who is likely to be among the first people to arrive at and assist at the scene of an emergency.

Emergency Preparedness Plan Distribution List

Person	Location
Supervisor of Transportation & Maintenance	Office
Superintendent/CEO	Office
Assistant Superintendent of Student Services	Office
Secretary-Treasurer	Office

Critical Incident Team

The Critical Incident Team is composed of members from the Division Office who, in collaboration with first responders, will assemble in the event of an emergency to manage the situation, determine the course of action and coordinate the response.

Contact Person	Office Phone	Home Phone	Mobile Phone
Lisa Blixhavn	604		204-523-0986
Grant Wiesner	603		204-523-1510

Telephone Directory

OTHER EMERGENCY/RESOURCE PHONE NUMBERS

PERSON/AGENCY	LOCATION
Police/Fire/Ambulance	**911**
Manitoba Emergency Measures Organization	1-888-267-8298
Municipality: Killarney-Turtle Mountain	1-204-523-7247
Municipality: Boissevain-Morton	1-204-534-2433
Municipality: Grassland	1-204-776-2172
TMSD Superintendent	1-204-523-7531
TMSD Social Worker	1-204-523-1618
TMSD Supervisor of Buildings and Maintenance	1-204-523-7531
TMSD Supervisor/Transportation Coordinator	1-204-523-7531
TMSD School Board Office	1-204-523-7531
Tri-Lake Health Centre (Killarney)	1-204-523-4661
Boissevain Health Centre	1-204-534-2451
Manitoba Hydro	1-204-523-7585
Child and Family Services	1-800-843-8980
Child Find Manitoba	1-800-387-7962
Manitoba Conservation Emergency Response Program	1-204-944-4888
Poison Control	1-855-776-4766
Kids Help Phone	1-800-668-6868
Manitoba Suicide Prevention and Support Line	1-877-435-7170

How to Request Help and Respond to Any Emergency

1. Call 911 to access police, fire, ambulance, and poison treatment. Emergency Operators will ask a series of questions and advise what to do until help arrives.

   Tell the 911 dispatcher:

   Location Name: Turtle Mountain School Division

   Location Address: 435 William Ave., Killarney MB, R0K 1G0

   Location Phone No.: 204-523-7531

   WHEN: Is the incident in progress, or did it happen in the past and at what time?

   WHERE: Location name, address, your name and date of birth, specific location of the emergency (i.e., hallway, kitchen, furnace, and/or storage room.). If outside, bordering street information and direction (north, east, south, west) is very helpful.

   WHAT: Nature of the incident: fight, drugs, suspicious person, threat, etc.

   WEAPONS: If weapons are involved, give specifics on the type and quantity.

   WHO: Name of suspects, if known, and victims. Full descriptions of each suspect.

<u>When using an emergency telephone number for any emergency, the caller should stay on the line until the message is acknowledged.</u>

2. Follow the instructions you receive.

3. Wait at or near the emergency to assist the school personnel, police, fire department, or ambulance/medical personnel when they arrive at the scene.

4. HELPFUL HINTS
   Keep the following information by your phone:

   - **The 911 number**
   - **Your address**
   - **Your phone number**

   If you accidentally call 911

   - Stay on the line so that the operator knows that help is not needed. Otherwise, the police will respond.

Cell Phone Use during an Emergency

- To save lives in an emergency, only use your cell phone to call 911 if you have information on the location or description of the intruder or victims.
- Turn the ringer off and avoid using your cell phone to contact friends and family until all clear has been given. Too many calls may overload the phone lines.

Responding to An Emergency Procedure

- Notify 911 (if necessary) as stated above. Then notify immediate supervisor, and immediate supervisor notifies Superintendent/designate.
- Notify CPR/first aid certified persons in division office of the emergency, (if necessary)
- Seal off high-risk areas, get the incident investigation kit located in the back of the office on filing cabinets near the back exit.
- Take charge of the area until it is contained or relieved by Immediate Supervisor or Superintendent/designate.
- Contact the Crisis Team (if necessary)
- Preserve evidence. Keep detailed notes of the incident.

Communication Procedures

The Communicator is the Superintendent/CEO – Grant Wiesner

The Designate – Lisa Blixhavn

1. In the event of an emergency at the school division, the Superintendent is responsible for the delegation of any communication to staff. Working with the designate, the Superintendent/CEO will communicate through the Lisa (admin assistant) who will remain in the school office during the emergency, safety permitting.

2. Any instructions staff will be delivered over page on their office phones or cell phones. Communications with the Division Office, RCMP, Fire Department and Ambulance will be through the staff cell phones.

3. All staff will be familiarized with the Emergency Preparedness Plan once a year. A practice evacuation to the Board Office will be held once a year.

4. There will be no use of number or color codes for communication. Instructions will be straight forward, e.g. All staff are to evacuate the building immediately or stay in your position until further notice or lockdown.

De-briefing and follow-up

As soon as possible, after an emergency, the Superintendent/CEO is responsible for a debriefing with the staff. This will include a review of the emergency, and the emergency response procedures.

Where necessary, the School Crisis/Divisional Team will assume responsibility for ensuring that counseling is provided to whomever requires it.

General Evacuation Procedures

Office Staff

- Make an attempt to extinguish the fire (if you feel safe in doing so). Use the closest exit when possible.
- Exit and move a safe distance away from the building meet at the muster point in front of the Untied Church/CE centre.
- If smoke is present in the hallways, persons being evacuated should be instructed to stay low and make their way to the nearest safe exit.
- Do not obstruct the exits at street level.
- Do not re-enter the building until the "all clear" signal has been given by the Fire Department or other appropriate authority.
- Front Office Staff will clear people from their work areas and alert, direct and assist staff to the nearest safe exit.
- Front Office Staff are expected to supervise the evacuation.
- Front Office Staff will ensure that everyone is accounted. Information must be relayed to Front Office Staff as per a fire drill.
- All fire doors are to be in the closed position.

Persons with Accessibility Requirements

Persons with accessibility requirements should be familiarized with these procedures in the event of an emergency.

Specific Evacuation Procedures

Staff will evacuate the building as per a fire drill. If deemed necessary, under the direction of administration, staff will move to the United Church /CE Centre. A copy of the Emergency Plan will be kept at the Division Board Office and homes of the Superintendent and Designate.

Communication will be made to the Division Office staff from the Board Office by a staff member designated by the superintendent. Families will be contacted from the Board Office.

There are some emergencies (e.g., chemical spills) where evacuation of the building will not be a reasonable course of action. In such cases, staff will remain in the division office building until notified by the proper authorities of any action that should be taken.

Fire Procedures

Fire Preparation Procedure:

- Fire Evacuation Routes should be posted in all rooms in Division Office.
- Instruction on How to Use a Fire Extinguisher should be posted beside all fire extinguishers.
- Fire Drills should be practiced and recorded.
- Ensure all shut off valves are labeled per room (Hydro, gas, and water)
- Ensure all fuse boxes and fuses are labeled.
- Ensure Emergency organizations have floor plans for you building.

Evacuate the building as per the fire drill procedures. Front Office Staff will ensure that everyone is accounted. Before leaving the office, staff must determine if it is in fact safe to exit the room (or how to exit a room during any type of emergency evacuation).

- Stop. Do not instinctively line up and exit the room.
- Listen to what is happening outside your door.
- Look through your windows, what do you see?
- Where will you be when an emergency occurs? Know all of the exit points.

All staff will exit the building through one of the following exits:

North doors	North doors on north side leading to parking lot
East door	Main door leading to parking lot

There are some emergencies (e.g., chemical spills) where evacuation of the building will not be a reasonable course of action. In such cases, staff will remain in the building until notified by the proper

authorities of any action that should be taken. Shut down all air handling units and make sure the bathroom fans are turned off.

Drop-Cover-Hold

When the ground begins shaking during an earthquake, or a loud explosion is heard or felt, a “drop, cover, and hold” procedure begins. Staff, and all others present—will take the following protective actions:

Indoors:

Drop and take cover under a nearby desk or table, or “drop” to the ground in the safest place against an interior wall while avoiding areas near unsecured objects, which may fall.

Cover the eyes by leaning the face downward against the arm and protect the head by clasping one hand behind the neck.

Hold on to the table legs or side of the desk and remain in position until the shaking stops, objects stop falling, or as instructed by a teacher or other official.

Outdoors:

Drop, Cover, and Hold: Move away from buildings, power lines, block walls, and other items that might fall or increase the danger. Take the "drop" position or sit down in a safe area. Remain in position until the ground stops shaking, or as instructed by a teacher or other official.

Severe Weather

As severe weather develops, listen to local weather forecasts. Have a battery-operated radio ready in case of power outages. For all severe weather conditions, plan to be inside. Weather Watches are broadcasted on radio, television, and Internet when conditions are favorable for severe weather to develop. Weather Warnings mean that severe weather is happening or that severe weather conditions are very likely to occur.

Types of Severe Weather

Extreme Heat

- Get out of the heat.
- Slow down.
- Drink plenty of water.
- Avoid getting sunburns as they restrict the body's cooling system.

Thunderstorms

- May be dangerous as they bring lightning, heavy rainfall, hail, and tornadoes.

Heavy Rainfall

- May cause flooding.
- If water begins coming into the building, contact Maintenance Supervisor.

Lightning

- Stay away from things that can conduct electricity (sinks, bathtubs, telephones, windows, doors, appliances, metal pipes, etc.)
- Unplug radios, computers, televisions, and other electrical equipment.
- Cell phones may be used.

Hail

- Take cover inside as people have been seriously injured by hailstones.
- Stay away from outside windows and glass doors.

Strong Winds

- Take cover inside.
- Stay away from outside windows and glass doors.

Tornadoes

- Take shelter inside and avoid buildings with large free span roofs. Do not take shelter in a vehicle.
- Stay away from windows and outside walls.
- Go to the boardroom or inside offices without windows.

- Take shelter in a small windowless interior room, closet, bathroom, or hallway. The more walls between you and outside the better.
- Avoid taking shelter in cluttered rooms because loose items may cause additional hazard.
- Protect yourself by sitting under a heavy table or desk.
- Go to the center of the room. Stay away from corners as they attract debris.
- Stay as low to the ground as possible and use your arms to protect your head and neck.
- If you are outside and not able to take shelter inside, lie in a ditch or low-lying area and cover your head with your arms.

Blizzards

- Stay inside. It is easy to get lost in a blizzard even when only traveling short distances.
- If you must go outside, dress for the weather with warm, water repellent clothes. Wear mitts and a hat, as most body heat is lost through the head.
- Make sure someone is aware of where you are going and how long you plan to be gone.

Wind Chills

0 to –9°C	Low risk of frostbite.	Dress warmly.
–10 to –24°C	Low risk of frostbite.	Dress in layers of warm clothing. Keep active.
–28 to –39°C	Skin freezes in 10-30 minutes.	Dress in layers of warm clothing with an outer layer that is wind resistant. Cover all exposed skin. Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active.
–40 to –47°C	Skin can freeze in 5-10 minutes.	Dress in layers of warm clothing with an outer layer that is wind resistant. Cover all exposed skin. Regularly check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active.
–48 to –54°C	Skin freezes in 2-5 minutes.	Be careful. Dress very warmly in layers of clothing with an outer layer that is wind resistant. Cover all exposed skin. Regularly check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active and be ready to cut short or cancel outdoor activities.
–55°C and colder	Skin can freeze in less than 2 minutes.	Stay indoors. Outside conditions are extremely hazardous.

Tornado Procedures

Tornado Watch: Tornadoes are possible in your area. Remain alert for approaching storms.

Tornado Warning: Tornado had been sighted or indicated by weather radar. Warnings are issued for areas and include the tornado's location, direction, and speed. If warning is for your area, follow the emergency response procedures for Turtle Mountain School Division.

Tornado Watch: Review Tornado Warning Procedure

When a watch is in place review the tornado procedures with all staff and visitors, do not act on it just review.

- Monitor Emergency Alert Stations (Environment Canada, Weather Channel)
- Bring all staff and visitors inside the building.
- Close windows and blinds.
- Custodial Staff/Maintenance Supervisor shut off all Utilities that could cause harm to staff.
- Review with staff tornado drill procedures and location of safe areas. Safe areas are under desks in hallways or offices away from windows. (Board Room)
- Move staff into interior rooms or central hallways on the ground.
- Drop and Tuck position for staff protect heads and crouch or kneel against the wall. Avoid rooms on exterior walls.

Tornado Warning: Follow procedure above.

Hazardous Chemical Spill or Release Incident in the School or Division Building:

- Evacuate persons from the area of the spill or release as soon as possible, when safe to do so. Do not touch the chemical.
- Call 911
- Seal off the area of leak/spill.
- Evacuate the area if the chemical is flammable, like natural gas.
- Otherwise stay indoors (shelter in place), away from the area of the spill or release until you receive instructions to leave.
- If the hazardous material is already around the building, you are in, evacuation may not be safe since you would have to move through the hazardous material. Your building can help protect you – shelter in place. If an evacuation is ordered, move to an area not affected by the hazardous material.

- Follow the instructions for leak/spill on the SDS that is located on the Turtle Mountain website under staff, and then under WPSH tab, SDS online.
- Report the incident providing detailed information about the spill or release to Superintendent/CEO or Maintenance/Transportation Supervisor and follow instructions listed on the SDS sheet (spill containment kit), which may include calling 911.
- Take Charge of area until emergency personnel contain the incident.

Hazardous Chemical Spill or Release Incident Outside the School or Division Building:

- Refer to Hold and Secure Procedure.
- Emergency Services will notify School/Division Site or Superintendent/Designate.
- Superintendent/Designate will notify Principal/Immediate Supervisor.
- Incident Command Officer in charge of the scene will recommend shelter or evacuation actions.
- Primary Shelter will be used in this incident. However, depending on the nature of the incident, the Incident Command Officer in charge may tell the school/division property to stay in their location.
- Follow procedures for sheltering or evacuation.
- Reduce the hazard, by instructions from the emergency response team.
- Notify parents/emergency contacts if students/staff are evacuated.
- Resume normal operations after consulting with the emergency officials.

Shelter-in-Place

Shelter-in-Place may occur in an emergency when personal safety is to be considered in danger if anyone leaves the school or school division building. This is a precaution aimed to keep staff and visitors safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Shelter-in-place is initiated when Superintendent CEO/designate believe there is some type of emergency that does not directly impact the interior of the building. Shelter-in-place is typically used when police are engaged in an operation nearby outside of the building, or when a national disaster has

been declared. The goal is to keep everyone safe and indoors. During a shelter-in-place staff are instructed to stay inside their office. This measure is designed to prevent anyone from entering the rooms from outside. Windows will be shut, locked, and covered with blinds to obscure visibility, and people are encouraged to stay away from doors and windows.

In the event of a crisis requiring everyone to evacuate their respective area, of the building evacuation may take place.

Hold and Secure

Hold and Secure is a response to a threat in the general vicinity of a building and not related to the building. This could be a police pursuit, a crime in progress or an active police search. Staff, and visitors are considered to be safe inside the building. The office continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building when safe to do so. Signs indicating a Hold and Secure status must be posted until such time as the situation near the school is resolved. Occupants do not leave the building. The Superintendent's/designate must be notified immediately if the office is placed in a Hold and Secure status.

Superintendent/Designate will Announce on office phones cell phone:

"Attention all staff the office is now in Hold-and-Secure". Attention all staff the office is now in Hold-and-Secure", Attention all staff the office is now in Hold-and Secure."

Additional directions may be added as appropriate including but not limited to informing staff and visitors:

- **That in event of a fire alarm to either evacuate to the outside or to remain in the school until otherwise advised.**
- **Whether movement is restricted.**
- **Of additional safety measures such as closing blinds or turning off lights.**

Note: Confirm with Police authorities when the office can return to normal functioning.

Lockdown

Threat in the Building

If a situation arises in which everyone in great danger from a weapons threat within the building, the following steps will be taken:

1. The Superintendent or designate will announce over the phone system or cell phone. " Attention Staff Activate Lockdown, Activate Lockdown, Activate Lockdown-Now!" and the area of the

office that the threat is in i.e. Back, Middle or Front. 911 will be dialed and the situation reported. Superintendent will be notified.

2. Staff are to lock the doors to the Office, turn out lights and have everyone crouching away from any windows and doors. Barricade if possible.

3. Close and/or lock windows (indoors also) should be covered when and where possible. Cover interior windows and office doors to prevent any view into the room from corridors.

4. Staff should get down adjacent to a wall and on the floor in the designated safe location which is away from the line of site from doors and below windows. Remain silent to give impression that the room is empty.

5. Cell phones are not to be used, except to communicate pertinent information to emergency services. Cell phones should be put on silent so communication can still be transmitted, if required.

6. With the use of a buzzer or cell phones, the office/admin will notify any staff that a lockdown is in effect and to take defensive action immediately. This means to vacate the area by going outside the building or drop to the ground and remain still, and silent to give impression that the room is empty.
7. Should the fire alarm activate during lockdown, staff shall not respond as they normally would. Remain in lockdown, if it is safe to do so. Know your evacuation routes and be prepared to react if necessary should fire/smoke be detected to ensure safety.

8. Superintendent or designate will notify by phone, if possible, anyone that are away from the office that a weapons threat exists at the office and to remain where they are until notified it is safe to return.

9. When the threat has ended, the Superintendent or his designate will announce over the phone system or cell phone text, “Lockdown is over” three times and the office will return to normal operations. Office staff or administration will notify those staff who took defensive action outside the building.

Office Administration Staff

As noted above, a staff member will immediately announce the lockdown phrase over the phone system or cell phone for all staff. While 911 may also called simultaneously, **if alone always Initiate lockdown first!** See above information relating to “if you initiate the call to 911”.

- Must be very familiar with lockdown plan and activation procedure:
- Most often in a real situation, administration staff are called upon to announce the lockdown and therefore should also be given an opportunity to do so during practice drills;

- Stay on the line with 911 operator continue to provide information as requested by the operator.
- Begin to document times and events if possible.
- Maintain quiet in office until told not too.

Special Considerations

1. **If the lockdown signal is given before, between, or immediately in the afternoon, and staff are in or very near the building**, they should immediately gather from the hallway and other areas in close proximity and bring everyone inside the office. Once inside, follow the lockdown instructions listed above. If staff members are not near their office, they should proceed to the nearest area to help staff members (where applicable) gather staff into that office and implement the lockdown instructions listed above.

2. **If the lockdown signal is given during lunch,** they should immediately gather from the hallway and other areas in close proximity and bring everyone inside the office. Once inside, follow the lockdown instructions listed above. If staff members are not near their office, they should proceed to the nearest area to help staff members (where applicable) gather staff into that office and implement the lockdown instructions listed above.

De-briefing and Follow-up

As soon as possible, after an emergency, the School/Divisional Critical Incident Team is responsible for a debriefing with the staff. This will include a review of the emergency procedures.

Where necessary, the School/Divisional Critical Incident Team will assume responsibility for ensuring that counseling is provided to whomever requires it.

Serious Injury-Death Incident occurs at School/Division Site

- Make sure the scene is safe before approaching by observing for mechanism of injury (e.g., unguarded machinery, exposed electrical wires, presence of toxic gas, etc.) De-energize energy sources.
- Attend to injured staff/student and or visitor.
- Call for assistance: first aider if available and 911 for medical aid. If you are trained to use AED and if required to do so, ensure you follow the instructions on the AED machine.
- Secure the scene, preserve evidence and put up barriers around the scene to prevent others from getting injured.
- Inspect the surrounding area for other pieces of evidence that can help with the investigation.
- Report the incident providing detailed information about the incident Superintendent/CEO or designate or immediate Supervisor.

- Superintendent/CEO or designate will report to Workplace Safety and Health emergency hotline and provide incident details: 1-855-957-SAFE (7233) (toll-free in Manitoba
- Make a follow-up call to 911 if necessary and monitor the injured worker's condition.
- The employer and the Health and Safety Committee Co-chairpersons must conduct an investigation. If the co-chairpersons or a worker representative is not available, a worker not involved in the management of the workplace may be included in the investigation process.
- After the investigation has been completed by the Workplace Safety Officer, wait to be advised whether the area can be cleared and if you can return to normal operation.
- Inform the Workers Compensation Board of Manitoba about the details of the incident and any details about the support staff involved.
- Follow-up with any injured staff and their family representatives.
- Where necessary, the School/Divisional Critical Incident Team will assume responsibility for ensuring that counseling is provided to whomever requires it.

Accidents not on a Bus

- Make sure the scene is safe make it safe if possible. Turn off all power to your vehicle. Put your hazard lights on.
- Call assistance :911 for emergency aid.
- Remain as calm as possible.
- Give first aid to whom needs it.
- Protect the scene. If you have reflectors or barricade markers place them around the vehicle, protect everyone involved from further accident/injury.
- Notify Superintendent or designate.
- While at the accident scene, do not release any of the students to anyone unless instructed to do so by school administrators, or unless medical aid is required.
- Stay at the scene until everyone is looked after.

Bomb Threat Procedure

- Bomb threats are usually by telephone but sometimes by note or letter. Most bomb threats are made by callers who want to create atmosphere of general anxiety and panic. All calls must be taken seriously and handled as though an explosive device is in the building. If you receive a not or letter, immediately call 911.
- Please document everything you can when receiving a threat:
  - ✔ Ask caller al of questions:
  - ✔ Where is the Bomb?
  - ✔ When is the Bomb going to explode?
  - ✔ How will the Bomb explode?
  - ✔ When did you put the Bomb here?
  - ✔ Did you put the Bomb here?
  - ✔ What kind of Bomb is it?
  - ✔ Why did you put the Bomb here?
  - ✔ What is your name, and where do you live?
  - ✔ Let the Caller talk as long as possible without interruption.
  - ✔ Do not argue with the Caller.
- Take notes on everything said and on your observations about the call:
  - ✔ Length of call
  - ✔ Time
  - ✔ Date
  - ✔ Number at which the call is received
  - ✔ Background noise
  - ✔ Street noises
  - ✔ House noises

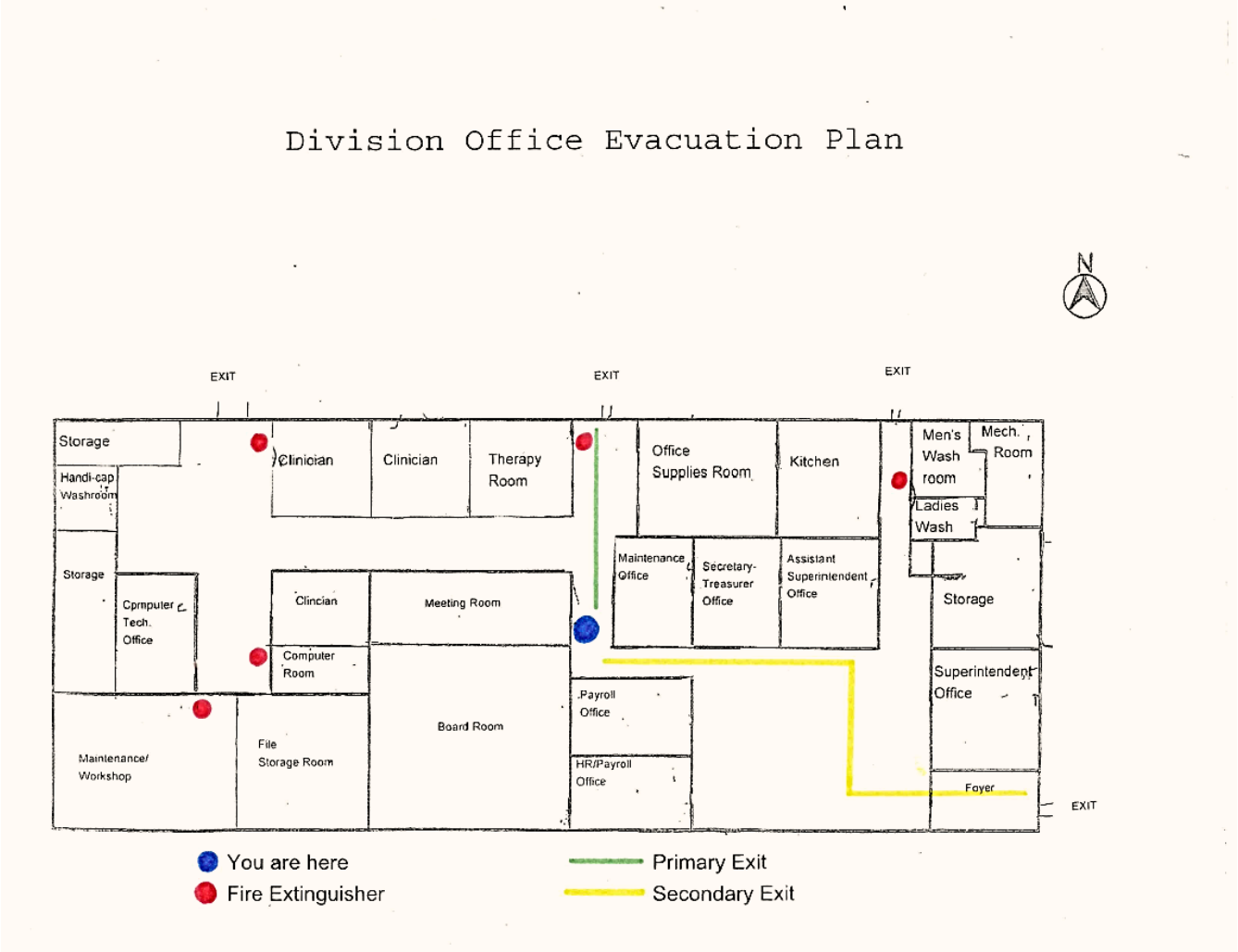
- ✔ Aircraft
- ✔ Voices
- ✔ Music
- ✔ Machinery
- ✔ Voice accent
- ✔ Male or female
- ✔ Voice loud or soft
- ✔ Speech fast or slow,
- ✔ Manner calm or emotional
- ✔ Diction clear
- ✔ Muffled
- ✔ Do you recognize the caller
- ✔ Do not argue with the caller
- ✔ Be calm and courteous

- Call the police to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. The purpose of keeping the caller talking is to assist in identifying the caller
- All bomb threats are assumed real; they are to be considered a threat to everyone. After the police have been notified, you will be advised if evacuation is necessary.
- The same evacuation procedure will be followed as, used in Fire Procedure.
- If device is found do not touch the device
- Evacuate the premises.
- Call 911
- Where necessary, the School/Divisional Critical Incident Team will assume responsibility for ensuring that counseling is provided to whomever requires it.

Child Napping/Lost Child

- Search the school/division property and areas immediately adjacent to the school, ask questions, where was child last seen, who where they with, how long have they been gone and what are they wearing.
- Call 911
- Notify Superintendent/designate inform what has been done.
- Notify parents or guardians of the child.
- Obtain a full description of the child including an up-to-date school picture or most recent picture and the clothing they were wearing.
- Again, get as much information about the child as possible.
- When child is found, contact everyone involved.
- Prepare a memo/letter to inform staff, students and parents of the incident and actions taken.
- Where necessary, the School/Divisional Critical Incident Team will assume responsibility for ensuring that counseling is provided to whomever requires it.
- Call emergency staff meeting as necessary.
- Provide follow-up support for those involved.

Appendices


Division Office Evacuation Plan
N
EXIT
EXIT
EXIT
Storage
Handi-cap Washroom
Storage
Cprnputer Tech. Office
Clinician
Clinician
Therapy Room
Office Supplies Room
Kitchen
Men's Wash room
Mech. Room
Ladies Wash
Maintenance Office
Secretary-Treasurer Office
Assistant Superintendent Office
Storage
Clincian
Meeting Room
Computer Room
Payroll Office
Superintendent Office
Maintenance/ Workshop
File Storage Room
Board Room
HR/Payroll Office
Foyer
EXIT
You are here
Fire Extinguisher
Primary Exit
Secondary Exit

Appendix A: Division Office Map

Appendix B: Fire Drill Check Form

FIRE DRILL CHECK FORM

DOOR: NORTH DOOR DATE: _____

FIRE DRILL CAPTAIN: ALTERNATE:

Not at this Exit:_____

Comments:_____

_____

Please send this sheet with a runner to the Secretaries on the Front Lawn.

The runner will report back to you when it is clear to enter the building.

Appendix C: Shelter-in-Place

Turtle Mountain School Division

We are currently in

“SHELTER IN PLACE”

Shelter in Place– Shelter in Place is a response to an external situation that is not related to the Division office (e.g., environmental or weather related situation in the neighbourhood). Staffs move freely within the building. Staff, students and visitors are considered to be safe inside the building. Signs are placed on external door windows with Division Office phone number.

If more information is required, please call the

Division Office

at

204-523-7531

Appendix D: Hold and Secure

Turtle Mountain School Division

We are currently in

“HOLD AND SECURE”

Hold and Secure – Hold and Secure is a response to an ongoing situation in the general vicinity outside of the Division Office and not related to the building, when it is desirable to secure the building. Staff, students and visitors are considered to be safe inside the building. The building continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building. Signs indicating a Hold and Secure status must be posted until such time as the situation is resolved.

Occupants do not leave the building.

If more information is required, please call the

Division Office

at

204-523-7531

Appendix E: Emergency Contact List

Appendix F: Calendar of Activities

Fire Drill #1	Date:		Time:	
Fire Drill #2	Date:		Time:	
Fire Drill #3	Date:		Time:	
Fire Drill #4	Date:		Time:	
Fire Drill #5	Date:		Time:	
Fire Drill #6	Date:		Time:	
Fire Drill #7	Date:		Time:	
Fire Drill #8	Date:		Time:	
Fire Drill #9	Date:		Time:	
Fire Drill #10	Date:		Time:	
Lockdown Drill #1	Date:		Time:	
Lockdown Drill #2	Date:		Time:	
Panic Button Test #1	Date:		Time:	
Panic Button Test #2	Date:		Time:	
Panic Button Test #3	Date:		Time:	
Panic Button Test #4	Date:		Time:	
Panic Button Test #5	Date:		Time:	