**Winnipegosis Elementary School**

**Emergency Response Plan**



Revised 2017

**Emergency Response Plan**

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**1**

|  |  |  |
| --- | --- | --- |
| C:\Users\Tracy\Pictures\Website Uploads\MVSD logo (232 x 184).jpg | **procedure #7.2 - emergency preparedness in schools** | **APPENDIX a** |

|  |  |
| --- | --- |
|  | ***Emergency Response Information Form***(Submit to the Superintendent/CEO annually by the first Friday following the start of school in September) |
|  |  |
| Building: Winnipegosis Elementary | Date: September 8, 2017 |
| Address: 416, 5th Street, Winnipegosis | Telephone: 204-656-4550 |
| Site Administrator: Dawn Dutchak | Site Population: 91 |

**Building Emergency Response Teams (BERT)**

|  |  |  |
| --- | --- | --- |
| Principal: Dawn Dutchak | C:204-572-1655 | H:204-263-2185 |
| Custodian: Marius Wiese | C:204-380-9968 | H:204-655-3515 |
| Secretary: Evelyn Rempel | C:204-572-0514 | H:204-656-4944 |
| Vice Principal/Principal Designate: Linda Murkin | C:204-647-4694 | H:204-656-4694 |
| Alternate: Lisa Sahulka | C:204-572-5381 | H:204-656-4302 |
| Communication Coordinator: Evelyn Rempel | C:204-572-0514 | H:204-656-4944 |
| Accountability Coordinator: Linda Murkin | C:204-647-4694 | H:204-656-4694 |
| On-Site Assistant Coordinator: Angie Bayduza |  | H:204-657-2369 |
| **First Aid:** | **Critical Incident Response Team\***  |
| First Aid Room (Kit) Location: Health Room | Shaunda Wiebe |
| **On-Site Coordinator:** Lisa Sahulka | Dawn Dutchak |
| First Aid Attendant: Angie Bayduza | Linda Murkin |
| First Aid Attendant: Colin Massaroni | Angie Bayduza |
| First Aid Attendant: Shaunda Wiebe |  |
| **Violence Threat Risk Assessment Team \*** | **Non-Violent Crisis Intervention Team\***  |
| Linda Murkin | Brenda Monych Mae Polloway |
| Dawn Dutchak | Shaunda Wiebe Colin Massaroni  |
| Angie Bayduza | Angie Bayduza Alisha Thompson |
| Mae Polloway | Dawn Dutchak |
| **Divisional Contact: *Jeane Mischuk*** *Work: 204 638 3001*  |
| To initiate divisional supports please contact Division Office |

**\*In some schools, staff members may be on more than one team.**

**Designated Meeting/Evacuation Points (Must be school bus accessible)**

|  |
| --- |
| **Safe Meeting Location (Muster Point): Winnipegosis Elementary SE Yard** |
| **Shelter in Place Area: Winnipegosis Curling Arena – 204-656-4330** |
| **Shelter in Place Command Centre Location: Winnipegosis Curling Arena Canteen**  |
| **Emergency Shelter Facility: Winnipegosis Curling Arena – 204-656-4330** |
| **Emergency Shelter Address: 416 Princess Avenue, Winnipegosis** |
| **Emergency Shelter Command Centre Location: Winnipegosis Curling Arena Canteen** |
| **Contact Person(s) for entry: Linda Murkin, Carol Sime 204-656-7030** |
| **Contact Phone Number: 204-656-4694** | **After hours:**  |

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**Division Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role/position** | **Phone** | **Phone (alternate)** | **Fax** |
| Donna Davidson | Superintendent/CEO | 204-638-3001 | 204-648-4284(C)204-733-2698(H) | 204-638-7250 |
| Dan Ward | Assistant Superintendent Programs and Planning | 204-638-3001 | 204-648-5662(C)204-648-5662(H) | 204-638-7250 |
| Bart Michaleski | Secretary-Treasurer | 204-638-3001 | 204-638-0123(C)204-638-3039(H) | 204-638-7250 |
| Jeane Mischuk | Coordinator of Educational Services | 204-638-3001 | 204-648-4556(C) | 204-638-7250 |
| David McInnes | Coordinator of Operations | 204-638-3001 | 204-572-6787(C)204-638-7012(H) | 204-638-7250 |
| Ernest Karpiak | Assistant Transportation Coordinator | 204-638-3001 | 204-648-4822(C)204-638-8925(H) | 204-638-7250 |

**Other Key Community Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization | Contact Person | Phone | Phone (alternate) | Fax |
| RCMP | Cst. Nicolas Hamelin-Romain | 204-656-7003 |  |  |
| Mental Health | Jerri Csversko | 204-638-2118 |  |  |
| Ministerial | Andrew Wiens | 204-656-4581 |  |  |
| Village EMO Coorinator | Jo Bunka | 204-656-4318 |  |  |

**Definitions:**

**Accountability Coordinator** **–** Individual designated during emergency situations for accounting for staff and students in the building, including any itinerant staff as well as visitors to the building Coordinator is responsible for contacting parents or alternate contacts regarding student pick up and report status of students and transportation requirements to local command center Coordinator is located at student pick up/dispersal area

**Building Emergency Response Team –** Key staff members necessary to respond to different situations according to outlined emergency procedures

**Communication Coordinator** – Individual designated during emergency situations to communicate with division office contacts

**Critical Incident Response Team –** A critical incident response team shall be assembled as necessary in cases where traumatic events demand support for students and staff

**First Aid Attendant –** Trained according to Workplace Safety and Health Act Regulations (MR 217/2006), attend to injured or ill staff or students, assist EMS personnel and communicate with command center regarding injuries

**Physical Plant –** Referring to the physical structure and systems which make up the building

**Student Pick Up/Dispersal** **–** Localized area where students can be picked up by parents

**Safe Meeting Location (Muster Point) –** Location away from building where student/staff can be accounted for – preferably where transportation can be accessed and away from emergency response vehicles

**Shelter in Place Area –** Location within the school where students/staff can be protected from outside hazards until emergency response personnel are able to provide rescue

**Emergency Shelter Facility –** Off-site relocation facility

**Command Centre –** Centre for decision making and communication, close proximity, but separate from Student Pick Up/Dispersal area

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Check and include phone trees being utilized.

 staff school

X√√

 Dawn Dutchak H: (204) 263-2185

 C: (204) 572-1655

 ↓

 Linda Murkin H: (204) 656-4694

 C: (204) 647-4694

 ↓

 Evelyn Rempel H: (204) 656-4944

 C: (204) 572-0514

 ↓ ↓ ↓

Ashley Warkentin H: (204) 657-2277 Colin Massaroni (204) 880-4052 Marius Wiese H: (204) 655-3515

 C: (204)380-9968

↓ ↓ ↓

Mary Janzen H: (204) 657-2298 Brianne Cooper (204) 572-8687 Gord Miller H: (204) 656-4823

 ↓ ↓ ↓

Amanda Kopeechuk H: (204) 657-2481 Angie Bayduza H: (204) 657-2369 Michael Herasymowych H: (204) 732-2558

 ↓ ↓

Shaunda Wiebe H: (204) 656-4601 Mae Polloway H: (204) 655-3269

 C: (204) 647-5124

↓ ↓

Brenda Monych H: (204) 656-4551 Danielle Gilfoy: (204) 656-4100

 ↓ ↓

 Arley Clarkson H: (204) 656-4406 Alisha Thompson H: (204) 656-4875

 ↓ ↓

 Monica Beckstead H: (204) 656-4921 Lisa Sahulka H: (204) 656-4302

 C: (204) 572-5381

 ↓

 Carolyn Rosteski H: (204) 656-4962

 In the event, an individual is not home please contact the person that is next on the list. If there is an answering machine, please leave a message. When a message can’t be left, please call back at a later time.

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 **WINNIPEGOSIS ELEMENTARY SCHOOL**

 **EMERGENCY RESPONSE PLAN**

In the event of a fire alarm or potentially dangerous circumstance, all staff and students must be familiar with designed routes and procedures. Emergencies may include fires, dangerous threats, bomb threats, etc. In all cases, the following guidelines should be adhered to by all occupants of Winnipegosis Elementary School.

**Goals of Emergency RESPONSE Plan:**

\* To provide a safe and comfortable environment

 for students and staff.

\* To provide an action plan for responding to

 emergency situations.

\* To identify course of action supplementing the

 Mountain View School Division Policy.

**Note:**

For an emergency or crisis situation, an announcement to alert staff will be made over the school's public address system. Discretion will be used to avoid unnecessarily alarming the students. Staff should now be under the impression that there is a potentially dangerous situation in the school, and that precautions and crisis procedures should be taken.

Should the school need to be evacuated for a substantial amount of time or in extremely cold conditions, Winnipegosis Elementary students will be moved to the Winnipegosis Curling Rink. The key is labelled and located in the school's main office.

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 **Emergency Response Contacts**

|  |
| --- |
| Mountain View Division Office - 638-3001 |
| Ernest Karpiak – Assistant Transportation 638-3001(W)Coordinator 638-8925(H) 648-4822(cell) |
| R C M P (School Rep ) – Cst. Nicolas Hamelin-Romain 656-7003 |
| David McInnes – Coordinator of Operations 638-3001(W) 638-7012(H) 572-6787(C) |
| Fire Emergency Calls 911  |
| Manitoba Hydro 1-888-624-9376  |
| MTS 611  |
| Child & Family Services 622-2035 |
|  |
| West Region Child & Family Services 628-3425 |
|  |
| Mental Health Services 638-2103 |
|  |
| Winnipegosis General Hospital 656-4881 |
|  |
| Winnipegosis Ambulance 911 |
|  |
| Marius Wiese (School Custodian) 655-3515 |
|  |
| Kevin Drewniak (Village of Winnipegosis CEO) 656-4791 |
|  |
| Jo Bunka (Village EMO Coordinator) 656-4318 |
|  |
| Carol Sime (Committee) 656-7030 (W) |
|  656-4330 (Rink)  |

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**VISITORS ACCESS TO THE SCHOOL**

* All entrance doors are locked during school hours except one. (NE)
* The entrance door by the school office is open. All visitors must report to the office. Visitors are monitored by a door buzzer upon entry and an entrance mirror. Visitors are to wear a visitor badge.
* If requested students are called to the office so visitors are not wandering through the halls.

**Potentially Violent Persons Entering Winnipegosis Elementary School**

Report immediately to the Winnipegosis Detachment of the R.C.M.P. (911) The report will be made by the school secretary or assistant.

In case of violent person(s) in the school, **alert all staff by announcing to lock your classroom doors.**  Instructional staff shall immediately secure/lock classroom doors, shut off lights and move students to a designated out-of-sight area shown on the attached map, where applicable. Remain there until an announcement is made that the situation warrants cancelling the code alert (Unlock your doors), and there is no cause for alarm or injury to any person(s) at the school. Open area staff will take the following precautions:

(Mrs. Rempel and Mr. Wiese will go to the staff room where they will set up a command centre and dial 911. All communication will be conducted through this area with the RCMP. Secondly we will notify the high school that we are in lock down. Thirdly they will notify the superintendents department from this command centre)

a. Grade 1 & 2 teacher will take their students to the

 Music Room and lock both doors.

b. Kindergarten, Three and Four teachers & Reading Recovery

 will move their students to the Guidance room and

 lock the entrance.

c. Grade Five and Six teachers will lock the students in the library.

d. Students who may be in the Computer Lab will lock

 the door and close off the lights and move away

 from the doorway.

e. Grade 7 & 8 teachers (& French) will lock the students in their

 classrooms.

f. Science Lab - lock door & sit under windows on floor

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g. I.A/HE students will lock themselves in the wood storage room

h. Students in the gymnasium will lock themselves in the storage room.

i. Daycare and preschool staff will lock themselves into one of the two rooms they occupy.

j. If students are outside they will go to one of the designated areas. These are behind the skating rink or the ditch on the far south end of the school yard.

k. If students become separated from their classmates they are to find the nearest safe area and hide with that class. If no safe area can be found students are to find a hiding place and wait till Mrs. Dutchak or RCMP come.

l. If the lock down occurs at lunch (between 11:45 and 12:05) students will be locked down in the auditorium. Teachers in the staff room will lock the staffroom doors and they will assume the command centre duties and responsibilities.

m. If the fire alarm rings during lockdown, students should remain in their room unless there is smoke or the fire is visible.

**N.B. In the event the potentially violent person(s) is occupying one of these rooms, please move your students to one of the other areas.**

 If a lockdown should occur, a parent information center will be set up at the curling rink or at the town office. All the information from the event will be communicated through this info center. This way we will not be interfering in the RCMP performing their duties. The adults giving out this information will consist of (Carlene Lukey H-656-4053; C-721-1487; W-656-4662; Josephine Bunka H- 656-4318)

**Bomb Threats**

* Stay **CALM.** Do not agitate or give the caller a reason to hang up.
* Take down all information from the caller (time of call, background noise, caller’s voice, any unusual sounds, etc.)
* Ask the caller when the bomb is set to go off. **Extremely Important! Attempt to acquire other information about the bomb (i.e. type, where it is located, etc.)**
* Trace call if possible.
* **Inform: Principal or Principal Designate**

**Fire Department (911)**

**R.C.M.P. (656-7000)**

**Superintendent of Schools/School Board**

**Office (638-3001)**

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* **Announce that it is necessary for everyone to leave the building. Assemble at the Curling Rink.**

Principal or designate will remain outside the school to provide information to authorities and prevent unauthorized persons from entering the building.

* Students/Staff will not be permitted to return to the

 school until appropriate precautionary steps have been

 taken by authorities such as Fire Department, Investigators

 or R.C.M.P.

Any and all decisions of returning to the school will be made only after consultations with emergency personnel, R.C.M.P. and Mountain View School Division Administrative Staff.

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**Suicides/Attempted Suicides**

If a staff member is confronted with a suicide situation, the following steps will be taken:

* assess the situation and immediately send

someone for the Principal or Acting Principal.

* Principal will ensure another staff member accompanies

him/her to assist in supervising the area.

* Secretary will wait for principal's or designates

instruction to make the following calls:

a. parents

b. ambulance (if required)

c. R.C.M.P. (if required)

d. call brothers or sisters in the school

 to the General Office.

* Secretary will appoint staff member to conference

with siblings.

* Resource Teacher and/or Educational Assistants will

ensure all classes are supervised.

* Telephone Inquiries are to be handled in the

following manner:

a. to the Media: "No comment at this time".

b. Community Inquiries: "We are not at liberty

 to divulge any information at this time".

* Explanation for all students should indicate there has

been an accident. Mrs. Dutchak is attending to the

situation. We will be able to provide more information later.

* Should the incident be fatal, a staff committee will

enlist the support of the Division/Parkland Trauma Team and take the necessary steps to aid staff and students in coping with this trauma.

**Severe Weather Conditions – (Tornado, etc.)**

Staff will report any reported severe weather/tornado warning to the principal or school office staff. Office personnel will check the sky, listen or search for local weather conditions and be prepared to activate the school’s action plan.

* The school should not be evacuated unless there is an actual threat of fire.

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* The office will announce when to start a tornado drill. A whistle will be used if the hydro is out.
* Staff members will guide their students to the nearest inside hallway, washroom or change room. The auditorium or gymnasium is not a suitable safe zone. If possible, students should get under a piece of sturdy furniture or workbench.
* Sit, crouch or lay face down using your arms to protect your head and neck.
* If outdoors, try to get students into a building. If there is no shelter available, lie in a ditch or low-lying area or crouch near a sturdy building. Use your arms to protect your head and neck.
* Office staff will be prepared with first aid kits and flash lights.
* Students and staff will remain in their protective position until they are notified the danger has passed.

**Snowstorms/Extreme Cold Temperatures**

In the event of a severe snowstorm or extremely cold temperatures (temperatures of –40 Celsius or colder or wind chills of –47 Celsius or more) the following steps will be taken:

* Divisional Transportation Administration will cancel bus service if conditions exist before the start of the school day.
* Bus drivers and Principals will be contacted by the Transportation Department.
* Parents will be notified of the cancellation by means of our local radio station (CKDM) by 7a.m. and the Mountain View website.
* The Transportation Administration in consultation with the bus drivers will determine whether the buses will run at the end of the school day.
* Cancellation of buses at 3:30 will require bus students to be billeted as previously arranged by parents on an Emergency Preparedness Form.
* School staff will contact the parents and billets to inform them of the decision.
* Students that have no arrangements for private home billets will be billeted at the school.

**Bus Evacuation**

* Our school will hold two (2) evacuation drills per year (Fall and Spring) for students, staff and bus drivers.
* In the event of a bus accident – the bus driver will assess the danger and direct students to follow our bus evacuation procedures.
* The bus driver will contact our Transportation Supervisor or Division Office Administration

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**Gas/Water Leaks OR Electricity Failure**

**Emergency involving gas leaks, water leaks or electricity failure:**

* Notify custodian – Marius Wiese – 655-3515 and Division/Ron Hutsal – 638-3001 and David McInnes – 638-3001
* Assess danger
* Evacuate area if necessary
* Contact the necessary supports from our Emergency Response Contact List.

**Chemical Spills**

* Evacuate area
* Notify school office – Head custodian will assess the situation
* Custodian will determine what emergency response contacts will be required and make the necessary calls or ask our communication director to assist.

**Fires**

* Our school will hold ten (10) practice drills over the year (September to June) – at varied times, types and with planned obstacles. Monitor and record time to exit building.
* Assemble in designated areas until an all-clear signal is given.
* Actual fire…pull fire alarm – notify office. Our alarm system automatically notifies the fire department.
* All staff and students assemble in designated areas away from the building.
* Assemble at Winnipegosis Curling Rink if weather conditions warrant.
* If fire alarm rings during a lunch hour students are to assemble outside at the muster point.

**NOTE:**

The Winnipegosis Elementary School Emergency Response Plan will be reviewed at intervals during the school term. Revisions or additions will be included as per formal discussion and unanimous approval from the staff at a duly constituted staff meeting.

**Please note:** Our plan does not cover every eventuality.

 Following our plan outline and employing good common sense will aid individuals in dealing with the crisis.

 The School will communicate to parents any emergency situation that arises. Depending on the circumstances a short information note may be sent home or parents or alternate contacts would be contacted directly.