



## AP 2-200 – EMERGENCY PREPAREDNESS PLAN FOR SCHOOLS IN WESTERN SCHOOL DIVISION

### GENERAL

The purpose of this emergency preparedness plan is to ensure that the health and safety of students and staff at local school is adequately protected in the event of an emergency. This plan, along with emergency education and training, comprise the essential elements of the emergency preparedness program.

#### 1. AIM OF PLAN

To protect the health and ensure the safety of students and staff in the event of emergencies or disasters.

#### 2. AUTHORITY

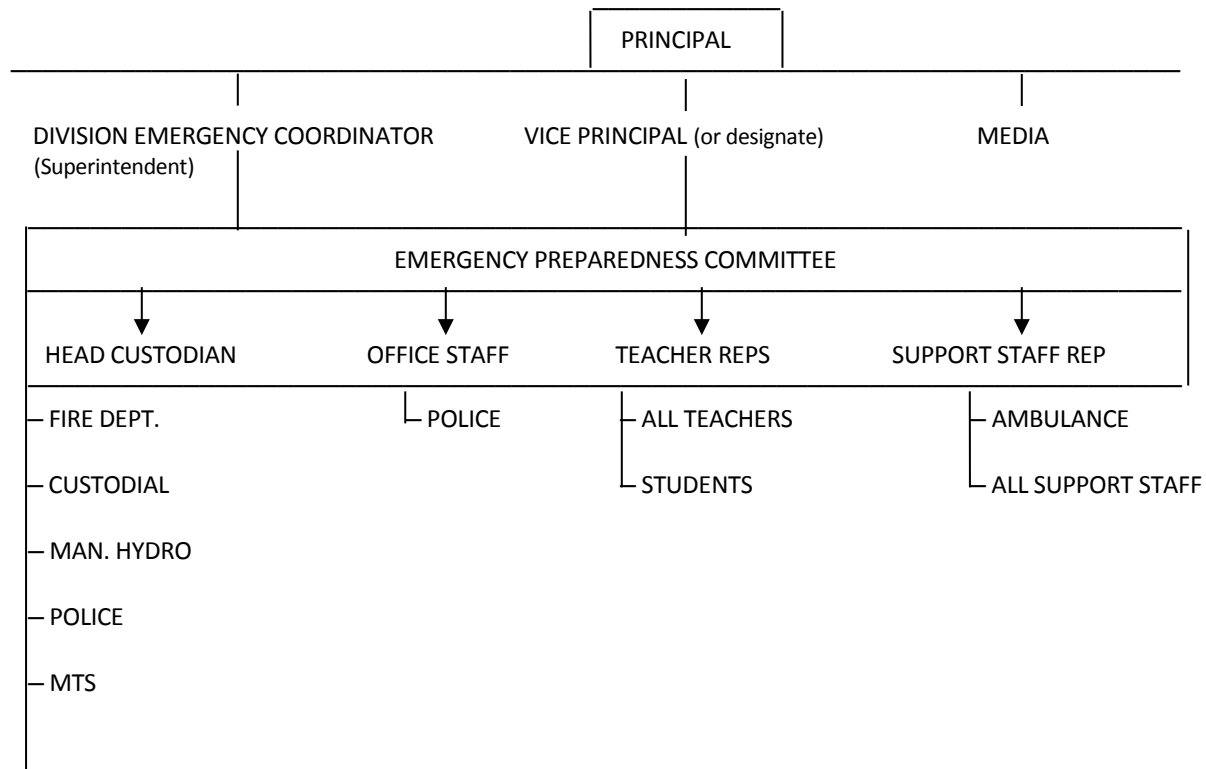
This plan has been approved and authorized by the Superintendent of Western School Division

#### 3. DISTRIBUTION OF PLAN

- All members of Administration Council
- School Division Office
- Division Emergency Coordinator
- All members of the School's Emergency Preparedness Committee

#### 4. EMERGENCY RESPONSE ORGANIZATION

##### 4.1. Diagram Of Organization





**4.2. Emergency Preparedness Committee shall consist of:**

1. Principal
2. Vice Principal or designate
3. Head Custodian
4. Head Secretary
5. Teachers - number to be determined by physical structure of building
6. Support Staff Representative

**4.3. Responsibilities Of Emergency Preparedness Committee**

1. Principal
  - notify Vice Principal
  - notify all Emergency Preparedness Committee members
  - notify Division Office
  - notify other principals as required
  - annually update the emergency preparedness plan and submit the plan to the Division Emergency Coordinator by October 1
2. Vice Principal (or designate) (with the assistance of office staff)
  - notify office staff
  - notify teacher reps
  - notify support staff rep
  - act in the absence of principal
3. Head Custodian
  - notify fire department
  - notify custodial staff (for building security)
  - notify Hydro
  - notify MTS
  - notify police if after hours situation
4. Head Secretary
  - keep custody of Emergency Binder (see Appendix I) and Absentee records
  - notify Police
  - assist Principal as required
  - act in the absence of or in place of a vice principal or designate
5. Teacher Representatives
  - inform teachers – students
6. Support Staff Representative
  - notify support staff
  - notify medical/ambulance, etc.

Control Centre will be located at school administration office. If this is not available the Western School Division Offices will be used.

**5. THE DIVISIONAL EMERGENCY PREPAREDNESS PLAN SHALL BE ACTIVATED WHEN:**

- more than one school is threatened
- the administration cannot use its own building as the control centre
- the administration deems the situation of such seriousness as to invoke the Divisional Plan



## 6. COMMUNICATIONS

- P.A. will be used for emergency announcements
- All emergency announcements will be made by Principal or Vice Principal or designate
- In the event of building evacuation teachers will send runners (students) to report to the administration. See Appendix A (details of evacuation procedures)
- Special warnings (utilizing a predetermined message) may be used to alert Emergency Preparedness committee of situation
- In the event of a power outage the Emergency Preparedness Committee will circulate throughout the school in a coordinated manner.

## 7. EMERGENCY SCHOOL CLOSING & REOPENING PROCEDURE

- The principal shall determine the need for closing their individual school and the appropriateness of reopening.
- Where more than one school is involved the principals jointly and/or the Superintendent of School shall determine both closing and reopening.

## 8. EMERGENCY PROCEDURE FOR FIRE/EXPLOSION

- See Appendix B

## 9. EMERGENCY PROCEDURE FOR SNOW STORM

- See Appendix C

## 10. EMERGENCY PROCEDURE FOR BOMB THREATS

- See Appendix D

## 11. ALL OTHER EMERGENCIES - use procedures as outlined in 7 and 8 and 9 above.

- Other - See Appendix E

## 12. EVACUATION SHELTER AND DISPERSAL

In the event of an evacuation that requires shelter for students the following location will be used:

*École Morden Middle School and Morden Collegiate – Morden Recreation Centre – 111 Gilmour Street  
Maple Leaf School – Morden Alliance Church – 181-15<sup>th</sup> Street at Thornhill Street  
Minnewasta School – Buhler Manufacturing – 301 Mountain Street*

- Students will proceed directly to this shelter on the instruction from and under the supervision of their teacher. In most cases dismissal will take place from this location at the regular time, however, the principal may in consultation with the division office administration advance dismissal time.
- See Appendix F for maps and contact persons for shelter locations.

## 13. TRANSPORTATION

- The transportation of any students from a school or shelter location shall be the responsibility of division office personnel.
- See Appendix G.

## 14. INFORMATION / MEDIA

- All communications to media, parents, or public shall be the responsibility of the Superintendent of Schools.

## 15. EMERGENCY CONTACT LIST

- See Appendix H.



## APPENDICES

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- A. Evacuation Procedure
- B. Emergency Procedure for Fire/Explosion
- C. Emergency Procedure for Snow Storm
- D. Emergency Procedure for Bomb Threats
- E. Emergency Procedures – Other
- F. Maps showing shelter locations - routes from school to shelter and list of shelter control persons.
- G. List of division staff responsible for transportation and list of bus drivers.
- H. Emergency contact list (names and phone numbers)
- I. Required Contents of Emergency Binder
  - 1. Billeting lists
  - 2. Diagrams of school
  - 3. Emergency preparedness plan
  - 4. Student/staff medical files
  - 5. Student lists c/w address and phone numbers