

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 169.4
PROCEDURE:	EVACUATION		

BACKGROUND

Each principal shall establish an evacuation area for his/her particular school. A first aid area, as well as a route of departure, should be established and posted in every room.

Students should not be released to individuals other than parents without prior permission or consulting the student emergency card, if accessible. Provisions should be made for students to be picked up by parents.

Definition:

Evacuation is defined as the process for totally clearing an area or building due to a dangerous situation. Some reasons for Evacuation include fire, structural damage, or hazardous materials.

Emergency Code:

Evacuation Long buzzer “Evacuate.”

PROCEDURES

The plan for Evacuation should include the following:

1. All rooms in the school building should have an Evacuation plan including a primary and secondary route for Evacuation.
2. The planned routes for Evacuation should be posted next to each door in every room.
3. Teachers initiate an Evacuation if there is an immediate danger in the room such as fire, gas leak, or chemical spill. Teachers shall attempt to contact the Principal as soon as possible.
4. The Principal/Administrator in charge usually decides when to evacuate the entire school.
5. Once the decision to evacuate has been made, sound the continuous alarm or buzzer, or use the verbal announcement, “Evacuate”.
6. Staff will evacuate with the classroom attendance list and classroom emergency kit, and lead all individuals in the area through the planned evacuation route to the pre-designated area outside the building. If time permits, have students take jackets or sweaters with them.

7. If the primary route is blocked, staff should inform all students in their care and take students through a secondary route.
8. Upon completion of Evacuation, staff should take attendance immediately to ensure that all students and adults are accounted for. The results of the attendance roll should be reported immediately to the Principal.
9. All building plans should include procedures for evacuating the disabled.
10. Consult with your local fire station to develop a plan. Specific adults should be assigned to assist students/staff with disabilities. Make sure that this procedure is practiced during disaster drills. Schools should also identify special evacuation equipment needed in schools with stairs.
11. All individuals will remain with their class away from evacuated area until the “All Clear” signal is sounded or further direction from the Principal is given.
12. Administrators and/or Response Team Pre-Planning
 - 12.1 Prepare and post building evacuation maps.
 - 12.2 Ensure that an effective evacuation alarm system is available.
 - 12.3 Identify an evacuation assembly area which is a safe distance from the evacuated site, e.g. parking lot or playground
 - 12.4 In determining a suitable assembly area, consideration should be given to crowd control, traffic control, communications and climatic conditions.
 - 12.5 Establish priorities for evacuation (people with disabilities)
 - 12.6 Ensure exit routes are free of obstruction
 - 12.7 Record and prominently display all emergency and key local support personnel
 - 12.8 Define areas of responsibility and assign duties to appropriate staff (including administrative staff)

Date Issued: November 21, 2007