



Administrative Procedure 7015 *Emergency Use of Schools*

Board Governance Policy Cross Reference: [1](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: May 1990

Amended: December 2017

Subject to the availability of space at any given time, the Brandon School Division shall provide alternate emergency accommodation for various institutions and/or groups of people as required by the Emergency Measures Office, City of Brandon.

Arrangements for the assignment of this space shall be made through the Office of the Superintendent/CEO or in the absence of the Superintendent/CEO, through the Office of the Secretary-Treasurer.

Keys and Access Cards to designated buildings shall be held by the Brandon Fire Department.

Schools designated for general emergency uses shall be:

- Crocus Plains Regional Secondary School
1930 – 1st Street
- École secondaire Neelin High School
1020 Brandon Avenue
- École New Era School
527 Louise Avenue

Crocus Plains Regional Secondary School

- Gymnasium: Could be sectioned to be used for temporary sleeping quarters. Washrooms and showers are available in fairly close proximity.
- Cafeteria: Could accommodate approximately 300 people. Food would have to be supplied.
- Multi-Purpose Theatre: Could accommodate approximately 100 people.

École secondaire Neelin High School

- Accessible at ground level.
- The Agricultural Centre is located across from the gymnasium, giving easy access to the cafeteria and other facilities at the Centre.
- Gymnasium: Could be sectioned to be used for temporary sleeping quarters. Washroom and shower facilities available adjacent to the gym.
- Canteen: Can be reached from the gymnasium. Limited cooking available.

École New Era School

- Accessibility is difficult.
- Gymnasium: Approximately 6,000 square feet available. Washroom and shower facilities available adjacent to the gym.
- Cooking facilities limited.