



In accordance with **The Safe Schools Regulation 77/2005**, of The Education Administration Act, principals of schools in PRSD must:

- (a) establish a safe schools advisory committee consisting of the principal, a teacher of the school, a parent of a pupil attending the school, and where the school includes grades 9 to 12 a student from the school
- (b) ensure that the annual review of the school's code of conduct and emergency response plan is completed by October 31 in each year, and that the expectations of the school's code of conduct and contents and procedures of the school's emergency plan is communicated to all involved, including members of the school community, pupils, teachers, and parents
- (c) ensure that at least 10 fire drills are held in the school during a school year, the first drill must occur in September and if practicable in the opinion of the principal, at least one of the fire drills must occur in each month of the school year
- (d) ensure that at least one school tornado drill is held in the school in the first month of each term or semester of the school year
- (e) ensure that at least one school lockdown drill is held in the school in the first month of each term or semester of the school year
- (f) ensure that a school lockdown that is not a drill is reported as soon as reasonably practicable by the principal to the superintendent and by the superintendent to the department

Serious incident (Reporting)

Schools may be required to respond to serious incidents over the course of the school year. Some of these incidents may include lockdown or hold and secure responses or precipitate law enforcement, fire department or EMS intervention. When incidents of a serious nature occur, it is important that Manitoba Education be made aware as soon as reasonably possible. In order for the Department to have up to date information on such matters, and thus be in better position to support division decision making between divisions and the Department when serious incidents occur. Information requested is intended to capture only incidents which schools consider serious enough to bring to the attention of division administration and which, in turn, are deemed by administration as serious enough to be forwarded to the Department.

The department should be notified of a serious incident as soon as possible by emailing a Serious Incident Report to IncidentReporting@gov.mb.ca, faxing the form to (204) 948-2154 or contacting Education Administration Services directly at (204) 945-6899.

Definitions

1. **School Lockdown** means the restriction of movement of students and staff due to a threat of violence within or in relation to the school. Types of events that trigger a school lockdown include, but are not limited to the following: dangerous intruder, active shooter, barricaded suspect.



2. **Hold and Secure** is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored to allow any students from outside to enter, doors should otherwise remain locked. Classes may continue to function normally. Types of events that trigger Hold and Secure: Robbery, or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police near a school.
3. **Weapon** is defined in section 2 of the Criminal Code (Canada) as anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person and includes a firearm.
4. **In-School Incidents** are incidents that occur on school premises, during school hours, school related activities (field trip, sporting events, etc.) or when students are traveling to and from school via school bus.
5. **External Incidents** are incidents that occur off school premises that are reported by school divisions which impact the school environment (student or staff fatality, car incident, incidents walking to and from school, etc.)