

Administrative Procedure 167

EMERGENCY EVACUATION OF A SCHOOL

In all emergency situations the safety and well being of students, staff and visitors shall be the primary consideration.

Procedures

1. If a school evacuation is necessary because of an emergency in the school or in the immediate vicinity, the Principal or teacher in charge shall move the students to a location that is safe and has been predetermined for emergency use.
 - 1.1 Students shall remain under the control of the Principal or teacher until it is deemed safe to either return to the school or allow the students to return home if appropriate dismissal and transportation arrangements have been made.
 - 1.2 The Principal shall advise the Superintendent of the conditions and circumstances which led to the evacuation.
2. The Principal shall prepare a School Disaster Plan that includes:
 - 2.1 Arrangements with a neighboring school, church or community centre for a site to which students may be moved.
 - 2.2 A set of procedures to be followed in the event of a disaster. A copy is to be filed with the Superintendent.
 - 2.3 Provision for advising parents at the beginning of the school term of the emergency procedures established for the school.
3. In the event of a civil disaster that would require the evacuation of the area in which the school is located, the Principal and staff shall remain with the students and follow the instruction of the civic authorities.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Disaster Services Act
Fire Prevention Act
Section 3 Government Emergency Planning Regulation