

Administrative Procedure 107

EMERGENCY SCHOOL CLOSURE AND EVACUATION

Background

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

Procedures

1. In the event that the Superintendent decides to close a school in an emergency situation, the following shall apply:
 - 1.1 The decision will be communicated to the Board chair or vice chair.
 - 1.2 The school Principal, or the school staff member in charge, will be informed of the closure.
 - 1.3 The Superintendent will provide the Board with all of the details regarding the closure at the next regular meeting of the Board.
2. In the event that the Superintendent decides to close a school that following shall apply:
 - 2.1 Staff members are required to make very effort to get to the school unless they have been advised otherwise by the Principal.
 - 2.2 If students are in attendance at the school at the time of the closure decision, the following shall apply:
 - 2.2.1 School staff members will remain in the school until all students have left the school.
 - 2.2.2 The Principal may permit individual staff members to leave the school if deemed necessary and students are under adequate supervision.
 - 2.2.3 Students will be required to remain in the school until such time as the Principal determines that satisfactory arrangements for student safety have been made.
 - 2.2.4 High school students may be dismissed and directed to return home.
 - 2.3 If the Principal and staff determine that it is safe for students to leave the school building, the following shall apply:
 - 2.3.1 Students may be released at regular school dismissal times without any special arrangements or notifications.

- 2.3.2 Students may only be released at times other than the normal school dismissal time only if the Principal is satisfied that the media have been contacted and parents have been advised.
 - 2.3.3 Students may be released to a responsible adult provided a record is kept of the student's name and the adult's name that was provided by the parent at the beginning of the term.
 - 2.3.4 Students may walk home if the Principal or teacher in charge is certain that there is a responsible adult at home to receive them.
3. 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.
- 3.1 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 under the procedures identified in 2 above.

The Principal shall advise the Superintendent of the conditions and circumstances which led to the evacuation.
4. The Principal shall prepare a disaster plan that would include:
- 4.1 The arrangements having been made by the Principal with a neighboring school, church or community centre for a site to which students may be moved.
 - 4.2 A set of procedures to be followed in the event of a disaster and a copy of these would be filed with the Superintendent.
 - 4.3 A provision for advising parents at the beginning of the school term of the emergency procedures established for the school.
5. 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.