

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: EBC
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EMERGENCY PLANS

- A. The Board shall cooperate fully with the Emergency Measures Organization in plans for coping with local emergencies.

In any event, should an emergency arise, the procedures as set out below are to be followed. This is in accordance to common present practice and with the consent of those whose facilities are being used. This procedure shall apply when a school must be evacuated for bomb threats, fire alarms, oil spills, or any other incident which threatens the life, safety, and health of students and employees.

- B. Emergency Evacuation Procedures

- 1. The Board of Trustees, through the Superintendent, shall have sole power and responsibility to close a school for whatever purpose. Evacuation for a short period of time shall not constitute a closing or student dismissal. The Superintendent shall be notified of an emergency and shall make a decision as to closing or not closing after consulting with the Board Chair.
- 2. When an emergency event occurs, the students must proceed to the areas as designated below.
 - a) Regular evacuation procedures should be adhered to. Principals may decide, if the weather is suitable and if no immediate danger to students and employees exists, to have the students wait outside until the all clear signal is given.
 - b) Should transportation be required, principals and designates are to call the Secretary Treasurer who will then mobilize the buses.

Margaret Barbour Collegiate Institute students go to.....Scott Batman Middle School
 Scott Bateman Middle School students go toMargaret Barbour Collegiate
 Mary Duncan students go toProvincial Building
 Kelsey Community School students go toR. H. Johnson Arena
 Opasquia Elementary students go toMary Duncan School

- c) Students must proceed in an orderly fashion. Teachers are expected to supervise evacuation and supervise students while they are out of their respective buildings.
- d) Division office shall be notified immediately upon an evacuation decision being made.

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C. Planning Process and Practice Procedures

1. Should an emergency closing occur for whatever reason, be it blizzards, heating, and ventilation problems, or any event considered potentially hazardous to the health and/or safety of the occupants, the Division office will:
 - a) inform the radio station and ask them to announce the emergency closing, the reason for the closing, and the area in which the students are housed so that the parents will be able to pick up their children.
 - b) inform the Minister as to the date, time, and reason for closing.
 - c) re-open the school when the hazardous condition has ceased to exist.
2. The School Board shall:
 - a) issue School Division policy regarding school emergency preparedness and contingency planning.
 - b) review and approve school emergency plans and related programs,
 - c) budget for, if necessary, an emergency preparedness program.
3. The Superintendent/Secretary Treasurer of schools shall:
 - a) make recommendations to and secure policy statements from the school Board.
 - b) initiate and coordinate the emergency preparedness programs in the school Division.
 - c) review progress in emergency preparedness programs and stimulate any needed further activity.
4. The Principal of the school shall:
 - a) initiate and supervise the planning and implementation of an emergency preparedness program for the school.
 - b) establish an emergency preparedness committee.
 - c) delegate emergency responsibilities to staff personnel with regard to their special abilities and normal service functions.
 - d) arrange for emergency preparedness materials for classroom instruction.
 - e) keep the Superintendent informed regarding emergency preparedness in the school.
 - f) inform parents concerning the emergency preparedness program of the school.
 - g) arrange for the testing of the school's emergency preparedness program and in evaluating its adequacy.

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- 5. The Teachers shall:
 - a) participate in the development of the emergency preparedness programs.
 - b) provide instruction in the school's emergency preparedness programs.
 - c) integrate recent and pertinent emergency preparedness data into regular classroom instruction.
 - d) instruct students in such ways that they develop confidence in their ability to take care of themselves and to be of help to others.
 - e) be prepared to provide activities and leadership for children during periods of enforced confinement.
 - f) become familiar with minimum first aid procedures.

- 6. Other School Staff shall:
 - a) participate in the development and implementation of the emergency preparedness program for the school.
 - b) become competent in carrying out the emergency functions assigned to them.