



AP 2-207 – EVACUATION

BACKGROUND

Evacuation is used when it is necessary to remove all occupants from the school.

PROCEDURE

During an Evacuation procedure, occupants vacate the school in an orderly and safe manner and assemble at a safe place for role call.

Notification:

- . Fire bells will sound

Office and Clerical Staff:

- . Call 911 and report as many details as possible.
- . Evacuate building according to established routines.
- . Receive attendance counts and verify that everyone (students, staff, volunteers, and visitors) is accounted for.
- . Call the Division Office and report the details of the Evacuation.

Students:

- . Evacuate building according to established routines.
- . Follow further directions from their teachers as necessary.

Staff:

- . Evacuate building according to established routines.
- . Take attendance and provide information to the office staff.
- . Keep students calm and orderly.

School Administrators:

- . Evacuate building according to established routines.
- . Await further instructions from Emergency Services personnel and relay any necessary instructions to staff and students.
- . Initiate re-entry of school upon authorization from an Emergency Services designated authority.
- . If re-entry to the school within a reasonable amount of time is not possible, it may be necessary to proceed to a designated re-location site and to initiate early dismissal procedures.
- . Communicate the details of the Evacuation to the Superintendent.
- . Communicate the details of the Evacuation to parents (as needed).
- . Division office (superintendent) will provide information to media.
- . Debrief the incident with Crisis Response Team and plan any required follow up.
- . Complete a Critical Incident Report.

Adopted: June 2017