

**This sheet provides guidance in the event of a school evacuation.**

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## **DEFINITIONS**

**EVACUATION** – is the immediate and urgent movement of all students, staff and visitors out of the school.

**FIRE DRILL SITE** – is the temporary location outside the school where teachers take their students, record attendance and await further direction from administration.

**EVACUATION SITE** – is the approved location off school grounds where the entire school population can be moved when the school is unsafe and cannot be accessed. If early closure is implemented dismissal will happen from this site.

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## **DECISION AUTHORITY**

The Director of the Public Schools Branch and School Administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications, as necessary, to ensure the health and safety of all students and staff during an emergency.

Where possible, the decision to evacuate a school will be made in consultation with the PSB Director/delegate, school principal/delegate and emergency response officials.

## **METHODS OF NOTIFICATION FOR EVACUTATION**

- **PA ANNOUNCEMENT** - If it is deemed that an immediate evacuation may create more risk and the hazard is not immediately life threatening but an evacuation is still necessary, an announcement will be made over the school PA system with the suggested message and directions.

***“Circumstances require an immediate evacuation of the building. All students and staff are asked to collect and take their personal belongings with them and proceed in a calm and controlled manner to their fire drill site and wait for further direction.”***

**Or**

- **FIRE ALARM** - in the event of fire or the need to evacuate without hesitation, the fire alarm will sound directing all staff and students to evacuate to the fire drill site and wait for further direction from the Principal/delegate.

### **School to Branch Notification:**

- If advised by emergency officials of a hazard in a school and there is a need to evacuate, the Principal/delegate should contact the PSB Director/delegate (902-368-6850) to notify, and depending on the hazard, consult on the next action.

## **SCHOOL EVACUATION CHECKLIST**

1. Contact and consult with the Public Schools Branch Director/delegate.
2. Initiate school evacuation.
3. Before leaving building take the **Grab & Go Kit** and PICS portable radio.
4. All students/staff must report to the fire drill site for attendance.
5. The Principal may approve students to depart from the fire drill site after attendance has been taken, if it is known that school is closing early. (For example students with private vehicles).
6. Confirm with the Branch (Director/delegate or as directed) when all students and staff have exited the building and attendance has been taken.
7. If required and once all students and staff are accounted for move to evacuation site.
8. Only reoccupy the building if instructed to do so by either Fire or Police Officials.
9. If directed, implement early closure procedures.

## **SCHOOL ADMINISTRATION EMERGENCY GRAB & GO KIT**

### **MAIN OFFICE:**

- Copy of School Evacuation Guide
- Student Data Sheets (name, phone, address, emergency contact)
- Staff Data Sheets (name, phone, address, emergency contact)
- Pen and notepad
- Building information including a floor plan of school and school grounds
- Route to evacuation site and evacuation site contact information, if necessary
- Traffic safety vests
- Master keys
- First Aid Kit
- Binder(s) which include
  - Current day class trips
  - Current day substitute employees
  - Current day substitute bus drivers
  - Current day visitor sign in sheets
- List of student medications, medical information, medications and supplies and associated documents
- PICS portable radio
- Public Schools Branch contact information
- Backup cell phone battery charger(s)

While exiting the building, be observant and report any unusual items, situations and safety hazards immediately to the PSB Director and onsite emergency responders.

### **OPTIONAL ITEMS:**

- Skill inventory of staff (e.g. Individuals with First Aid and CPR)
- Megaphone – loud speaker
- Portable AM/FM radio and batteries