

PROCEDURE

Emergency Evacuation Plan

Guidelines

1. All Principals are responsible for developing emergency evacuation plans, containing procedures for the following types of emergencies:
 - a) Emergency in school building (failure of school facilities, bomb threat, etc.), using the Police and School Board Response Protocol as a reference; and
 - b) Emergency in the community or surrounding area (forest fires, chemical spills, threatening person, etc.).
2. The Principal shall submit the school's emergency evacuation plan for approval to the Director of Education, or Designate, annually.
3. The Principal shall provide information annually concerning the emergency evacuation plan for the school to students, parent(s)/guardian(s), including School Council, and staff.
4. Procedures for an emergency in the community shall be prepared in consultation with, and under the control of the local community emergency authority, and shall be submitted to that authority for review.
5. A school emergency evacuation plan must include the following elements:
 - a) Communication with the Board and local Community Emergency Response Team;
 - b) Specific procedures regarding evacuation and information regarding routes, alternative routes, destinations, and temporary accommodation;
 - c) Specific procedures regarding school lockdown in the event of an armed intruder or similar threat;
 - d) Responsibilities of specific personnel during an evacuation;
 - e) Where appropriate, plans for students with special needs;
 - f) Emergency contact telephone numbers within the community;
 - g) Current layout maps of the schools which should be sent to the appropriate police and fire departments; and
 - h) Any specific information about the evacuation by bus which is available in the Temporary Closing of Schools Policy.