

2023-2024



Killarney School
Emergency Preparedness Plan

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Introduction

Purpose

The purpose of this Emergency Preparedness Plan is to promote Turtle Mountain School Division as a safe place for students and staff, and it is intended to complement existing school policies. Although it is not possible to anticipate every type of school disturbance that could threaten the safety of staff and students, this quick reference has been developed to assist school 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 a student. School personnel should become familiar with the personal safety considerations that are included in this document.

If a crisis occurs, school personnel need to take immediate action to prevent and/or reduce the possibility of further accidents and tragedies. The school is not immune from any type of serious incident, whether natural or intentional, but the school can take preventative steps to minimise the consequences of the incident and to prevent confusion. A staff that is well-trained in crisis management can help a school 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 property or activities. Accidents are dealt with using normal on and off school resources (for eg, 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 localised damage or disruption of school property or activities. Emergencies will usually involve external resources (for eg, police, fire, ambulance).

School-Wide Emergency – A major incident involving serious harm to the health and wellbeing of one or more people and/or major damage or disruption of school property or activities, which requires significant external resources and school-wide involvement. A School Emergency will require involvement from external services (for eg. emergency services, Town of Killarney, other agencies) and coordination between all school units.

Critical Incident Team – Members from Killarney School , 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
Principal	Office
Vice-Principal	Office
Administrative Assistant	Office
Superintendent	DBO
Assistant Superintendent	DBO
Building Supervisor	DBO
School Board	DBO
Primary Relocation Site (New Life Assembly)	
Primary Relocation Site (Killarney Shamrock Centre)	communicate with the rec director.

Critical Incident Team

The Critical Incident Team is composed of members from the school 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	Position	Office Phone	Mobile Phone
Erica Hilhorst	Principal	224	204-523-0883
Sheri Haney	Vice-Principal	223	204-534-5513
Dave Riley	Counsellor	237	204-534-8341
Charlene Leslie	HS Resource	222	204-226-0353
Paula Opperman	EY/MY Resource	236	204-523-6556
Andrew DeCock	Head Custodian	228	204-215-0297
Melisa Bylo	Secretary	221	204-523-2190

Telephone Directory

POLICE/FIRE/AMBULANCE

911

OTHER EMERGENCY/RESOURCE PHONE NUMBERS

PERSON/AGENCY	LOCATION
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 in the Event of an 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: **KILLARNEY SCHOOL**
- Location Address: **417 KING AVE**
- Location Phone Number: **204-523-4696**

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

WHERE: School name, exact school address, your name and date of birth, specific location of the emergency (i.e. hallway, gym, lunchroom, playground, etc.). 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.

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

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 situation, 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 the all clear has been given. Too many calls may overload the phone lines.

Communication Procedures

De-briefing and follow-up

As soon as possible, after an emergency situation, the principal is responsible for a debriefing with the school staff. This will include a review of the emergency, all school team responses, and our student accounting procedures.

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

General Evacuation Procedures

Faculty, Staff and Students

1. Use the closest exit when possible. Elevators are not to be used.
2. Exit from the stairwell where indicated and move a safe distance away from the building.
3. 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.
4. Do not obstruct the exits at street level.
5. Do not re-enter the building until the "all clear" signal has been given by the Fire Department or other appropriate authority
6. Supervisors will clear people from their work areas and alert, direct and assist staff and students to the nearest safe exit.
7. Teachers are expected to supervise the evacuation of their classes.
8. Teachers are to carry their attendance records with them to facilitate the accounting for students. Information regarding the accounting of students must be relayed to the secretaries/principals as per a fire drill.
9. All fire doors are to be in the closed position.

Persons with Accessibility Requirements

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

Specific Evacuation Procedures

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

Exit Name	Exit Description
1) South Door (East Hall)	Main door on south side leading to parking lot
2) South Door (West Hall)	Door on south side of building behind south gym
3) East Door	Main door on east side leading to King Avenue
4) West Door (South Hall)	Door on West side of building from hallway past south gym
5) West Door (North Hall)	Door on West side of building from hallway past B. Hammond's classroom
6) North Door	Door on North side of building leading to bus loading zone past band room
7) North West Early Years Door	Door leading from hallway past left side of temporary classroom (facing south)
8) North East Early Years Door	Door leading from hallway past right side of temporary classroom (facing north)

****PLEASE REMEMBER TO TURN OFF LIGHTS AND CLOSE THE CLASSROOM DOOR. ****
THIS IS A SIGNAL THAT THE ROOM IS EMPTY. TAKE YOUR ATTENDANCE WITH YOU.

*Captains

Class/Room/Space	Destination
Mrs. Wanless' class Mrs. Heinrich's class Mrs. Reykdal's class	Will exit through the fire exit doors from their classrooms and muster on the north side of the school. <u>Alternate Route</u> – 8) North East Early Years door
*Mrs. Taylor's class Room 4 (Day Care) Music Room (Miss Boylan)	Will exit through the fire exit doors from their classrooms and muster on the north side of the school. <u>Alternate Route</u> - 7) North West Early Years Doors
Miss Little's class Miss Kinley's class Reading Recovery office	Will exit through the 8) <u>North East Early Years door</u> and muster on the north side of the school. <u>Alternate Route</u> – 5) West Door (North Hall)

Class/Room/Space	Destination
Mr. Riley's office Miss. Boschman's class	Will exit out the 4) <u>West Door (South Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> – 1) South Door (East Hall)
*Ms. Grant's class Mr. Sylvester's class	Will exit out the 2) <u>South Door (West Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> – 4) West Door (South Hall)
Resource (Mrs. Opperman) Clinician office Calming Room	Will exit out the 4) <u>West Door (South Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> – 2) South Door (West Hall)
Mr. Hammond's class *Ms. Johnson's class Library (Mrs. McGill) Mrs. Paulovics' class Mrs. Little's class Miss Cuvelier's class	Will exit through the 5) <u>West Door (North Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> - Through Library to 4) West Door (South Hall)
South Gym	Will exit through the 1) <u>South Door</u> and muster east of the parking lot, near the bike rack. Gym teacher to take attendance of his/her class at the time.
Staff Room Office Staff Mme. Jamault's room *Mrs. Millan's class Mrs. Stasiuk's class Engine Room	Will exit out the 1) <u>South Door</u> and muster east of the parking lot, near the bike rack <u>Alternate Route</u> – 4) West Door (South Hall)
Mr. Knight's room Mrs. TK's room Mrs. Lawson's room (37)	Will exit out the 1) <u>South Door</u> and muster east of the parking lot, near the bike rack <u>Alternate Route</u> – 3) East Door
Home Ec. Lab (Mrs. McGill) *I.A. Room (Miss Payette) Band Room (Mrs. Lawson) Mr. Pugh's class Shared Services offices	Will use the 6) <u>North Door</u> and muster in the North parking lot. <u>Alternate Route</u> – 3) East Door

Class/Room/Space	Destination
Mr. Martens' Lab Mr. Outhwaite's Lab Ms. Babutiu's room Life Skills Room HS Resource/Pod North Gym Nursery School Cafeteria * Mrs. Lovett's room Mrs. White's (Video Conference) room Mrs. Nichol's room Ms. Selby's room	Will exit the school through the 3) <u>East Door</u> and muster 50 feet from the school. <u>Alternate Route</u> – 6) North Door

PLEASE SHUT OFF ALL LIGHTS AND CLOSE DOORS.

Do Your ATTENDANCE/COUNT AND REPORT TO *CAPTAIN

Captains (and alternates) for each door exit have been assigned:

Door	Captain	Alternate
1) South Door (East Hall)	April Millan	Shailyn Boschman
2) South Door (West Hall)	Naureen Grant	Josh Sylvester
3) East Door	Wendy Lovett	Terrill Outhwaite
4) West Door (South Hall)	Naureen Grant	Josh Sylvester
5) West Door (North Hall)	Jessica Johnson	Brett Hammond
6) North Door	Sam Payette	Alison McGill
7) North West Early Years Door	Kayla Taylor	Karissa Reykdal
8) North East Early Years Door	Kayla Taylor	Karissa Reykdal

It is the duty of the *Captain to check off (from advice of the classroom teacher) that all students have exited the building. Classroom teachers are to advise the Captain that all are accounted for or "John" is missing - he went to the washroom. This information should be recorded by the Captain. *Captains will report to the administration of the school on the form provided. This information will be used to determine re-entry.

***CAPTAINS QUICKLY SEND ONE (1) RUNNER TO MISS. BYLO AND MRS. LAMONT AT KING AVENUE.**

RUNNERS ARE TO STAY WITH THE SECRETARIES AND WAIT FOR FURTHER INSTRUCTION.

Students are to muster by classroom groups facing the school and remain quiet and orderly (This will be reported on by captains). ***Groups mustering near the front of the school should keep a good distance away from the secretaries so they can be easily seen by the runners.***

Students will be allowed to re-enter the building only after the signal is given from administration. The secretaries will send notification with the runners back to their respective captains. If deemed necessary, notification will be given that all students and staff are to evacuate the property and proceed to the New Life Assembly church.

Once the building managers have heard from all captains indicating that all are accounted for ***and*** it has been determined that it is safe to re-enter the building, students & staff will be notified.

A map of the pertinent classroom area is posted near the exit door in each area and exit routes are clearly marked with a red marker. This should be drawn to the attention of the students.

Other Building Checks

Person	What to Check
Office Staff	<ul style="list-style-type: none"> sick room
Gym Teachers	<ul style="list-style-type: none"> change rooms
Jen Thiessen-Kramer	<ul style="list-style-type: none"> girls' washroom upstairs
Wendy Lovett	<ul style="list-style-type: none"> boys' washroom upstairs
Nicoleta Babutiu	<ul style="list-style-type: none"> girls' washroom downstairs
Darren Knight	<ul style="list-style-type: none"> boys' washroom downstairs
Brianne Stasiuk/Greg Forsythe	<ul style="list-style-type: none"> boys' washroom in the main hallway
Karlee Little	<ul style="list-style-type: none"> boys' washroom in early years
Cari Heinrichs	<ul style="list-style-type: none"> girls' washroom in early years
Early Years Resource	<ul style="list-style-type: none"> their rooms, special needs bathroom, life skills bathroom and girls' washroom in the main hallway

Noon Hour Procedure

Should the fire bell ring between 12:05 & 12:50 students should exit the North Gym in the EAST Doors

Students in bathrooms and other areas other than classrooms are to exit through the nearest exit and report to the Captain at that exit.

Students with teachers or other staff personnel other than classroom teachers are the responsibility of those staff members.

Students should exit the building in a quiet and orderly fashion without running. Should doors need to be held open, the first two students at the doors should hold them open until all students have proceeded through. They should then rejoin the group. Students should muster by grade at least 50 ft. from the door. Once attendance has been taken, duty teachers will then escort students to the playground. Students who exit through South doors should line-up on the east side of the south parking lot, near the bike rack.

Duty teachers check your specific areas - classroom, bathrooms, labs, hallways etc. Check your area to see that everyone is out.

Fire Procedures

Evacuate to Church Procedure

Teachers are to carry their attendance records with them to facilitate the accounting for students. Information regarding the accounting of students must be relayed to the principals as per a fire drill.

Students will evacuate the building as per a fire drill. If deemed necessary, under the direction of administration and supervision of the teachers, students proceed to the New Life Assembly Church. A signal will be given to the runner who reports to the secretaries indicating to evacuate to the church. A copy of the Nominal Roll & Emergency Plan as well as a key to the New Life Assembly will be taken by the secretaries. A copy of the key to the New Life Assembly and the Nominal Roll will be kept at the Turtle Mountain School Division Office.

Crosswalk supervisors have been assigned for each corner of the route to the New Life Assembly Church and stop traffic as follows:

Location	Supervisor	Alternate
King Ave & Fletcher St	Darren Knight	Jennifer Thiessen-Kramer
King Ave & Finlay St	Terrill Outhwaite	Erica Hilhorst or Sheri Haney

Once at the New Life Assembly Church, Grade 9 to 12 students will go to the basement and report to the same teacher they evacuated with. Kindergarten to Grade 8 students will meet with their homeroom teacher upstairs. Attendance will be taken again and reported to the secretaries. Communication will be made to the Division Office from the New Life Assembly by a teacher designated by the principal. Parents will be contacted from the New Life Assembly and if necessary the Turtle Mountain School Division 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, students and staff will remain in the school building until notified by the proper authorities of any action that should be taken. The custodians will 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. Everyone—students, 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 any school building, contact the Head Custodian.

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 such as auditoriums or cafeterias. Do not take shelter in a vehicle.
- Stay away from windows and outside walls.
- Go to the basement or lowest level of the building.
- 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 hazards.
- 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
- Do not use the elevator.
- 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.

School Cancellation Procedures

In the event that school has been cancelled yet students are arriving at school unaware of school being cancelled, the parent will be contacted and the child will be picked up.

Bus Cancellation and School Closure Procedures

Before School Begins (a.m.)

The School Division has implemented a policy for the cancellation of school buses prior to the beginning of school in the morning. School buses may be cancelled when the wind chill factor reaches -45°C or in the event of reduced visibility or poor road conditions. Please listen to CJRB, CKX or CKLQ, 101.1 FM, 94.7 FM and 96.1 FM to determine whether buses and school have been cancelled. The School Division will notify staff and parents/guardians by email. If the staff have any questions please call the administration:

During the School Day

In the event buses have been cancelled during the school day:

- Students **may** remain at school until 3:20
- Once the school is notified of bus cancellation:
 - The school/division will mass email parents/guardians regarding the bus cancellation
 - The division will post bus cancellation on their social media page
- **All students will be asked to remain in their classrooms until there has been communication with parents/guardians for each student - high school students will remain in the class/room they have at the time and communicate their plans (as provided by the parent/guardian) with the teacher.**
- Staff will be provided with storm billet information for their students
- All parents/guardians will be asked to inform the classroom teacher of their student's plans. If families have more than one student in school, the parent/guardian needs to reach out to/communicate with **each** classroom teacher. *We ask that one student not be required to go around to other classrooms to pass along messages.*
- Classroom Teachers will keep a list of the information (contact made with parent/guardian, who is picking up the student or how are they getting home, and the student's intended destination) and submit it to the office staff by the end of the day - **THIS IS A MUST**
- Parents can email or text the teacher directly or they can text their student's cell phone and the student can show the teacher the communication.
- Bus students will need alternate arrangements in place prior to 3:20
- If transportation is necessary, parents/guardians must have arranged to have pick ups completed by 3:20
- Parents/Guardians/Storm Billets **may pick up** the student/students prior to 3:20 after communication has occurred
 - If parents give permission, students (regardless if they are a bus student or not) may leave school prior to 3:20 (following the arrangements made)

Note: All staff will notify the office as to where they will be staying if the school is closed and they require alternate accommodations.

During the School Day Parent Communication

Bus Cancellation and School Closure Procedures for Parents

During the School Day:

In the event buses have been cancelled during the school day:

- Students **may** remain at school until 3:20
- Parents/Guardians will receive a mass email from the school/division to notify them of the bus cancellation
- **All students will be asked to remain in their classrooms until there has been communication with parents/guardians for each student - high school students will remain in the class/room they have at the time and communicate their plans (as provided by the parent/guardian) with the teacher.**
- All parents/guardians will be asked to inform the classroom teacher of their student's plans.
 - Parents can email or text the teacher directly or they can text their student's cell phone (if they have one) and the student can show the teacher the communication.
 - Staff will need to know who is picking up the student or how are they getting home, and the student's intended destination
 - If families have more than one student in school, the parent/guardian needs to reach out to/communicate with **each** classroom teacher. *We ask that one student not be required to go around to other classrooms to pass along messages.*
 - **Office staff will be unable to answer phones during this time**
- Bus students will need alternate arrangements in place prior to 3:20
- If transportation is necessary, parents/guardians must have arranged to have pick ups completed by 3:20
- Parents/Guardians/Storm Billets **may pick up** the student/students prior to 3:20 after communication with the teacher has occurred
 - If parents give permission and transportation is not necessary, students may leave school prior to 3:20 (following the communicated arrangements)

Hazardous Chemical Spill or Release

1. Remove all endangered persons from the area of the spill or release as soon as possible. Do not touch the chemical.
2. Evacuate the area if the chemical is flammable, like natural gas.
3. Otherwise stay indoors (shelter in place), away from the area of the spill or release until you receive instructions to leave.
4. 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.

5. Report the incident providing detailed information about the spill or release to the Head Custodian and/or Science teacher and follow instructions (spill containment kit), which may include calling 911.
6. Provide the following information to 911:

Name: YOUR NAME

Location: **KILLARNEY SCHOOL - 417 KING AVE - 204-523-4696**

Nature of the emergency: DETAILS

Shelter-in-Place

Shelter-in-Place may occur in an emergency where hazardous materials may have been released into the atmosphere. This is a precaution aimed to keep staff and students 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 school officials believe there is some type of emergency that does not directly impact the interior of the school. Shelter-in-place is typically used when police are engaged in an operation nearby outside of the school, or when a national disaster has been declared. The goal is to keep students and staff safe and indoors. During a shelter-in-place staff and students are instructed to stay inside their classrooms. 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 (See Appendix C).

In the event of a crisis requiring students and faculty to evacuate their respective schools, a school evacuation may take place.

Hold and Secure

Hold and Secure is a response to a threat in the general vicinity of a school and not related to the school. This could be a police pursuit, a crime in progress or an active police search. Staff, students and visitors are considered to be safe inside the school. The school 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 (See Appendix D). Occupants do not leave the building. The Superintendent's office must be notified immediately if a school is placed in a Hold and Secure status.

Lockdown

Threat in the Building

If a situation arises in which students and staff are in great danger from a weapons threat within the school, the following steps will be taken:

1. The principal or designate will announce over the P.A. "School Lockdown" and the area of the school that the threat is in i.e. Primary, Middle School, High School. 911 will be dialled and the situation reported. Division administration will be notified.
2. Teachers are to lock the doors to their classrooms, turn out lights and have their students crouching away from any windows and doors.
3. Classroom windows (indoors also) should be covered when and where possible.
4. South Gym: Students are to take shelter in the girl's change room
North Gym: Students are to take shelter in the equipment room.
Library: Classes are to use the Library storage room and both doors to the room are to be locked.
5. With the use of a buzzer or cell phones, the office/admin will notify any staff and students on the playgrounds that a lockdown is in effect and to take defensive action immediately. This means to vacate the school area by going to the bus garage or drop to the ground and remain still.
6. Secretaries will notify by phone, if possible, any classes that are away from the school that a weapons threat exists at the school and to remain where they are until notified it is safe to return.
7. When the threat has ended, the principal or his designate will announce over the P.A. "Lockdown is over" and the school will return to normal operations. Office staff or administration will notify those students and staff who took defensive action outside the building.

If a threat occurs during the lunch hour or during exams:

1. Students in the North Gym are to take shelter in the storage room.
1. Students in the South Gym are to take shelter in the equipment room.

During an assembly, students are to take shelter in the Library & South West hall storage rooms and if necessary, the stage area or the Library Storage area.

Students and Staff that are not in their classroom when a lockdown is called should report to the nearest classroom or safe spot.

Threat outside the Building

A. Lockdown

A lockdown will take place when the school staff is notified or is aware of a person approaching the school with a dangerous weapon and the following steps will take place:

1. The principal or designate will announce over the P.A. that there is a lockdown in effect. 911 will be telephoned and the situation reported. Division administration will be notified by secretaries.
2. All entrances to the school will be locked, if safe to do so.
Administration/Secretaries/Custodians being responsible for locking the South doors (extra key in office)
3. Teachers are to lock the doors to their classrooms, turn lights out and have their students crouching away from any windows or doors.
4. Classroom windows (indoors also) should be covered when and where possible.
5. South Gym: Students are to take shelter in the equipment room.
North Gym: Students are to take shelter in the equipment room.
Library: Classes are to use the Library storage room and both doors to the room are to be locked.
6. With the use of a buzzer or cell phones, the office/admin will notify any staff and students on the playgrounds that a lockdown is in effect and to take defensive action immediately. This means to vacate the school area by going to the bus garage or drop to the ground and remain still.
7. Secretaries will notify, by phone, if possible, any classes that are away from the school that a lockdown is in effect and to remain where they are until notified it is safe to return.
8. When the threat has ended, the principal or designate will inform the school that the lockdown has ended.

***Teachers are to ensure that their substitutes are aware of these procedures.**

Special Considerations

1. **If the lockdown signal is given before classes begin in the morning, between classes, or immediately after school lets out in the afternoon, and staff members are in or very near their classrooms,** they should immediately gather as many students from the hallway and other areas in close proximity and bring them into the classroom. Once inside, follow the lockdown instructions listed above. If staff members are not near their classrooms, they should proceed to the nearest classroom to help staff members (where applicable) gather students into that classroom and implement the lockdown instructions listed above.

2. **If the lockdown signal is given during lunch**, staff members responsible for the supervision of the cafeteria should immediately check outside the cafeteria to gather any nearby students into the cafeteria and, if possible, close and lock doors to the cafeteria. If the doors to the cafeteria cannot be secured, have all students move away from the doors and windows and sit on the floor. If the kitchen is adjacent to the cafeteria, is securable and large enough to hold the remaining students and staff members, and does not jeopardise anyone's safety, move everyone into the kitchen.
3. **If the lockdown signal is given and a staff member is responsible for students in an open area such as an auditorium or gymnasium**, the goal is to remove the students from the open, and therefore accessible areas, to a secure area as quickly as possible. For example, if the locker rooms are near the gymnasium, personnel could move the physical education students into the locker room and secure that area.
4. **If the lockdown signal is given and a class is outside, such as playgrounds and ball fields**, an alternate lockdown location must be identified (Bus Garage). This location can be indoors or outdoors (if students can be safely hidden). If you cannot get to an alternative location, drop to the ground and lay flat, be silent and do not move. Try to be in an area with obstacles, eg. play structure

De-briefing and follow-up

As soon as possible, after an emergency situation, the principal is responsible for a debriefing with the school staff. This will include a review of the emergency, all school team responses and our student accounting procedures.

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

Appendices

Appendix A: School Map

KILLARNEY COLLEGIATE 2023 - 2024

Legend:



Washroom



Wheelchair accessible washroom



Door



Entrance/Exit



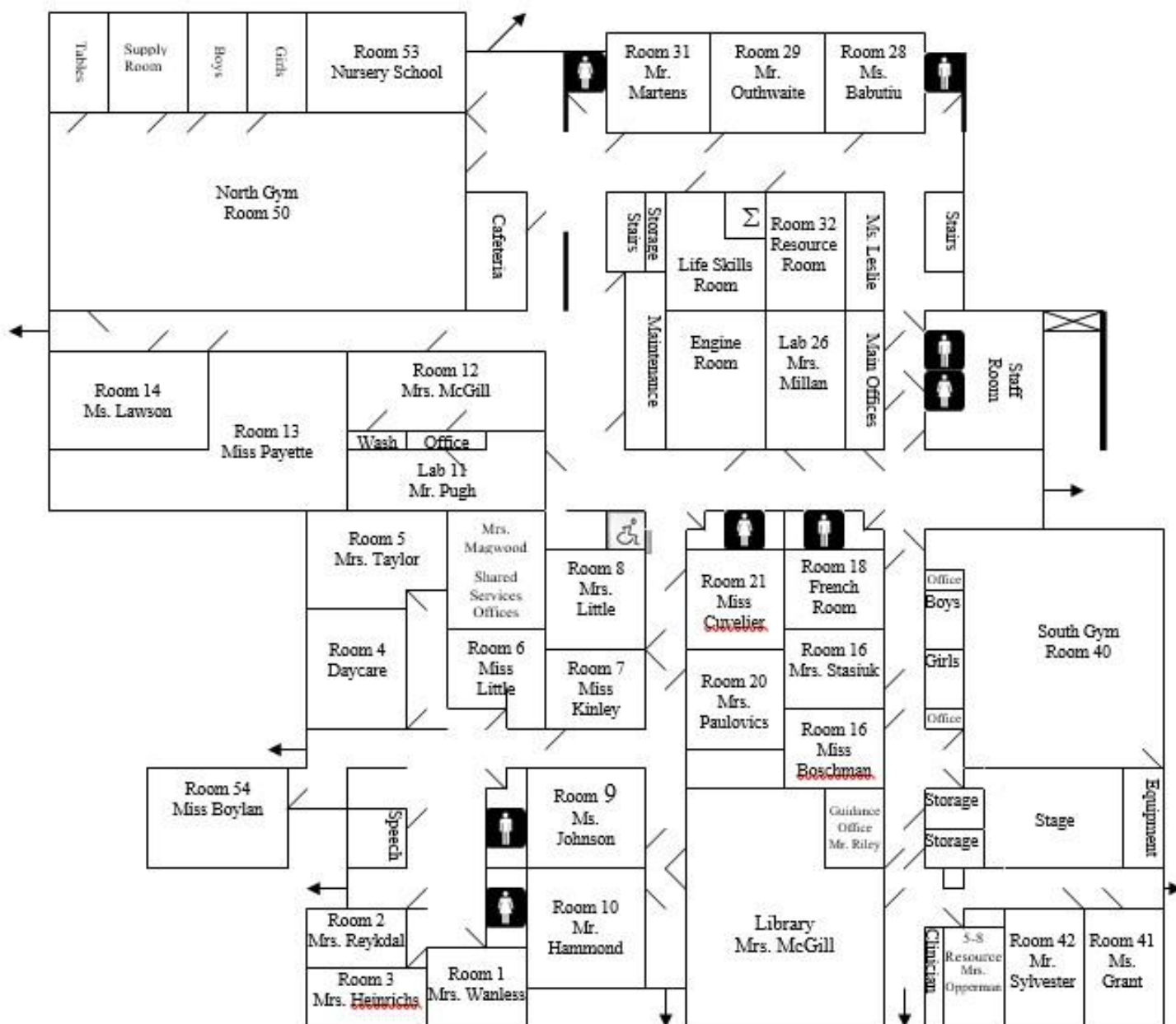
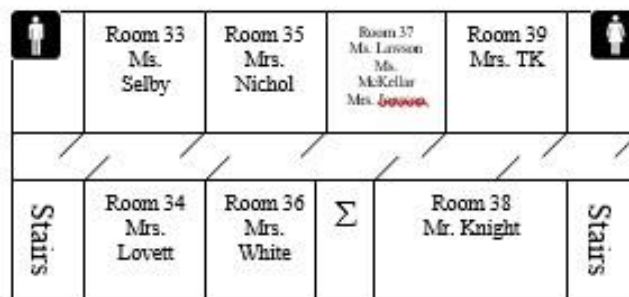
Elevator



Fire Exit



Alternate Exit



Appendix B

FIRE DRILL CHECK FORM

DOOR: 1) SOUTH DOOR (East - MAIN)	DATE:
FIRE DRILL CAPTAIN: MRS. A. MILLAN	ALTERNATE: MISS BOSCHMAN
<input type="checkbox"/> Mrs. A. Millan	<input type="checkbox"/> Mrs. B. Stasiuk/Mr. G. Forsythe
<input type="checkbox"/> Mr. D. Knight	<input type="checkbox"/> Mrs. J. Thiessen-Kramer
<input type="checkbox"/> South Gym	<input type="checkbox"/> High School Resource Room
<input type="checkbox"/> Shared Services Offices	<input type="checkbox"/> Engine Room
<input type="checkbox"/> Office Staff and Staff Room	<input type="checkbox"/> Life Skills Room
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.***

FIRE DRILL CHECK FORM

DOOR: 2) SOUTH DOOR (WEST HALL) and 4) WEST DOOR (SOUTH HALL)	DATE:
FIRE DRILL CAPTAIN: MS. N. GRANT	ALTERNATE: MR. J. SYLVESTER
<input type="checkbox"/> Ms. N. Grant	<input type="checkbox"/> Clinician Office
<input type="checkbox"/> Mr. J. Sylvester	<input type="checkbox"/> Guidance (Mr. Riley)
<input type="checkbox"/> Miss. S. Boschman	<input type="checkbox"/> Calming Room
<input type="checkbox"/> Resource (Mrs. Opperman)	
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.***

FIRE DRILL CHECK FORM

DOOR: 3) EAST DOOR	DATE:
FIRE DRILL CAPTAIN: MRS. W. LOVETT	ALTERNATE: MR. T. OUTHWAITE
<input type="checkbox"/> Mrs. W. Lovett	<input type="checkbox"/> Ms. N. Babutiu
<input type="checkbox"/> Mr. T. Outhwaite	<input type="checkbox"/> Mr. D. Martens
<input type="checkbox"/> Mrs. Nichol	<input type="checkbox"/> Life Skills Room
<input type="checkbox"/> Nursery School	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> North Gym	<input type="checkbox"/> Room 35 (Ms. L. Selby)
<input type="checkbox"/> Video Conference Room	<input type="checkbox"/> Room 37 (Ms. M. Lawson)
<input type="checkbox"/> High School Resource & Pod (Mrs. C. Leslie)	<input type="checkbox"/> Other Students
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.***

FIRE DRILL CHECK FORM

DOOR: 5) WEST DOOR (NORTH HALL)	DATE:
FIRE DRILL CAPTAIN: MS. J. JOHNSON	ALTERNATE: MR. B. HAMMOND
<input type="checkbox"/> Ms. J. Johnson	<input type="checkbox"/> Mr. B. Hammond
<input type="checkbox"/> Mrs. C. Paulovics	<input type="checkbox"/> Mrs. J. Little
<input type="checkbox"/> Miss. Cuvelier	<input type="checkbox"/> Library
Other Students:	
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.***

FIRE DRILL CHECK FORM

DOOR: 6) NORTH DOOR	DATE:
FIRE DRILL CAPTAIN: MISS S. PAYETTE	ALTERNATE: MRS. A. MCGILL
<input type="checkbox"/> Band Room (Mrs. Lawson)	<input type="checkbox"/> Home Ec Room (Mrs. McGill)
<input type="checkbox"/> I.A. Room (Miss Payette)	<input type="checkbox"/> Mr. Pugh's Room
<input type="checkbox"/> Shared Services	
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.***

FIRE DRILL CHECK FORM

DOOR: 7) NORTH WEST EARLY YEARS and 8) NORTH EAST EARLY YEARS	DATE:
FIRE DRILL CAPTAIN: MRS. K. TAYLOR	ALTERNATE: MRS. K. REYKDAL
<input type="checkbox"/> Mrs. C. Wanless	<input type="checkbox"/> Mrs. Heinrichs
<input type="checkbox"/> Mrs. K. Reykdal	<input type="checkbox"/> Miss. K. Little
<input type="checkbox"/> Mrs. K. Taylor	<input type="checkbox"/> Miss. S. Kinley
<input type="checkbox"/> Reading Recovery	<input type="checkbox"/> Music Room (Miss Boylan)
<input type="checkbox"/> Room 4 (Daycare)	<input type="checkbox"/>
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.***

FIRE DRILL CHECK FORM

Location	Captain/Alternate	Check/confirm
1) SOUTH DOOR (EAST HALL)	<ul style="list-style-type: none"> • <u>Captain</u>: MRS. A. MILLAN • <u>Alternate</u>: MISS BOSCHMAN 	<input type="checkbox"/>
2) SOUTH DOOR (WEST HALL)	<ul style="list-style-type: none"> • <u>Captain</u>: MS. N. GRANT • <u>Alternate</u>: MR. J. SYLVESTER 	<input type="checkbox"/>
3) EAST DOOR	<ul style="list-style-type: none"> • <u>Captain</u>: MRS. W. LOVETT • <u>Alternate</u>: MR. T. OUTHWAITE 	<input type="checkbox"/>
4) WEST DOOR (SOUTH HALL)	<ul style="list-style-type: none"> • <u>Captain</u>: MS. N. GRANT • <u>Alternate</u>: MR. J. SYLVESTER 	<input type="checkbox"/>
5) WEST DOOR (NORTH HALL)	<ul style="list-style-type: none"> • <u>Captain</u>: MS. J. JOHNSON • <u>Alternate</u>: MR. B. HAMMOND 	<input type="checkbox"/>
6) NORTH DOOR	<ul style="list-style-type: none"> • <u>Captain</u>: MISS. S. PAYETTE • <u>Alternate</u>: MRS. A. MCGILL 	<input type="checkbox"/>
7) NORTH WEST DOOR	<ul style="list-style-type: none"> • <u>Captain</u>: MRS. K. TAYLOR • <u>Alternate</u>: MRS. K. REYKDAL 	<input type="checkbox"/>
8) NORTH EAST DOOR	<ul style="list-style-type: none"> • <u>Captain</u>: MRS. K. TAYLOR • <u>Alternate</u>: MRS. K. REYKDAL 	<input type="checkbox"/>

Appendix C

SHELTER IN PLACE

Killarney School

We are currently in

“SHELTER IN PLACE”

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

If more information is required, please call the school at
204-523-4696.

Appendix D

Hold and Secure

Killarney School

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 school and not related to the school, when it is desirable to secure the school. Staff, students and visitors are considered to be safe inside the school. The school 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 near the school is resolved.

Occupants do not leave the building.

If more information is required, please call the school at
204-523-4696.

Appendix E

EMERGENCY CONTACT LIST

2023-2024 Killarney School Staff Phone Tree

Administration

Erica Hilhorst 204-523-0883
Sheri Haney 204-534-5513

Guidance

David Riley 204-534-8341

Primary Years

First Contact: Jana Little 204-523-4720

Candace Wanless 204-537-2697
Karissa Reykdal 204-215-0534
Sarah Kinley 204-208-0032
Chris Paulovics 431-234-3225
Jessica Johnson 204-523-6390
Christi Magwood 204-523-2707

Cari Heinrichs 204-871-7053
Kayla Taylor 204-523-6426
Karlee Little 204-523-1981
Teagan Cuvelier 204-523-0916
Brett Hammond 204-305-0099
Lisa Shiels 204-523-6128

Middle Years

First Contact: Paula Opperman 204-523-6556

Brianne Stasiuk 204-523-2090
Naureen Grant 204-523-0488
April Millan 204-523-1519
Katrina Nichol 204-573-1445
Alison McGill 204-523-6505
Greg Forsythe 431-266-0298

Shailyn Boschman 204-870-9443
Josh Sylvester 431-734-3584
Mike Pugh 204-523-1596
Liz Selby 431-284-3022
Kristel Jamault 204-526-0680
Nikki Boylan 204-441-9172

Senior Years

First Contact: Wendy Lovett 204-523-7342

Meagan Lawson 204-761-7334
Darren Knight 204-523-1960
Terrill Outhwaite (Stephanie) 204-523-1555
Kendall Jonsson 204-526-7505
Amanda White 431-236-3114

Jen Thiessen-Kramer 204-523-0720
Sam Payette 204-795-7855
Dylan Martens 204-908-0766
Nicoleta Babutiu 613-315-8770
Barb McKellar 204-523-2795

Student Services

Contact: Charlene Leslie 204-226-0353

Erin Sawatsky 204-721-3436

Corrie Wiesner 204-523-0083

**Each Student Services person is responsible for contacting educational assistants under their supervision. **

Support Staff

First Contact: Melisa Bylo 204-523-2190

Andrew DeCock 204-215-0297
Greg Martin 204-534-0580
Maricar Riganon 431-541-8657
Taryn Lamont 431-234-3043
Nicole Fleming(Daycare) 204-523-2480

Felix Simon 204-215-1724
Rachelle Ediza 431-266-2017

Jacyln McGill 204-431-3401
Tracy Sanders(Nursery School) 204-523-1566

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:	