



EMERGENCY SCHOOL CLOSURE AND EVACUATION

Background

Board *Policy 1: Board Mandate, Mission, Vision, Values and Goals* calls us to provide a welcoming, safe and accepting sanctuary. 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.
2. In the event that the Superintendent decides to close a school the following shall apply:
 - 2.1 Staff members are required to make every 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 clause 2.
 - 3.2 The Principal shall advise the Superintendent of the conditions and circumstances which led to the evacuation.
 4. The Principal shall prepare a school closure and evacuation plan in a red binder that includes:
 - 4.1 The identification of a primary and secondary offsite muster locations such as a neighbouring church, school, or community centre.
 - 4.2 A section containing class lists, student photos, a staff list, staff photos, and a list of students with significant special needs or medical needs if those needs would impact their ability to be evacuated.
 - 4.3 A process for teachers to take attendance, inform administration who is missing, and inform emergency personnel so they can assist in locating the students.
 - 4.4 A written reminder to inform the Office of the Superintendent of the closure or evacuation and, through the communications Coordinator, inform the parents and other relevant stakeholders of the situation's status as soon as the students are safe and in a secure location.
 - 4.5 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.