

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.14

PROCEDURE: **RELOCATION**

BACKGROUND

Relocation is defined as the process for moving an entire school from one location to another due to a dangerous situation. Some of the reasons for Relocation include fire, hazardous material incidents or structural damage.

The plan for Relocation is always communicated by verbal instruction.

PROCEDURES

The process for Relocation should include the following:

1. All staff should know where the various Relocation sites* are prior to the Relocation.
2. The planned routes for Relocation should be posted next to each door in every room.
3. The Principal/Administrator in charge will make the decision to relocate. The RCMP and, Fire Department, and Director/designate can be used for advice.
4. The Division must be notified at 783-8787 if the Relocation is to a place where buses will meet the students and staff.
5. Once the decision to relocate has been made, all staff must be notified verbally of the Relocation details, including which meeting point will be used, and when the Relocation will begin.
6. At the meeting point, the teacher must call roll to determine if all the students are present. The results of the attendance roll should be reported immediately to the Principal.
7. All building plans should include procedures for relocating the disabled. Specific adults should be assigned to assist student/staff with disabilities. This should be practiced during emergency drills.
8. After the building is abandoned, the school must be searched for individuals.
9. If time permits, doors must be locked and alarms turned on.

** Potential Relocation sites must be identified. School administration must secure permission to use proposed site. Emergency contact information of potential sites should be maintained in the emergency kit and reviewed annually.*

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