

PCI Emergency Plan - revised Nov. 12, 2020 (changes are highlighted)

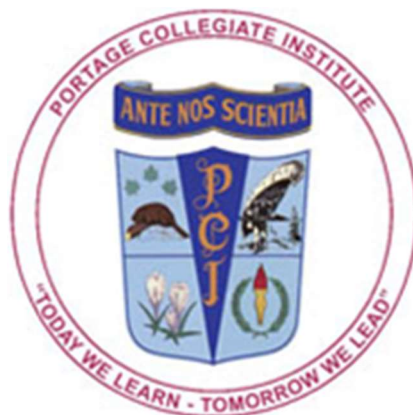


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Emergency Telephone Directory

Portage Collegiate Institute Phone Number: 204-857-6843

Portage la Prairie School Division Office: 204-857-8756

PCI Administration	Phone (Cell)	Phone (Home)
Gregg Waldvogel	204-870-1811	204-857-5676
Rob Pehura	204-870-1813	204-857-8669
Jody Budz	204-871-5318	204-239-5795
Lawrence McKenzie	204-871-8338	204-871-2295

PCI Custodial Staff	Phone (Cell)	Phone (Home)
Jimmy Victor	204-871-3351	
Rey Talavera	PCI Custodian Cell	204-857-2824

PCS Custodial Staff	Phone (Cell)	Phone (Home)
Tammy Muir	204-871-3195	204-871-0287
Randy Romanow	PCS Custodian Cell	204-857-9221

Superintendent's Team	Phone (Cell)	Phone (Home)
Todd Cuddington	204-871-0815	
Pam Garnham	204-871-5728	
Rochelle Rands	204-871-5644	204-857-7701
Parker Garnham	204-857-4164	
Marilyn Bachalo		204-857-6538

Emergency Service Numbers	Phone
Fire Department	204-239-8340 or 911
Portage General Hospital	204-239 -2211 or 911
RCMP	204-857-4445 or 911
Ambulance	911
Alarm System	1-877-888-2527

Secondary Location for Evacuation Stride Place (Main Arena)	Phone Number
Randy Miller (Operations Manager)	204-857-7772 Ext: 2226
Angie Shindle (General Manager)	204-857-7772 Ext: 2224
Operator on Duty	204-870-0794

Dealing with the Media

Should an emergency arise and the media call or come to your school, follow the following steps:

- The principal / vice principal / designate must call the Superintendent, who will be the spokesperson for the media.
- Direct all media to the Divisional Office for updates on the ongoing incident.
- As new information comes to light, update the spokesperson so they can update the media.
- Advise the secretary or receptionist to take messages and not to make comments to the media.
- The messages taken should include the journalists' names, the media outlets they represent, their phone numbers and briefly what they want and when they need it.
- School will contact the Home & School chair.
- The media may ask to speak to students and schools may decline this request. As always, students under 18 years of age require permission of parents. Legally, media may interview students while both media and students are on public property, i.e. outside of or off school grounds. Administrators have no jurisdiction asking media not to interview students on their way to and from school.

Sheltering in Place

Sheltering in Place is defined as actions taken when personal safety is considered to be in danger if anyone leaves the school (mainly environmental or weather- related events). All exterior windows and doors may be closed and locked depending on the situation. There is regular movement throughout the school.

Situations that may require a Sheltering in Place Response may include:

- Weather events such as a sudden blizzard
- Environmental event such as a chemical spill exterior to the school
- Missing child
- Dangerous wild animal (cougar, bear, pack of dogs etc.)

Immediate Actions:

- Contact the office immediately to initiate **Sheltering in Place**.
- Administrator initiates school specific plan.
- Administrator contacts division office when possible and when safe to do so.
- As necessary (depends on the circumstances), go class to class or announce over the PA in plain language the directions to be followed.
 - **Announce: "Activate Sheltering in Place now, Activate Sheltering in Place now, Activate Sheltering in Place now."**
- Close and lock all windows and exterior doors, even though everyone may move freely within the school and post signage to indicate the school is in **Sheltering in Place**.
- Any students and staff outside the school should re-enter the school if safe to do so.
- Determine if relocation is necessary.
- Everyone remains inside the school and takes protective actions.
- Place Sheltering in Place sign on the main door so parents are aware.
- **Depending upon the emergency:**
 - Smoke or Chemicals: Heating and air-conditioning or other intake/exhaust systems may need to be turned off to avoid drawing in air from the outside;
 - Snow: Shovel out fire exits;
 - Water: Respond to flood condition.
- Remain inside and monitor the situation until advised by authorities that conditions are safe.
- Contact parents/guardians to ensure they are aware of the situation.
- Maintain contact with Operational Services regarding any updates on the ability to relocate staff and students.
- Work with staff to develop plans to ensure students have adequate food, water and activities.
- Ensure appropriate outside agencies are aware of the situation and the need for the school to maintain shelter in place, such as local fire department, emergency management office, etc.
- Designate staff to accept phone calls.
- Contact Superintendent's Office to assist with communication to parents and media.

Sheltering in Place

Follow Up Actions:

- Arrange for a debriefing session for students and staff.
- Contact Superintendent's Department for communication protocol for school community.
- Document event indicating actual event in entry and including completed forms. **Please include the time the Sheltering in Place was initiated and ended.**

Hold & Secure

*A **Hold and Secure** is defined as actions taken to control access to and within the school in response to a safety concern both external and internal to the school. All interior and exterior doors are locked and monitored. Classes continue to function normal, there should be limited movement in the hallways and there will be no class changes until notified. Students should be monitored when leaving the classroom to go to the washroom. At this time, unless cases of emergency, students should not be sent to the office. Blinds should be closed in case the matter turns into a lockdown situation.*

Situations that may require Hold & Secure Response may include:

- Altercation involving students/community members
- Threat to safety
- Custody dispute
- Police action in the community
- Chemical release in the community
- Medical emergency (to keep area clear)
- Police apprehension on school property

Immediate Actions:

- Contact the office immediately to initiate the hold and secure.
- Administrator initiates school specific plan.
- Administrator contacts division office when possible.
- As necessary (depends on the circumstances), go class to class or announce over the PA in plain language the directions to be followed.
 - **Announce: "Teachers please hold your classes, Teachers please hold your classes Teachers please hold your classes."**
- Lock all exterior doors and windows (depending on the threat) and post signage to indicate the school is in Hold and Secure.
- Any students and staff outside the school should re-enter the school if safe to do so.
- Determine if relocation is necessary.

Classroom Teachers should do the following:

- Account for students not in the room.
- Lock and shut the interior doors once all students are accounted for.
- Close any blinds.
- The class continues to operate as though the class is not in hold and secure.
- Try not to have students leave the class, unless circumstances require.
- If a student needs to leave the room, for example, needs to go to the washroom, the student if possible should be escorted or monitored by an adult to ensure they return to class.

Hold & Secure

Follow Up Actions:

- Arrange for a debriefing session for students and staff.
- Contact Superintendent's Department for communication protocol for school community
- Document event indicating actual event in entry and including completed forms. **Please include the time the Hold and Secure was initiated and ended.**

NOTE 1: In the event the fire alarm is pulled during a hold and secure, staff shall only leave their position if smoke or fire is evident or advised to do so by someone in authority.

NOTE 2: In the event the school bells go off during a hold and secure, staff shall only leave their position if advised to do so by someone in authority.

NOTE 3: If event is related to external air contamination (chemical release), shut down ventilation systems, close windows and secure outside doors. No one should exit the building until notification is given that it is safe to do so.

Lockdown

A Lockdown is defined as actions taken to conceal students and staff in a secure location in response to a threat of violence inside or in relation to the school.

School Lockdown – means the restriction of movement of students and staff due to a threat of violence within or in relation to the school. During a lockdown, exercise critical judgement to maximize safety.

Active-Threat – means one or more individuals who seek out an environment that offers multiple potential victims at risk of death or grievous bodily harm not easily to escape threat.

Situations that may require a **Lockdown Response** could include:

- Unauthorized visitor with an unknown intent
- A violent or potentially violent incident inside the school
- Dangerous intruder
- Active shooter
- Barricaded suspect
- Dangerous activity in the community that requires RCMP action.

Immediate Actions:

- Contact the office immediately to initiate the lockdown.
- Administrator initiates school specific plan.
- Administrator contacts division office if possible – only when it is safe.
- **Announce: “Activate Lockdown now, Activate Lockdown now, Activate Lockdown now .”**
- Move students, staff and visitors into safe areas. If on the playground, students and staff should move immediately to their pre-determined outside safe location. DO NOT RE-ENTER THE SCHOOL until advised to do so by someone in authority (RCMP/Fire/Administration)
- Secure doors and rooms and try to avoid detection.
- If possible put the Active Lockdown sign at the main entrance.
- Try to prohibit student cell phone use, as this may interfere with emergency responders’ ability to communicate.
- Students and staff shall remain in locked rooms until determined safe by **someone in authority (Administrator/RCMP etc.), they will unlock the door.**
- If possible call 911 simultaneously with the lockdown announcement **ALWAYS initiate the lockdown first.** If you are able to:
 - Identify yourself
 - Stay on the line and provide information as requested
 - Document if possible
 - Nature of the threat
 - Location
 - Description of suspect – physical, moving or stationary, weapons, threats
 - Any known injuries

Lockdown

Classroom Teachers are to do the following:

- Clear all hallways without delay.
- Hurry students into the closest unlocked classrooms, office or storage room. If you have care and control of a student – keep it.
- Lock the door, turn off the lights and close the blinds/drapes.
- If possible, barricade the door to deter entry.
- Have students sit quietly where they are not visible either from the door or outside windows.
- Try to maintain calm and silence.
- Do not use the intercom.
- Use your cell phone ONLY to contact emergency services if you need to, and because use is restricted – ask students to NOT use their cell phones until cleared to do so.
- Stay in the room until a person of authority -RCMP, Fire Department, Administration; informs you that the danger has passed and advises you on how to safely exit the school, **the door will be unlocked by a person of authority.**
- Once you and students in your care have exited the school, stay with them until you have all been taken to a secure alternate location. Do not leave the students alone.
- When custodial parents come to pick-up the student, have them sign out the student and the time the student was picked up.
- Remain available, as requested, to speak with RCMP Investigators.
- Do not speak with the media.
- Make sure that you use the personal support services that will be available to assist you in coping with your normal and natural response to such a horrific event.

When it is determined that it is safe to remove the lockdown status, the following need to be considered:

- **Dismissal:**
 - If the lockdown did not occur at your school, it would be regular dismissal, please be mindful of where you are dismissing students to, for example, NMS is still in lockdown, students being dismissed should not be walking in that area.
 - If the Lockdown was in your building, a common area with pick-up will be identified as part of your school plan.
 - If your lockdown did not occur near the end of the day, regular dismissal.

Follow Up Actions:

- Arrange for a debriefing session for students and staff.
- Contact Superintendent's Department for communication protocol for school community
- Document event indicating actual event in entry and including completed forms. **Please include the time the Lockdown was initiated and ended.**

NOTE 1: In the event the fire alarm is pulled during a Lockdown, staff shall only leave their Lockdown position if smoke or fire is evident or advised to do so by someone in authority, **they will come and unlock the door.**

NOTE 2: In the event the school bells go off during a Lockdown, staff shall only leave their Lockdown position if advised to do so by someone in authority, **they will come and unlock the door.**

Evacuation Responsibilities - West Building – PCI

Office: Alana McAuley, Jody Budz, and Rob Pehura

Help escort students out of the office area and out the office doors. Jody will check the canteen area and counselling area and come up the stairs by the front exit.

North Wing Upper Level: Pat McRae and Jan Asham

Make sure fire doors are closed and checking the woman's washroom prior to exiting on fire route.

North Wing Main Level: Brenda Hinch, Blaine Boyle and Bryan Reimer

Make sure fire doors are closed and a check of the male washroom prior to exiting.

Main Level St. George Ave. Wing: Maria Metzloff and Charlene Cruz.

Getting Life Skills area cleared.

Upper Level St. George Ave. Wing: Roque Lacroix and Jo-Ellen Sevcenko.

On exiting, see if the Life Skills area and Infant lab need help with evacuation.

Gym, Store & BCT/Automotive Shops: Physical Education Teachers and BCT & Automotive Teachers. Make sure the change rooms are clear in Gym and Vocational Area Washrooms.

Band Area: James Reynolds, Jay Dewis and Connie Toney

Clear hallways and check gender neutral washrooms.

Custodial Staff will report to the office.

Evacuation Responsibilities - East Building - PCS

Main Office: Angela Tait, Leah Smith, Patty Goulet and Melissa Murray, Gregg Waldvogel, and Lawrence McKenzie

Help escort students out of the office area, staffroom and escort out of the office.

Multi-Purpose Area/Resource: Shannon Prejet and Chantal Murkin

Check the Multipurpose room and washrooms by the main office and help move people out of the building.

South and East Hallways Upper Level: Brittany Thomson and Craig Bennet

Clear hallways and make sure students out of the area.

West Hallway Upper Level: Andrea Smith

Clear hallways and make sure students out of the area.

Foods Lab and area: Lily Grant Smith and Tim Lehman

Check woman's washroom and escort students out of the area.

Gym: Angela Mills, Darren Reichert and Charlotte Mason

Clear gym and check both change rooms prior to exiting.

Shop Area: Peter Saunders and Shane Sobkowich

Check men's washrooms, courtyard entrance and proceed to exit.

North Hall, Teen Clinic and Hutterian Office: Ashley Williams, Hutterian Admin. Assist. and Graham Shindle

Clear immediate area and exit.

South and East Lower Level Hallways: Lisa-Marie Tessier and Mark Essay

Clear immediate area and exit.

West Hallways Lower Level: Larry Smith and Derek Casper

Clear immediate area and exit.

Library: Library Staff

Clear the library and make sure students in the outdoor courtyard adhere to the alarm.

Custodial Staff will report to the office.

Teacher Responsibilities for Fire Drills/Evacuations of Schools

When a fire alarm goes off, the teacher in each classroom has responsibility to their students to have them exit in a safe and orderly fashion. In the event of an alarm, it is important for teachers to remember and follow these important steps and procedures:

Important Note: Teachers should be informing substitute teachers of the procedures for their classrooms and have another staff in the immediate area to help in the event a teacher is away the day of a drill/evacuation.

1. Be sure to have an accurate attendance of your class if possible and take note of students who have left the classroom.
2. Have all the students leave your classroom and follow the evacuation route for your classroom.
3. The teacher should be sure to close any windows and doors in their room and to turn off the lights when exiting.
4. The teacher should have a fire drill accountability sheet and attendance register in an accessible location for when they exit.
5. Teachers that have been assigned areas to sweep before exiting should let administrators know that their areas are clear and if there are any areas of concerns during their sweep.
6. Teachers will exit the building with their class and move to a location a safe distance from the school such as across the street or another location to keep the students safe.
Do not use the elevators.
7. Teachers should check their attendance and document on the fire drill accountability sheet if students are missing or were out of the room at the time of the evacuation. Also document if they were given permission to do so.
8. Send a runner to the front of the school with the fire drill accountability sheet and give to an Administrator to show who is accounted for and not accounted for.
9. Wait for instructions from an Administrator/Fire Chief on next possible steps in the event of a fire drill, fire or building evacuation.
10. In the event of an extended evacuation, be ready to bring classes to either:
 - a) PCI West Gym (If PCS is evacuated);
 - b) PCS East Gym (If PCI is evacuated); or
 - c) Stride Place Main Arena (In the event there is a Campus evacuation)

Bomb Threat

The person receiving a bomb threat is to adhere to the questions outlined on the procedure form and to make clear notes of the conversation. Let the caller talk as long as possible without interruption.

1. The principal (or designate) should be notified immediately.
2. Do not transfer the call or place the call on hold. When appropriate, signal another staff member to get an administrator.
3. Ask a lot of questions.
 - a) What time will the bomb explode?
 - b) Where is it?
 - c) What does it look like?
 - d) Why did you place the bomb?
 - e) Where are you calling from?
 - f) What is your name?
4. Let the caller talk as long as possible without interruption.
5. Take notes on everything said and on any observations you can make about background noise, voice characteristics, etc.
 - a) Are they male or female?
 - b) Accent (French, Asian, etc.)
 - c) Voice (Is it loud or quiet)
 - d) Speech pattern (Slow, fast)
 - e) Diction (Do they have a lisp, stutter, etc.)
 - f) Manner (Calm, high strung, etc.)
 - g) Background noise
 - f) Was the voice familiar?
 - g) Was the caller familiar with area?
6. The person who received the call must follow the following steps:
 - a) Hang up the call when done
 - b) Immediately pick up the phone and listen for a dial tone.
 - c) Dial * (Star) 57, then press 1
 - d) Document the exact time of the call.
 - e) If an administrator is not on site, contact an administrator or admin designate to assess the situation.
 - f) Document the call (documentation sheet attached)
7. The principal (or designate) upon assessing the situation will either initiate No Action or take Action plans.
 - a) If No Action is taken the principal (or designate) will notify the Superintendent of the threat and decision taken.

- b) If Action is taken, the principal (or designate) will:
 - Instruct a staff member to call 911.
 - Identify self and inform the operator that a bomb threat has been received.
 - After police have been notified, the Principal will decide if evacuation is necessary. This decision may involve consultation with the police, the school Emergency Response Team, and the Superintendent or designate. Follow the instructions given by the Principal or emergency personnel.
 - Notify and brief the custodian.
 - Conduct a thorough search of the school.
- c) If any suspicious parcel or object is detected, "DO NOT TOUCH IT".
 - Evacuate the school by calling a fire drill.
 - Notify the Superintendent of your actions.
 - Await the arrival of the police.
 - Let the police assume responsibility for dealing with the parcel or object.
- d) If no suspicious parcel or object is discovered:
 - Await the arrival of the police.
 - Notify the Superintendent.
 - After discussions with police and the Superintendent decide whether the school should be evacuated.

8. Students, or staff responsible for students, shall not re-enter the building until advised to do so by the principal.

9. If relocation within the community is necessary, staff and students shall be advised and shall follow the relocation procedures established by the school. Emergency evacuation locations: PCI West Gym, PCS East Gym, Stride Place

10. Complete a bomb threat report and submit it to the Superintendent and Principal.

11. Always debrief

- Review the school's and staff's response to the threat.
- Meet with the person who received the call to offer support and determine if counseling support is required.
- Be mindful of the trauma a bomb threat can bring to students, parents and staff and take appropriate steps to relieve such trauma.
- Communicate all reports of threats to the Superintendent as soon as reasonably possible.

When a Bomb Threat is Received

- Listen Carefully
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as possible
- Complete this sheet and give to the principal/supervisor

Exact Wording of Warning

Questions to Ask

What time will the bomb explode? _____

Where is it? _____

What does it look like? _____

Why did you place the bomb? _____

Where are you calling from? _____

What is your name? _____

Caller Characteristics

Sex _____

Estimated Age _____

Accent (e.g. French, Asian) _____

Voice (e.g. Loud) _____

Speech (e.g. Slow) _____

Diction (e.g. Lisp) _____

Manner (e.g. Calm) _____

Background Noise _____

Voice was Familiar? _____ Who _____

Caller was familiar with area? _____

After Completion of Call – Telephone Trace

- Hang up from call
- immediately pick up the same line and listen for a dial tone
- Press * (Star) 57, then press 1
- Record the exact time of this call – this is extremely important

Recorded Data

Date: _____ Time: _____ am or pm

Duration of Call: _____

Origin of call: (e.g. Outside) _____

Who Received the Warning?

Name: _____ Telephone: _____

Dept.: _____ Location: _____

Remain on duty until interviewed by a principal/supervisor.

Search Guidelines:

- Search your immediate area;
- You can be of help by identifying strange or misplaced objects; and
- Unlock drawers, cabinets etc. if requested by search crews.

Should a device be found:

- Do not touch or move it
- Do not assume that it is the only one
- Notify your supervisor immediately

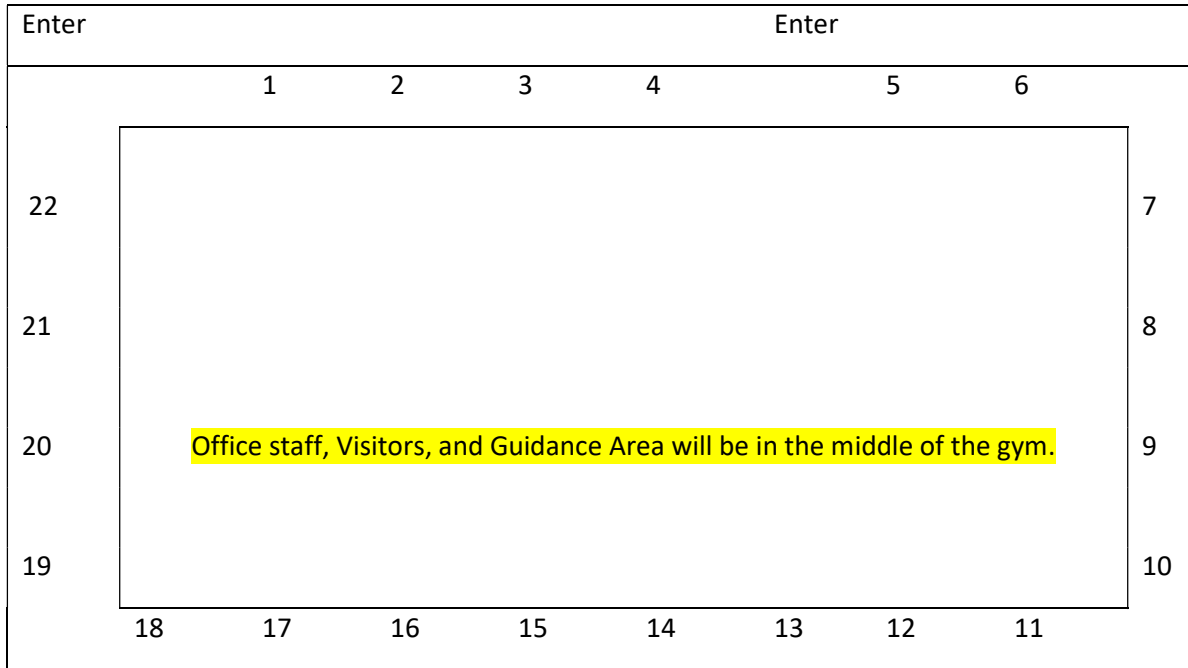
Evacuation Guidelines:

- Remain calm
- Follow instructions of the site Coordinator
- When evacuating, remove personal property such as purse or briefcase
- Do not use the elevators

Evacuation Procedure - West Building – PCI

In the event PCI West needs to be evacuated for an extended period of time they will report to the East Gym in the PCS Bldg.

PCI East Gym



1	Rooms 3/5	9	Rooms 16/18	17	Band 38
2	Rooms 9/12	10	Rooms 19/21	18	Life Skills
3	Hairstyling	11	Rooms 20/23	19	Infant Centre
4	S. Benedictson	12	Rooms 22/25	20	Room 57/58
5	J. Elliott	13	Rooms 26/29	21	Room 56/58
6	L. Lanouette	14	Upper Canteen	22	Gym
7	D. Giesbrecht – BCT	15	Lower Canteen		
8	Room 31 & Store	16	Band 37		

Evacuation Procedure - East Building – PCS

In the event the PCS Building needs to be evacuated for an extended period of time, they will report to the West Gym in the PCI Bldg.

PCI West Gym

BAND												HALL																																																																																																																							
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1	Room 61/73	7	Library	13	Rooms 102/103	19	Food Lab 128	25	Gym – Gr. 9
2	Rooms 62/63	8	Archiving	14	Rooms 118/112	20	Food Lab 129	26	Gym – Gr. 10
3	Breakfast Room 64	9	Resource Room 84	15	Rooms 110/111	21	Resource Room 124	27	Gym – Gr. 11
4	Rooms 65/68	10	Football Room 89	16	Roving Campus Rooms 109/107	22	MPR	28	Teen Clinic
5	Rooms 66/67	11	Rooms 87/88	17	Rooms 104/108	23	MPR	29	Room 60/77
6	Room 72	12	Rooms 100/101	18	Rooms 105/106	24	Hutterian Office	30	Rooms 78/79

Campus Wide Evacuation (to Stride Place) Procedure

Physical Address: 245 Royal Road South, Portage la Prairie, MB (Island Park)

Mailing Address: PO Box 1059, Portage la Prairie, MB, R1N 3C5

Operations Manager - Randy Miller 204-857-7772 Ext: 2226

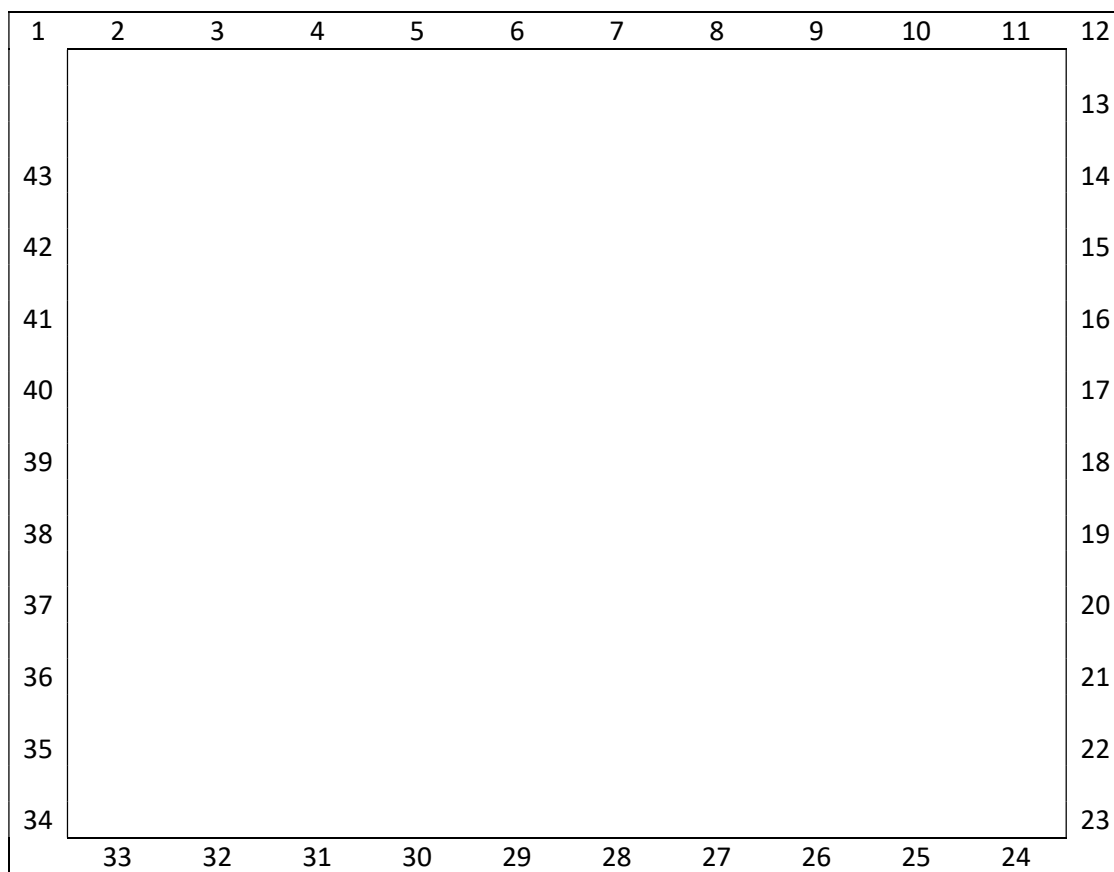
General Manager - Angie Shindle 204-857-7772 Ext: 2224

Operator on Duty 204-870-0794

1. If it is determined that the campus must be evacuated, the Principal or designate will contact the evacuation site and let them know that we are coming. The Principal or designate will then contact the Supt. Dept.
2. An announcement will be made that we are evacuating.
3. Staff and students evacuating from the PCI Building evacuation will walk directly to Crescent Lake, and then along Crescent Road to Stride Place. Students and staff from the PCS Building will walk east on Dufferin Ave. to Royal Road and then turn right and proceed to Stride Place.
4. Designated staff will travel to the evacuation site by vehicle to set up the site for our arrival. They will also transport any students who require transportation. The vehicle may also be needed for any other emergencies.
5. At the evacuation site, the resource staff & secretaries will set up an information/sign out table. These persons will direct parents, record students being picked up and log all calls in and out.
6. When teachers reach the site, and before entering, they are to take attendance again to ensure that all students are accounted for. Teachers are to make verbal contact again with the secretaries to ensure all students are present.
7. Teachers then enter the building and take their students to the prearranged area as shown on the site map.
8. Teacher will also supervise their classes to the evacuation site and crossing roadways. Staff who are not in care of students will be assigned to supervise washrooms, all exits, and areas where students are not to enter at the evacuation sites.

Evacuation Area Stride Main Arena

Entrance



1	J. Asham	13	M. Hoekstra	25	B. Reimer	37	J. Wermie
2	S. Benedictson	14	S. Hopps	26	J. Reynolds	38	A. Williams
3	C. Bennet	15	A. Kalinowich	27	P. Saunders	39	M. Metzloff/C. Cruz
4	B. Boyle	16	R. Lacroix	28	J. Sevcenko	40	Roving Campus
5	S. Calder	17	L. Lanouette	29	T. Shackleton	41	
6	D. Casper	18	T. Lehman	30	M. Shwaluk	42	
7	S. Cochrane	19	A. Lemon	31	A. Smith	43	
8	J. Dewis	29	A. MacInnis	32	L. Smith		
9	J. Elliott	21	P. McRae	33	S. Sobkowich		
10	D. Giesbrecht	22	C. Murkin	34	L. Tessier		
11	L. Grant Smith	23	N. Nelissen	35	B. Thomson		
12	B. Hinch	24	S. Prejet	36	C. Toney		

SEVERE WEATHER/TORNADO SAFETY

TORNADO WATCH

- A Watch is issued 2 to 6 hours prior to when these potential storms are expected.
- During a Tornado Watch, routine school activities can continue.
- Outdoor activities can also continue but with an eye to the sky for approaching thunderstorms.
- Assign one or two people as storm watchers. These individuals will be asked to watch the storms as they approach for funnel clouds.
- If funnel clouds are spotted alert the school immediately.
- The principal / vice principal / designate will make a special announcement to indicate a tornado has been sighted and is approaching.
- All staff and student will then proceed to their tornado safety locations in the school.

TORNADO WARNING

Warnings are issued when there is a confirmed sighting of a tornado on the ground, when weather spotters report funnel clouds with a rotating thunderstorm, or a tornado signature is detected on Doppler radar.

- Relocate to the designated safe areas until the danger has passed. It should take no more than 2 minutes to move all students to their safety zones.
- Move students away from windows.
- Make special provisions for disabled students.
- Assign teacher to round up children on playgrounds or other outdoor areas during a tornado warning.
- Post a trained teacher or school employee to keep an eye on the storms as they approach.
- As the storm nears, give the signal for "Everybody down!" Everyone should then crouch low, head down, protecting the back of the head with the arms.



- Hold students beyond your regular class dismissal time until the severe weather threat has passed.
- Hold students from boarding buses until the danger has passed.
- School buses should not be operated during a period of tornado warning. Notify transportation if busses are in the process of arriving for drop off or pickup.
- If students are on a bus and a tornado warning is issued or severe threatening weather is observed, drivers must be prepared to move students to the nearest shelter. In the event there is no immediate shelter, students should evacuate the bus to a ditch, culvert, ravine or low lying area and assume the protective position until the threat of severe weather has passed.
- Once the storm has passed, assess the safety of the building.
- If a warning is issued during either a practice or game, athletic activity should be suspended and all participants moved as rapidly as possible to safe shelter.

Safety Locations – West - PCI Building

PCI Building	Who	Where
Office, Guidance, Upper Canteen, Lower Canteen	Secretaries, administrators, guidance area, and students in Upper Canteen	Lower Level Canteen
North Wing Main Level	Students and staff in Rooms 3, 4, 5, 9, 11, 12, 13, 14, 15 and Staff Room	Lower Level Canteen
North Wing Upper Level	Students and staff in Rooms 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29	Lower Level Canteen
Automotive Shop, BCT Shop	Students and staff in either shop	Classrooms in the automotive shop. Doors must be closed.
Infant Lab	Infant Lab infants/babies, students and staff	South washroom in Life Skills area. Doors must be closed.
Life Skills	Life Skills Teachers, staff, and students	Sensory room, northern washroom, and conference room in Life Skills area. Doors must be closed.
Upper Level George Ave.	Students and staff in Rooms 54, 55, 56, 57, 58	In the hallway in front of the Gym with the doors closed.
Band Area	Students and staff in Band Rooms	In Hallway up to fire doors with the doors closed.
Gym	All students and staff in West Gym	Change rooms and Gym office.
Store	Students and staff in Rooms 30 and 31	Vocational Hallway

Safety Locations – East - PCS Building

Teachers and students located on the bottom level will remain in their rooms and another room may be assigned to your room in the case of such an alarm. This has been designated below:

PCS Building	Who	Where
Office	Secretaries, administrators, and guests	Room 78
Room 124 (Resource Area), 126, 127, Foods Labs (Rooms 128 & 129), Canteen, Wood Shop and Room 87	Staff and Students	Room 84
Room 100, 101, 102, 103, 110, 111, 112, 118	Classes in these rooms will relocate to the number corresponding:	Room 60, 61, 62, 63, 70, 71, 72, 73
Room 104, 105, 106, 107, 108	Classes in these rooms will relocate to the number corresponding:	Room 64, 65, 66, 67, 68,
Room 109	Staff and Students	Locker banks downstairs
Multipurpose Room	Staff, students and guests	Teen Clinic
East Gym	Staff and Students	Fitness Centre and boys change room
Library	Staff and Students	Room 77

PCI Fire Drill and Lockdown Schedule

PCI will hold 10 Fire Drills and 2 lockdowns throughout the year. Weather permitting, the schedule is as follows:

Date	Period	Location
Thursday, September 24 th	Period 1	East
Thursday, October 8 th	Period 1	West
Thursday, October 22nd - LOCKDOWN	Period 5	Both
Wednesday, November 4 th	Period 2	East
Tuesday, December 8 th	Period 2	West
Tuesday, January 12 th	Period 4	East
Monday, February 8 th	Period 4	West
Tuesday, February 23rd - LOCKDOWN	Period 5	Both
Tuesday, March 8 th	Period 6	East
Thursday, April 8 th	Period 6	West
Tuesday, May 11 th	Period 2	East
Thursday, June 10 th	E Block 2	West

PCI Fire Drill and Evacuation Accountability Sheet

Teacher Name: _____

Room: _____

At the time of the alarm/evacuation, I had _____ students present.

Are all students accounted for? YES NO

_____ students left the room and did not return by the time of the alarm.

Names of students missing: _____

Number of students who went missing during the alarm/evacuation _____

Names of students missing: _____

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