

EMERGENCY EVACUATION PROCEDURES

FIRE DRILL

All fire alarms should be considered real. The building must be evacuated by all students and staff. A “command center” will be set-up in the front of the school outside of the main office, close to the street. The Principal, Secretaries, and First Aide Attendant will report there as soon as possible. Any teachers **not** leading out a class, **MUST** report to the Command Center at the front of the school. One V-P and/or designates will go to the back of the school with a Walkie Talkie. Teachers with safe areas in the back of the school should send their student runners to him/her.

Emergency Evacuation Procedure (Classes in Session)

1. Lead your class to the nearest or designated exit. The last student out of your classroom must close the door.
2. Bring your attendance with you.
3. Take attendance as soon as you have reached your designated safe area.
4. Record
 - a. Teacher (your) name
 - b. Names of students who did NOT report to the safe area, but who are present.
5. Send a Runner to the closest “Command Center” with the information. Please ensure that the student takes a safe route there and back.
6. Wait for the All Clear Signal of three (3) short bells before returning to the school.
 - a. IF the All Clear sound does not sound after 30 minutes, please move your class back to the closest safe street.
 - b. At this point a decision will be made whether or not students will be sent home. This will be done off the North Parking Lot (on 123rd)

Please Note

- **Teachers on PREPS must report to the front of the school**
- Students with Studies, must report to the front of the school
- Keep all road ways clear. Ensure that students stay together and are not blocking any potential pathways into the school.
- Check to see if other classes are being monitored by a staff member. If not, please help monitor for student safety.
- Please keep your students together as a class.

Fire Evacuation Procedure (Students not in classes i.e. lunch/between classes)

1. Both Staff and Students report to their HOMEROOM designated safe area.
2. Teachers bring class list if possible
3. ALL staff help to clear the building (i.e. check washrooms).
4. Take attendance, and send a runner to the nearest “command center.”

EMERGENCY EVACUATION PROCEDURES

EARTHQUAKE DRILL

All earthquake drills should be considered real. The building must be evacuated by all students and staff. A “command center” will be set-up in the front of the school outside of the main office, close to the street. The Principal, Secretaries, and First Aide Attendant will report there as soon as possible. Any teachers **not** leading out a class, **MUST** report to the Command Center at the front of the school. One V-P and/or designates will go to the back of the school with a Walkie Talkie. Teachers with safe areas in the back of the school should send their student runners to him/her.

Emergency Evacuation Procedure (Classes in Session)

1. Give the order, “Take cover and face away from the windows.”
2. Students get under their desks, stand in a doorway, or near a wall.
3. Instruct students to count aloud to 60.
4. Lead your class to the nearest or designated exit. The last student out of your classroom must close the door.
5. Bring your attendance with you.
6. Take attendance as soon as you have reached your designated safe area.
7. Record
 - a. Teacher (your) name
 - b. Names of students who did NOT report to the safe area, but who were present.
8. Send a Runner to the closest “Command Center” with the information. Please ensure that the student takes a safe route there and back.
9. Wait for the All Clear Signal of three (3) short bells before returning to the school.
 - a. IF the All Clear sound does not sound after 30 minutes, please move your class back to the closest safe street.
 - b. At this point a decision will be made whether or not students will be sent home. This will be done off the North Parking Lot (on 123rd)

Please Note

- Teachers on PREPS must report to the front of the school
- Students with Studies, must report to the front of the school
- Keep all road ways clear. Ensure that students stay together and are not blocking any potential pathways into the school.
- Check to see if other classes are being monitored by a staff member. If not, please help monitor for student safety.
- Please keep your students together as a class.

Earthquake Evacuation Procedure (Students not in classes i.e. lunch/between classes)

1. Give the order for students to take cover and face away from the windows.
2. Both Staff and Students report to their designated homeroom safe area.
3. Teachers bring class list if possible
4. ALL staff help to clear the building (i.e. check washrooms.
5. Take attendance, and send a runner to the nearest “command center.”

EMERGENCY EVACUATION PROCEDURES FLOW CHART

In the event of an earthquake:

