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**INTERLAKE SCHOOL DIVISION**

**BRANT-ARGYLE SCHOOL**

**EMERGENCY  
PREPAREDNESS PLAN  
2017-2018**

# TABLE OF CONTENTS

## I. Introduction

## II. EMERGENCY PHONE NUMBERS

Emergency Services

Division Emergency Response Team

Trustees

## III. Potential Emergencies

Section 1 Aggressive and Violent Students

Section 2 Weapons

Section 3 Child Abduction

Section 4 Lockdown and Hold & Secure

Section 5 Evacuation

Section 6 Bomb Threat

Section 7 Chemical Spill

Section 8 Fire or Explosion

Section 9 Medical/Accidents

Section 10 Tornadoes

Section 11 Storms/Bus Cancellation

Section 12 Controlling Visitor Access to Schools

Section 13 Failure of Services

Section 14 Tragic Events Response Plan

Section 15 Pandemic Preparedness Guidelines

Section 16 Prison Breakout

Appendix A Lockdown Report

Appendix B Letter to Parents/Guardians regarding Lockdown

Appendix C Lockdown Checklist - Teachers

Appendix D Bomb Threat Telephone Procedure

Appendix E Brant-Argyle Fire Drill Procedure

Appendix F Brant-Argyle Tornado Procedure

Appendix G Pandemic Preparedness Guidelines (only In school binder)

I.

## **INTRODUCTION**

The content of this Emergency Preparedness Plan provides guidance for your school to respond to an emergency that may affect school division property, its' staff and/or students.

This document will not prevent nor reduce the possibility of an emergency occurring. It will hopefully aid in providing a prompt and coordinated response to an emergency, thereby reducing human suffering and loss of property.

School staff must be informed of emergency preparedness plans in order to be prepared to act accordingly in any emergency situation.

## II.

### EMERGENCY PHONE NUMBERS

#### EMERGENCY SERVICES

Ambulance 911  
Fire 911  
RCMP 911  
Stonewall Hospital 204-467-5514  
Children's Hospital 204-787-2071  
Selkirk Hospital 204-482-5200  
Mobile Crisis Line 866-427-8628  
Poison Control 204-787-2591  
MB Hydro 204-467-5519  
(after hours 1-888-624-9376)

#### DIVISION EMERGENCY RESPONSE TEAM

##### Margaret Ward

204-467-5100 ext. 226  
204-461-0652

##### Tyler Moran

204-467-5100 ext. 242  
204-641-5022

##### Al Leiman

204-467-5100 ext. 222  
204-782-4654

##### Michelle Procter

467-5100 ext. 227  
204-461-0285

##### Anthony Cornwall

204-801-3540

#### TRUSTEES

Alan Campbell – Ward 3

Chairperson

Sally Cook – Ward 3

Vice-Chairperson

Cindy Brad – Ward 2

John Heuging – Ward 1

Sharon Baker – Ward 5

Darci Loehmer – Ward 4

David Harcus – Ward 6

Fran Frederickson – Ward 6

Sandra Weibe - Ward 6

### **III. POTENTIAL EMERGENCIES**

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## **SECTION 1 – AGGRESSIVE & VIOLENT STUDENTS**

Managing aggressive and violent behaviour is rapidly becoming an essential skill to all staff providing human services. Staff at risk of being exposed to potential violent situations should be trained in non violent crisis intervention.

1. In the case of an aggressive or violent student:
  - a) emphasis should always be on your safety and the safety of others in the building.
  - b) try to have another staff member present, or move the person to a public area such as reception or the hallway where others are likely to hear the conversation and could lend assistance, if necessary.
  - c) use non violent crisis intervention techniques. Should it become necessary to exercise physical control, it should be used in such a way as to allow the person an opportunity to calm down at his/her own pace with as much dignity as is possible in the situation.
  - d) use physical restraint only when all verbal techniques have been exhausted, and when the individual presents a danger to himself/herself or to others.
  - e) call RCMP in the event that the situation escalates and more support is required. If RCMP is contacted notify the Superintendent's Department.

## SECTION 2 – WEAPONS

1. When a student is found to be in possession of a weapon, and/or threatens to use a weapon, or is using a weapon the administration will:
  - a) when possible, confiscate the weapon.
  - b) if this not possible, and there is a threat to people in the building, go into lockdown (Section 4).
  - c) contact the police if the situation warrants it.
  - d) communicate with the student's parent/guardian.
  - e) notify the Superintendent's Department.
  - f) suspend the student (number of days dependent on the severity of the incident and the students' previous record).
  - g) if you receive information that someone is coming to school with a weapon go into lockout (Section 4).
  - h) complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].
  
2. Depending on the nature and severity of the situation, in consultation with the Superintendent's Department, the administration may:
  - a) recommend the student participate in a counselling program.
  - b) determine an alternative learning placement for the student.
  - c) recommend the student be expelled.

## SECTION 3 – CHILD ABDUCTION

1. If an unfamiliar person comes to take a child from school, ask for some identification, their relationship to the child, reason for taking the child, etc. Get as much information about the person as possible.
2. Check the student's file for any restraining order.
3. Advise the individual that it is division policy to phone the parent/guardian for verification and then do so.
4. If there is a problem (or you are suspicious) inform the administration.
5. Administration will inform the parent/ guardian of the request to take their child. The school will comply with the directions given by the parent/guardian. The child will not be released without the consent of the parent/guardian.
6. Should an abduction occur, administration will:
  - a) inform RCMP – 911.
  - b) inform the parent/guardian.
  - c) obtain detailed notes describing the individual and his/her vehicle (if possible).
  - d) inform the Superintendent's Department.
  - e) proceed with lockdown procedures (Section 4) if required.
  - f) complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].



## SECTION 4 – LOCKDOWN

### A. LOCKDOWN

A **lockdown** is a critical incident response that secures students and staff, usually in classrooms, to prevent access or harm to the occupants of the lockdown locations. This may also involve quickly moving students and staff from unsecured locations to secured locations. During a lockdown, exercise critical judgment to maximize safety.

#### LOCKDOWN PROCEDURES

1. Upon notification of a situation that requires a lockdown the administration or designate will lock all exterior doors. Administration will announce over the PA system that a lockdown is in effect. The following announcement is to be used: **“Attention all staff and students, we are in lockdown.”** The announcement should be repeated.
2. Call 911 and notify the Superintendent. The Superintendent’s department will issue a Synervoice message to all parents/guardians and send an email to all division staff notifying them of the lockdown.
3. Teachers will clear all hallways directing students to the nearest classroom. Teachers closest to washrooms are responsible for checking the area and bringing students to their classroom. All classroom doors are to be locked, lights are to be turned off and blinds/drapes closed.
4. Staff will direct students to move into a safe place away from windows/doors. Students will be asked to sit quietly and are **NOT TO USE electronic devices**.
5. Office, custodial, and trade staff should secure themselves in the nearest room away from locked doors and windows.
6. Any staff who has taken students out of school should be contacted. If required, direct them to take their students to the evacuation site or a designated location. Coordinate this with the transportation department, as needed.
7. Lockdown procedures take precedence over fire bells/alarms.
8. Staff and students will wait quietly until they hear the following announcement: **“Attention staff and students, the lockdown is now over.”**
9. After the lockdown has ended:
  - a. School personnel are to ensure that all students have been accounted for.
  - b. Notify the Superintendent’s department. A second Synervoice message to parents/guardians and email to all division staff notifying them that the lockdown has been lifted will be issued by the Superintendent’s department.
  - c. Staff is to be debriefed following the incident. Teachers may be required to fill out a Lockdown Checklist (Appendix B) and submit it to administration
  - d. A completed Lockdown Report (Appendix A) is to be forwarded to the Superintendent’s department following every actual lockdown
10. Crisis response services will be available to assist you in coping should you require their services.

## **LOCKDOWN COMMUNICATION**

1. Staff and students are to be trained on lockdown procedures at the beginning of every school year.
2. Substitute teachers are to be provided with lockdown procedures in their substitute teacher folders.
3. Schools are expected to practice lockdown drills twice each year at minimum, at least once during each term or semester. The Lockdown Report (Appendix A) can be used as a guideline when debriefing staff following the lockdown practice. In the event of an actual incident the Lockdown Report is to be completed and forwarded to the Superintendent's Department.
4. In the event of an actual Lockdown, parents/guardians and division staff will be notified by the Superintendent's department via Synervoice and/or email.
5. Schools will notify parents/guardians of all lockdown practices via Synervoice.
6. Ensure all communication with the media goes through the Superintendent's department.

## SECTION 4

### B - HOLD AND SECURE

A **Hold and Secure** is a critical incident response that secures the school to prevent unauthorized entry to the school building. Students and staff in the school building may be permitted limited or full movement, depending on the circumstances of the incident and depending on direction from authorities. (RCMP, Fire Department, Winnipeg Police)

#### **HOLD AND SECURE PROCEDURES:**

1. In the event of a Hold and Secure situation the administration or designate will lock all exterior doors. Administration will announce over the PA system that a hold and secure is in effect. The following announcement is to be used: **“Attention all staff and students, we are in a hold and secure situation. All exterior doors are locked. No one will be allowed out of the school. Classes will continue as usual until further notice.”** The announcement should be repeated.
2. Call 911 and notify the Superintendent. The Superintendent’s department will issue a Synervoice message to all parents/guardians and send an email to all division staff notifying them of the hold and secure.
3. Any staff who has taken students out of school shall be contacted. If required, direct them to take their students to the evacuation site or a designated location. Coordinate this with the transportation department, as needed.
4. Staff will be assigned to monitor doors and will only admit students, staff, police and emergency personnel under the direction of the administrator. If the staff member is unsure of any person(s) at the door, they are not to admit them without first contacting administration for approval. If emergency personnel are on site their direction will be followed.
5. Student movement will be supervised by staff.
6. Hold and secure procedures take precedence over fire bells/alarms.
7. After the Hold and Secure has ended:
  - a. An announcement indicating the Hold and Secure has ended will be made.
  - b. Notify the Superintendent’s department. A second Synervoice message to parents/guardians and email to all division staff notifying them that the Hold and Secure has been lifted will be issued by the Superintendent’s department.
  - c. Administrators will schedule a meeting following the event to debrief with staff.

#### **HOLD AND SECURE COMMUNICATION**

1. Staff and students are to be informed of hold and secure procedures at the beginning of every school year.
2. Substitute teachers are provided with hold and secure procedures in their substitute teacher folders.
3. In the event of a Hold and Secure event, parents/guardians and division staff will be notified by the Superintendent’s department via Synervoice and/or email.
4. Ensure all communication with the media goes through the Superintendent’s department.

## **SECTION 5 – EVACUATION**

1. In the event of an evacuation administration will activate the fire alarm and contact 911.
2. Once students are clear of the building and everyone is accounted for, under the direction of administration, students will be escorted to their pre-determined evacuation site. (Argyle Community Hall, and if not accessible, Argyle Curling Rink– Keys are in Emergency Binder – Administrator responsible to take binder)
3. Administration will await arrival of emergency personnel (Fire/ RCMP etc.).
4. Administration will notify the Superintendent's Department.
5. Staff and students are not to re-enter the building until advised to do so by administration.
6. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].

**\*For Brant-Argyle Fire Drill Procedures see Appendix E**

## SECTION 6 – BOMB THREAT

1. Follow the Bomb Threat Telephone Procedure (Appendix D). All personnel should be familiar with this form.
2. The person receiving the bomb threat is, in as much as possible, to adhere to the questions outlined on the procedure form and to make clear notes.

### **Precautions**

Should device or suspect device be discovered:

- **Do not** touch or move it
  - **Do not** assume that it is the only one
3. Notify administration immediately.
  4. Evacuate the building (Section 5).
  5. Under direction of RCMP the building will be searched.
  6. Let the RCMP assume responsibility for dealing with the parcel.
  7. Staff and students are not to re-enter the building until advised to do so by administration.
  8. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].

## **SECTION 7 – CHEMICAL SPILL**

### **Within the Building**

1. Alert administration.
2. After assessing the situation using the Material Safety Data Sheet the administration will:
  - a) take no action- call the Superintendent.
  - b) take action
    - i. call 911.
    - ii. determine if the affected area/building needs to be. evacuated. If so, follow evacuation procedures (Section 5).
    - iii. notify the Maintenance Supervisor, Safety Officer, and Superintendent.
    - iv. await arrival of emergency responders for further direction.
3. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].

### **Outside the Building**

1. Alert administration
2. Call the Maintenance Department and Safety Officer for assistance.
3. Contact RCMP if the spill has occurred off division property.
4. Instruct staff and students to avoid the spill site.
5. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].

## **SECTION 8 – FIRE OR EXPLOSION**

1. On discovery of a fire the individual will pull the fire alarm.
2. Evacuation procedures will be followed (Section 5).

**Call 911**

## **SECTION 9 – MEDICAL/ACCIDENTS**

1. First Aid may be administered as required.
2. Always have an adult remain with the injured person.
3. Call 911.
4. Inform administration.
5. Notify parents/guardians.
6. A staff member will accompany the child if no parent/guardian is available.
7. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].



## SECTION 10 – TORNADO PROCEDURES

As per Manitoba School Boards Association Risk Management Bulletin-

Tornadoes form suddenly, are often preceded by warm, humid weather, and are always produced by thunderstorms. Tornado season extends from April to September with peak months in June and July, but they can occur at any time of year. Be aware of the hazards and know what to do when a severe summer storm threatens your area. The following information will help schools to be better prepared for the possible development of tornadoes.

### Tornado Watches and Warnings

A *tornado watch* is issued by Environment Canada when tornadoes are possible in your area. Remain alert for approaching storms. This is the time to remind staff members where the safest places within your school are located, and listen to the radio or television for further developments.

A *tornado warning* is issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety. Turn on a battery-operated radio and wait for further instructions.

### Tornado Danger Signs

Look out for:

- dark, often greenish sky
- wall clouds
- large hail
- loud roar; similar to a freight train

Caution:

- Some tornadoes appear as a visible funnel extending only partially to the ground. Look for signs of debris below the visible funnel.
- Some tornadoes are clearly visible, while others are obscured by rain or nearby low-hanging clouds.
- Before a tornado hits, the wind may die down and the air may become very still.
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- *Tornadoes generally occur near the trailing edge of a thunderstorm.* It is not uncommon to see clear, sunlit skies behind a tornado.

**Designate areas in the school as shelter areas and practice having everyone go there in response to a tornado threat. Recognize that hydro may be out and have a whistle available in case the PA or alarm bells cannot function.**

**At School:**

- Go to the basement or to an inside hallway at the lowest level. Change rooms and washrooms are ideal places in most schools. Stay away from large glass areas.
- Avoid places with wide-span roofs such as auditoriums and cafeterias.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

**If Outdoors:**

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of potential flooding.
- Use arms to protect head and neck.

**If in a Car:**

- Never try to outdrive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it in the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

**Remember – Manitoba has tornadoes every year and the entire province has at some time experienced a tornado.**

When a tornado is coming, you have only a short amount of time to make life and death decisions. Advance planning and quick response are the keys to surviving a tornado.

**\*See Appendix F for Brant-Argyle Tornado Procedure**

## SECTION 11 – STORMS/BUS CANCELLATION

### STORM/SEVERE WEATHER

1. Schools will be closed and busses cancelled if the temperature drops to -40 C or -45 C wind chill ( 6:00 a.m.), or due to inclement weather.
2. This decision will be made by the Superintendent and Transportation Supervisor by 6:30 a.m.
3. The division will announce the closure through Synervoice, local radio stations, on the ISD website, and voice recordings at the School Division Board Office and the Maintenance/Transportation Office.
4. In the event of an individual bus route closure, the bus driver will notify the parents/guardians affected. The Transportation Office will notify the affected schools.
5. In the event of bus cancellations prior to the end of the school day, the following contingency plan will be in place:

Prior to opening:

- Staff and students will be notified by automated phone call (Synervoice)

During School Hours:

- await decision on busses from superintendent.
- if busses are called in early notify parents/alternates on phone list *prior* to busses leaving (as per school plan ).
- contact parents/guardians.
- if students must remain in school notify parents/alternates
- notify Segal's General Store and Meridian Trail Store for food and beverages – should they be required.
- Students be prepared to spend time in gymnasium.
- all staff to remain until students are sent home.
- or all students have been picked up by parents/guardians.
- local town's people notified to help with supervision, etc.

## **SECTION 12 – CONTROLLING VISITOR ACCESS TO SCHOOLS**

1. Signs will be posted informing all visitors to report to the office.
2. Have procedures in place for volunteers.
3. If a person fails to leave the school when instructed to do so, contact RCMP. Complete a Serious School Incident Reporting Form- [Policy D-3(R10-F1)].

\*School doors will be locked at all times, except from 8:25 a.m. and 9:00 a.m.

## **SECTION 13 – FAILURE OF SERVICES**

1. Administration will inform the Maintenance Supervisor.
2. If the situation is serious, administration will consult with the Superintendent to determine whether to proceed with evacuation. If so, follow evacuation procedures (Section 5).

## **SECTION 14 – TRAGIC EVENTS RESPONSE PLAN**

1. Administration will verify information.
2. Administration will notify the Superintendent who will contact Student Services.
3. Administration will initiate staff phone tree.
4. Staff meeting will be held as soon as possible to relay information, provide supports, and to answer any questions.
5. In the event of a staff/student death, students will be informed through their home room teacher. Teachers will inform students of supports available.
6. See Tragic Event [Policy D-3 (R5)]

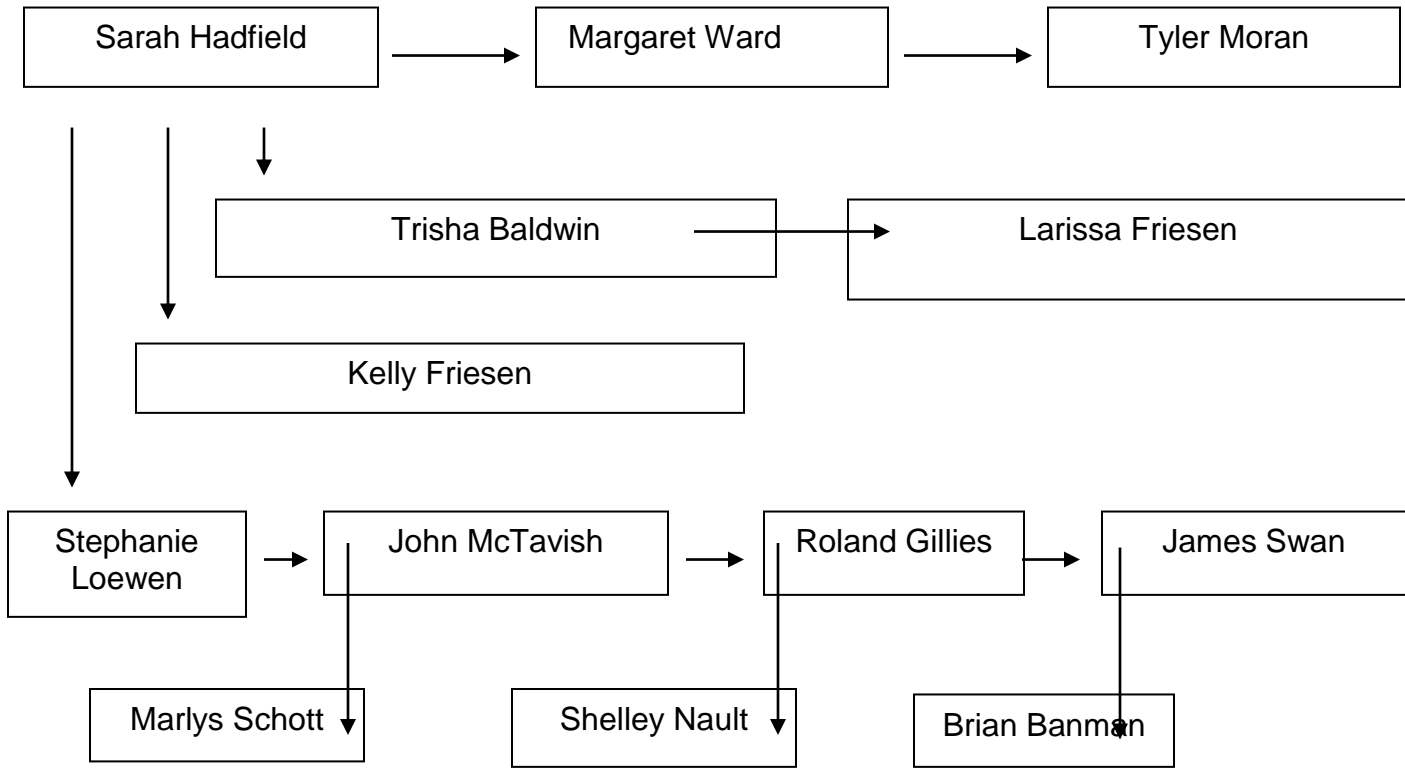
# BRANT-ARGYLE SCHOOL TRAGIC EVENTS RESPONSE PLAN TELEPHONE LADDER

The crisis team consists of the Principal, School Psychologist, and any outside resource people brought in by the division.

## Phase I

Principal will verify information about the death or serious accident with either a close family member or through the R.C.M.P.

Any contact with media will be handled by the Principal. Crisis team will inform the following:



## **Phase II**

In the event of an evening crisis, there will be an 8:00 a.m. staff meeting. Otherwise, it will be held A.S.A.P.

The Principal and the homeroom teacher will tell all students about a student or teacher's death or serious accident. Facts, not speculation will be dealt with. Students respect facts and are reassured and comforted by them. In this atmosphere of trust, students are able to ask heart felt questions. Teachers will also identify support available at school. A room will be set aside for students who need counselling.

Students who are potentially at risk will be identified by the staff.

A crisis centre will be established in the school during the school day. School division resources, ie: Psychologist, Guidance Counsellors, and the personnel will provide supports for students and teachers.

Teachers will be asked to monitor students all day. Students in need of counselling will be brought to the crisis centre by teachers.

School day will remain as normal as possible.

## **Phase III**

Principal will make a decision regarding staff and student attendance at funeral commemoration.

The school will send a card offering condolences to the family. The principal will seek the family's wishes regarding the funeral.

The need to grieve is proportional to one's depth of relationship with that person, therefore, the following are ideas for consideration:

- a) Way of remembrance may range from two minutes of silence to a memorial service.
- b) Principal will coordinate a memorial service if requested and only if the immediate family approves.
- c) What happens to the student's belongs could be discussed by classmates. The decisions should be checked by the parents. The desk can remain in the room, or be moved out. Perhaps special friends could help out with this.
- d) Remembrance classroom activities to be left up to the teacher.
- e) Commemoration could be a school or classroom activity, depending on the situation. Often younger children would not know the deceased, therefore would not participate. Students should take part in the decision making, and the parents of the deceased should also be consulted for their wishes. Some suggestions include: planting a tree on the school grounds, a plaque in the school, or a fund for special project or event.

## **Phase IV**

- a) Teachers should continue to be on the look out for any long term reactions to tragedy.
- b) Upcoming special days or events should be kept in mind. Whether or not the deceased is acknowledged depends upon the situation, or the teachers' and students' wishes.
- c) The principal will keep detailed records of the school's response during such an incident, so consistency is maintained. If and when another tragedy occurs, the staff will have a basis for what has been done before.



## **SECTION 15 – PANDEMIC PREPAREDNESS GUIDELINES**

See the Interlake School Division Pandemic Preparedness Guidelines found at [www.isd21.mb.ca](http://www.isd21.mb.ca) .

**\*See Appendix G for Pandemic Preparedness Guidelines (only in school binder)**

## **SECTION 16 – PRISON BREAKOUT**

Escapees from Stony Mountain Penitentiary may not be relevant to all ISD schools/buildings. Specific procedures for prison breakout will be covered in detail in the Stony Mountain School Emergency Preparedness Plan.

Should there be an escapee in your area, follow Hold and Secure procedures (Section 4).

**ANY INQUIRES FROM THE MEDIA REGARDING ESCAPEES  
FROM STONY MOUNTAIN PENITENTIARY OR ROCKWOOD  
INSTITUTION MUST BE DIRECTED TO THE  
SUPERINTENDENT ONLY!**

# Appendix A

## LOCKDOWN REPORT

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## LOCKDOWN REPORT

School: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>
1. Did administration announce, “ <b>Attention all staff and students, we are in lockdown.</b> ”		
2. Was a call was made to 911 and the Superintendent notified?		
3. Were staff who were away from the school with students contacted? Were staff members directed to take students to the evacuation site or a designated location?		
4. Did school personnel ensure that all students were accounted for?		
5. Were all exterior doors locked?		
6. Did teachers clear all hallways and washrooms?		
7. Were classroom doors locked, lights turned off, and blinds/drapes closed?		
8. Were students calm and quiet throughout the lockdown and not visible from the door and windows?		
9. Were cell phones and other electronic devices turned off?		
10. Did administration announce, “ <b>Attention staff and student, the lockdown is now over.</b> ”		
11. Were all students accounted for after the lockdown?		
12. Were parents/guardians notified of the incident?		

Administrator’s Signature: \_\_\_\_\_

Please send a copy to the Assistant Superintendent after every actual incident.

# Appendix B

## **LETTER TO PARENTS/GUARDIANS REGARDING LOCKDOWN**

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**LETTER TO PARENTS /GUARDIANS REGARDING**  
**(PRACTICE) LOCKDOWN**

Date

Dear Parent/Guardian:

Today our school **practiced** our lockdown procedures. All schools are mandated to have an intervention plan in the event of an unsafe situation and are required to practice lockdown procedures twice a year.

Being prepared for an emergency, and knowing how to respond appropriately and calmly when one occurs, helps to reassure frightened students and staff.

The lockdown procedure entails an announcement being made over the public address system. The school then goes into lockdown which means locking all exterior and classroom doors, closing all blinds/drapes, turning off lights, and having students remain away from doors and windows. Students are instructed to sit quietly and are not to use their cell phones. An announcement is then made indicating an end to the lockdown. Following the lockdown practice, staff will discuss the situation with students.

Please let us know if your son/daughter requires any further discussion. We thank all our staff and students for calmly responding to this practice lockdown drill.

Sincerely,

Ms. S. Hadfield  
Principal

# Appendix C

## **LOCKDOWN CHECKLIST - TEACHERS**

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## LOCKDOWN CHECKLIST – TEACHERS

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Room number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

	Yes	No
1. Did you check the hallway and call students to come into your classroom?		
2. If you have been identified as being responsible for checking washrooms, did you check the washrooms?		
3. Did you lock the classroom door?		
4. Did you turn the lights off?		
5. Did you close the blinds/drapes if applicable?		
6. Did you turn off all electronic devices including music?		
7. Did you move all students away from the door and windows?		
8. Did you instruct students to turn off all cell phones and other electronic devices?		
9. Did students remain calm and quiet?		
10. Was the announcement on the public address system clear?		

Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_



# Appendix D

## **BOMB THREAT TELEPHONE PROCEDURE**

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# BOMB THREAT TELEPHONE PROCEDURE

## WHEN A BOMB THREAT IS RECEIVED:

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Initiate call trace action (where available) and notify your responsible authority by pre-arranged signal while the caller is on the line

## QUESTIONS TO ASK:

- What time will the bomb explode?
- Where is it?
- Why did you place the bomb?
- What does it look like?
- Where are you calling from?
- What is your name?

## THREAT RECIPIENT'S PARTICULARS:

Name \_\_\_\_\_

Person to contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## RECORDED DATA:

Date \_\_\_\_\_ Time \_\_\_\_\_ Duration of Call \_\_\_\_\_

## EXACT WORDING OF THREAT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IDENTIFYING CHARACTERISTICS:

Sex \_\_\_\_\_ Estimated Age \_\_\_\_\_

Accent (Eng. Fr., etc.) \_\_\_\_\_

Voice (loud, soft, etc.) \_\_\_\_\_

Speech (fast, slow, etc.) \_\_\_\_\_

Diction (good, nasal, lisp, etc.) \_\_\_\_\_

Manner (calm, emotional, vulgar, etc.) \_\_\_\_\_

Background noise \_\_\_\_\_

Voice was familiar (specify) \_\_\_\_\_

Caller was familiar with area \_\_\_\_\_

# Appendix E

## **BRANT-ARGYLE FIRE DRILL PROCEDURES**

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# Brant-Argyle School Fire Drill Procedures:

## Fire Drill Procedures 2017-2018

### Where to Exit

Main Entrance: Mr. McTavish's' room (101), Mrs. Loewen's room (102)

Fire stairs: Mr. Swan's room (204)  
Mrs. Friesen's room (206)

Gym: Side Gym door

Library: Basement exit door

Resource Room: Basement exit door

### What to do:

1. Shut off lights.
2. Shut doors and windows.
3. Take Emergency Exit Class List or Register with you.
4. Stress need for orderliness with students.
5. Students exiting from 206 go down fire escape and meet by side.
6. Stay with your class

Areas to Check	Staff Member Responsible
Downstairs washrooms/library/ Resource room	Mrs. Schott/ Mrs. Nault
Gym change rooms/Equipment room	Ms. Baldwin and Ms. Hadfield
Kitchen	Ms. Baldwin and Ms. Hadfield

# Appendix F

## BRANT-ARGYLE TORNADO PROCEDURES

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# Brant-Argyle School Tornado Procedures:

As tornadoes can develop very rapidly given the proper conditions, it is important that both students and staff be prepared to react.

Should a tornado be sighted near Brant-Argyle School, or should a severe thunderstorm develop that could spawn a tornado, all students and staff will:

1. evacuate to the school basement
2. grades K & 1 - resource room
3. grades 1 - 3 – girls washroom
4. grades 3 - 5 – boys washroom
5. grade 6- 8 – custodian storage room
6. option – older students under library tables

Principal/designate will make necessary emergency contacts using phone/ portable phone/cell or text messaging/ or computer (email) to notify:

1. Division Office - 204-467-5100  
Margaret Ward ([mward@isd21.mb.ca](mailto:mward@isd21.mb.ca))
2. Fire Department - 204-467-5454 or 911
3. Environment Canada - 204-983-2050

Students will remain in the basement until principal/designate feel it is safe to return to the classroom. Principal/designate will survey school grounds to check for debris, wires, etc., before allowing students to return to rooms or go outside.