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Emergency Procedures

Building & Site Evacuations

Developing evacuation procedures to ensure staff and student safety is consistent with our school's mandate to facilitate learning in an environment free of distractions, threats, and emotional and physical danger.

The following information addresses both building and site evacuations. It is consistent with School District No. 23 safety procedures.

Reasons for Evacuations

Main reasons for initiating an evacuation include:

- Fire or Threat of Fire
- Explosion or Threat of Explosion (Bomb Threat)
- Flood
- Severe Storm
- Utility Outage of Extended Duration
- Chemical Spill
- Gas Leak
- Dangerous or Aggressive Individual(s)
- Utility Outage of Extended Duration

In accordance with the BC School Act Regulations, we must hold at least six fire drills or emergency evacuations during the school year. False alarms and unexpected fire alarms will be counted as official evacuations. **Try to instill in your students the idea that an evacuation drill is a serious matter requiring full cooperation.** Please check your room for a map near the door (or see attached) showing that room's direction of exit. In order for the drill to be effective and efficient, teachers must review the fire drill procedures and escape route with each of their classes at the beginning of each semester. Escape route maps to be visible near the classroom exit. Linda Ross will act as Emergency Team Leader.

Evacuation Roles and Responsibilities

Members of the core evacuation team are described below. All members of the team will be required to have a walkie-talkie at all times during the evacuation.

EVACUATION TEAM LEADER

This individual will head up the evacuation and be responsible for all required components of it. S/he will consult, as required, with the school principle, evacuation team members, designated district staff and emergency personnel in determining what actions to take and when they should be initiated. If a command centre is required, the team leader will be the school's representative in the centre. All questions and concerns re the evacuation should be directed to the team leader.

COMMUNICATION COORDINATOR

Coordinating the gathering of all information on the whereabouts of all staff and students will be the key responsibility of this individual. This will include an accounting for any visitors that may have been in the building. S/he will be visible (wearing a colored vest) at the front of the school during an evacuation and will have a communication device that will link her with other evacuation team members. Once the data has been compiled, she will report any missing staff or students to the Evacuation Team Leader.

COMMUNICATION ASSISTANTS

These individuals will assist the Communication Coordinator in compiling an accurate list of all evacuees. They will be visible (Red Flags) and posted in each of the evacuation zones (see photos).

PLANT MANAGER

It will be the responsibility of the plant manager to determine, if possible, what area(s) of the building may be affected, whether or not utility services should be turned off, and whether or not an area should be sealed off. This information will be communicated promptly to the Evacuation Team Leader.

Building Evacuations – 3 Phase Plan

Preparation Phase

- Make sure your exit route map is posted near the exit in your classroom.
- Post a copy of the evacuation procedures and an **Updated copy of your class list** for each of your classes on the emergency clipboard in the room.
- Go over procedures in detail with your classes pointing out the location of the exits, the safe gathering zone, and the steps taken to confirm everyone has left the building.
- Review procedures for reporting in.

Event Phase

- On the sounding of the fire alarm, lead students out of your classroom and out of the building (*remember to bring your clipboard with class lists*).
- Lead students to the designated gathering zone and arrange them according to outline procedures.
- Take attendance to determine if students that were with you in the building have gone missing.
- Report in at your designated reporting station providing a copy of your class list that clearly shows any students who are missing (do not include students you know to be absent from school).
- Supervise your students in the safe gathering zone until the “All Clear” announcement is made or you are provided with further instructions.
- If the “All Clear” is given, lead students back to the class.

Follow-up Phase

- Once back in the classroom, take attendance to determine if all students have returned. Report any missing students to Cathy in the main office.
- Briefly debrief with your class the procedures followed. Provide further instruction and/or practice, if necessary.
- Forward questions, concerns, and suggestions to Linda Ross.

Evacuation Details

There are 2 possible scenarios during which the alarm may sound. One is during regularly scheduled class time; the other is during non-scheduled class time. The general procedures for each case are outlined below.

During scheduled class time

1. **Please post a copy of these procedures and an UPDATED copy of a class list for each of your classes on the emergency clipboard near your desk.** Office staff will arrange at the start of the year, for these class lists to be placed in every room that a teacher uses. The list will then need to be updated once per term afterwards (this will be the responsibility of each teacher). This information needs to be easily accessible to you and a TOC in the event of an emergency. There should also be a copy of this procedure in your TOC folder (see head secretary).
2. At the sound of an alarm, the teacher leads the students out through the closest safe exit in an orderly manner and appoints a monitor to be the last one out. The last person turns off the lights and shuts the door and ensures it is locked. **The teacher takes the current class list with him/her.**
3. **All school personnel, excluding plant manager, are required by law to leave the building.** Administrators will check to ensure that all personnel are out of the school.
4. Teachers lead class to the gathering zones at the west end of the school (see attached diagram). They will line up in alphabetical order (according to teacher's last name) at the bottom of the small hill (parallel to the painted sideline of the playing field) and running parallel to the roadway (see illustration). Students are directed to line up in alphabetical order in a straight line behind the teacher (perpendicular to the school).
5. The teacher takes attendance using their class list and reports attendance to the designated staff member in their assigned zone. **Teachers will hand in their class list to their zone leader.**

Home Base: Cathy Sullivan - student sign-in board, Deb Rasmussen

Zone 1: Heidi McLachlan , Corrinne Black

Zone 2: Lynn Kumalae, Bev Conzevoy

Zone 3: Elaine Gonzales, Loral Klassen

Zone 4: Irene Maier, Sherry Bradley

Zone 5: Rob Gibbon/Jennifer McLeod


6. Students on Spare report to Zone 4. Teachers with no classes still report to their alpha designated zone. **Support staff and non-enrolling teachers report in at the main communication checkpoint** (see diagram).
7. TOC's will line up along a line at bottom of hill in the location where the regular teacher would be (see map) unless on "prep" then they would check in at the main communication center.
8. All support staff must report to Trisha Kielan, including the First Nations Advocates.
9. Special Needs students, with CEAs at the time of the evacuation, will stay with their CEA and report to a Resource Teacher at Zone 5 in front of the school. Special needs students in regular classrooms that are not actually with a CEA, stay with their class. The only exceptions are wheel chair students. They should report to Zone 5
10. All students who are at the time of the evacuation, at another location but are actually enrolled in a class (i.e. counseling office, washrooms etc.) are to report to their teacher.
11. The class stays together until the teacher leads the students back after the recall signal (3 siren sounds on the loudspeaker) is given by the Principal or Vice Principal. Do **not** re-enter the school while a fire bell continues to ring.

12. Once the teacher and students have returned to class, teachers are to contact the office to report any students who were present in class before the drill and/or at the drill but have not returned to class.
13. Linda Ross will meet the fire department at the front in the event of a real emergency. All details of the safety of all students and staff will be reported to the fire commander.

During non-scheduled class time

If the evacuation occurs after school or during break or lunch, students will report to the teacher of their **previous class**. Students on “spares” will report to **Mrs. Maier** and **Mrs. Bradley** at Site5. Noon Hour supervisors will report to Site Coordinators. They may be deployed to other areas after check in. **If the evacuation occurs before school, students report to their first period teacher.**

Inclement Weather – if it is too cold or rainy outside, staff and students will be directed to the portables by the administration using the loudspeaker or PA system. If the portables are not a suitable or a safe place to “house” students and school cannot resume in a normal fashion (i.e. power & water not available), SD 23 buses can be called.

 **All grade 10 students and their Homeroom Teachers will walk or be bused to Constable Neil Bruce Middle School gymnasium.**

 **All grade 11 and 12 students and their Homeroom Teachers will report to the Baseball diamond first for attendance and then be bused to the Glenrosa Middle School gymnasium.**

Chief Tomat Elementary School could also be used to house students and staff. Staff and students will be notified of the location by the Principal or designate.

Fire Pull Stations

To minimize the chances of false alarms during power failures, and to give the best chances of locating triggered alarms and catching vandals, it would be appreciated if you could familiarize yourself with the locations of fire pull signals in your teaching area, and be prepared to check them as soon as the power fails or an alarm sounds. Please send a runner to your reporting secretary if you know where one has been pulled.

Earthquake Procedures

The procedures are similar to that of a fire evacuation **EXCEPT** the following:

At the first indication of a tremor (rumbling sound in case of a drill), teachers are to give the order, **“TAKE COVER, FACE AWAY FROM THE WINDOW”**.

Students are to take cover, assuming the “Crash Position”, under desks, tables, etc. **The teacher is to lead the students in counting “ALoud TO 60!”** When the tremor is over, usually by 60 seconds, teachers will evacuate the building in an orderly manner, following where possible, the fire drill/emergency escape route posted in the classroom. If it is not safe to meet in your regular location used for the fire drills, lead your class to a safe area as directed by your Principal.

DO NOT RE-ENTER THE BUILDING. In the event of a major catastrophe of this nature, students will be kept on the school grounds. **NO STUDENTS ARE TO LEAVE THE PREMISES WITHOUT THE DIRECT PERMISSION OF THE SCHOOL ADMINISTRATION.**

Power Outages

In the event of a power outage, keep the students in the classroom as per our regular schedule. Do not dismiss them. Carry on as best you can. Should you be in a completely dark area and it is not safe to carry on, find a suitable location that has some light. The administration, office staff and counselors will be circulating and will advise you as to how long the power will be out and let you know if students are to be dismissed.

Emergency Procedures

What To Do In Case of Fire

1. Pull the nearest alarm and call the school office.
2. Follow the designated evacuation route to the nearest exit (see map by exit doorway).
3. Proceed immediately to the designated evacuation gathering area.
4. Check in with the Communication Officer.
5. Never return to the evacuated building without proper authorization.

Emergency Evacuation: 3 Phase Plan Summary

Preparation Phase

Make sure exit route map is in a prominent place in the classroom.

Post a copy of evacuation procedures and an **UPDATED copy of a class list** for each of your classes on the emergency clipboard near your desk.

Make certain you are aware of safe gathering locations and reporting in procedures.

Review all emergency procedures early in the year yourself and then with your classes.

Event Phase

When alarm sounds lead students out of the building
(remember to bring current class list). All building occupants are required by law to exit the building

Lead students to your designated safe gathering area and arrange in alpha order.

Take attendance to determine if all the students that were with you in the class have arrived with you at the gathering site.

Report in to your designated reporting station and provide site leader with a completed copy of your class list.

Supervise students in safe gathering area until "all clear" signal is sounded, then lead students back to your classroom.

Follow-up Phase

Once back in the classroom, take attendance to determine if all students have returned (*report any missing students*).

Briefly debrief with your class your assessment of their conduct during the evacuation procedure. Determine if further instruction and practice are required.

Forward concerns and recommendations to designated Vice Principal.

Evacuation Check-In Details

Home Base

(Front of school)

Cathy Sullivan – walkie talkie, TOC sign in, first aid

Debra Rasmussen- visitor and staff sign in book

Main Communication Check- In

(Center of Reporting Zones on Alleyway)

Trisha Kielan/TBA

Zone 1: South end of field	Site leaders – Heidi McLachlan Corrinne Black
Zone 2: Middle of field	Site leaders – Lynn Kumalae Bev Conzevoy
Zone 3: North end of field	Site leaders – Elaine Gonzales Loral Klassen
Zone 4: In front of portables	Site leaders – Irene Maier Sherry Bradley
Zone 5: Next to home base	Site leaders – Jennifer McLeod Rob Gibbon

1. Lynn and Site leaders to bring clipboards, radios & flag. Cathy or Linda Ross will bring *Orange Emergency Preparedness Bag* to front of school (Home Base Check In). Cathy or Linda will bring the loudspeaker and first aid bag to Home Base at the front door.
2. Deb Rasmussen will take the staff and visitor sign-in book to Home Base at the front door.
3. Irene Maier and Sherry Bradley bring “All students on Spares” report and “sign in sign out for all students on spares” book to Zone 4. Students on “spares” will be handled by Irene Maier and Sherry Bradley at Zone 4 check-in.
4. Wheel chair and Special Needs students will be handled by Kim Hill and Rob Gibbon at Zone 5.
5. All site leaders report to their stations. Relief clerical act as replacements where applicable.
6. Trisha Kielan will bring a copy of the daily absence report to main communication center. Shirley Goddard will assist Trisha in her duties or will act as coordinator in Trisha’s absence.
7. Each teacher takes student attendance and hands in a completed attendance sheet to their site leader. Each of the five site leaders report to the main communication center with all class attendance lists and report any teacher who is not accounted for in their zone. Once complete, the site coordinator walks to Trisha Kielan who will collate the information for Cathy Sullivan.
8. As soon as possible, Trisha will radio Cathy the names of any teachers and/or their classes not accounted for. She will use the walkie talkie and call in the names **SLOWLY** and clearly. After a tabulation of students is complete, Trisha Kielan will then walk with a list of students whom are unaccounted for to the Home Base Site for Linda Ross and The Fire Department. John Simonson will contact SD23 and arrange evacuation if required.
9. In the event of a drill or a false alarm, the “**All Clear**” signal will be announced to signal it is safe for staff and students to re-enter school. If not a drill, Linda or John S. must receive the approval to re-enter the school from the Fire Chief or Captain.

Alarm Pull Details

- Linda Ross and Steve Renaud to go to panel and determine location of alarm.
- Linda to transmit that information to caretakers and other administrators.
- Caretaker to find location and report back over Walkie Talkie.
- Cathy to phone Security and let them know (false or real) and lock office.
- **Floor Sweep** (check washrooms, rooms and areas other than classrooms where students would be found:

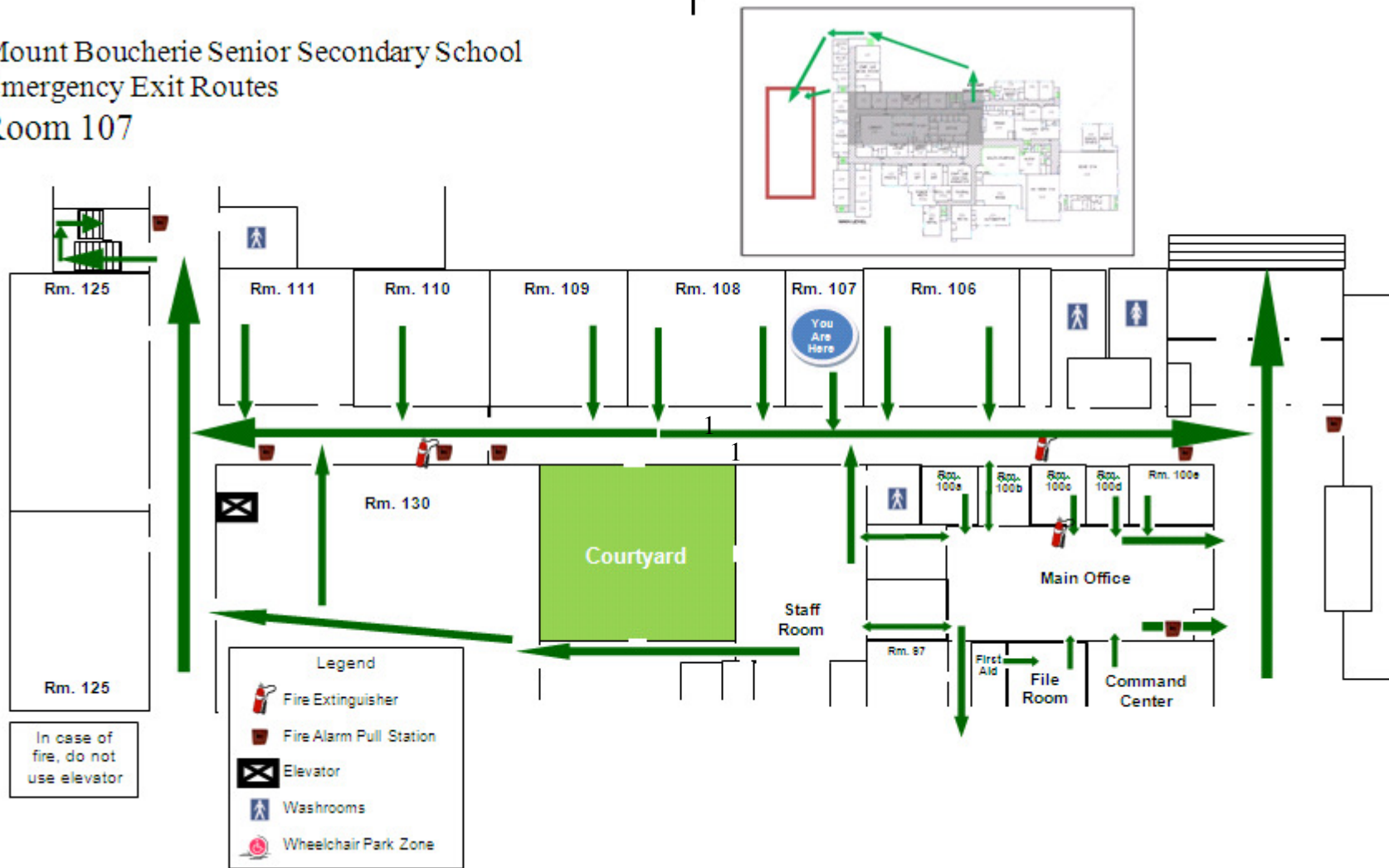
Girls' washroom by Custodial Office
Boys' washroom by Custodial Office
Room 107 Prep Room
Girls' washroom by Room 128
Boys washroom by Room 114
Girls' washroom by 011
Boys washroom by Room 013
Boys and Girls Washrooms by Gym
Recreation Centre
Sick Room

Deb Rasmussen
Luke Campbell
Deb Rasmussen
Heidi McLachlan
Linda Ross
John Simonson
Luke Campbell
John Grodzki
A student runner from the gym
Trisha Kielan

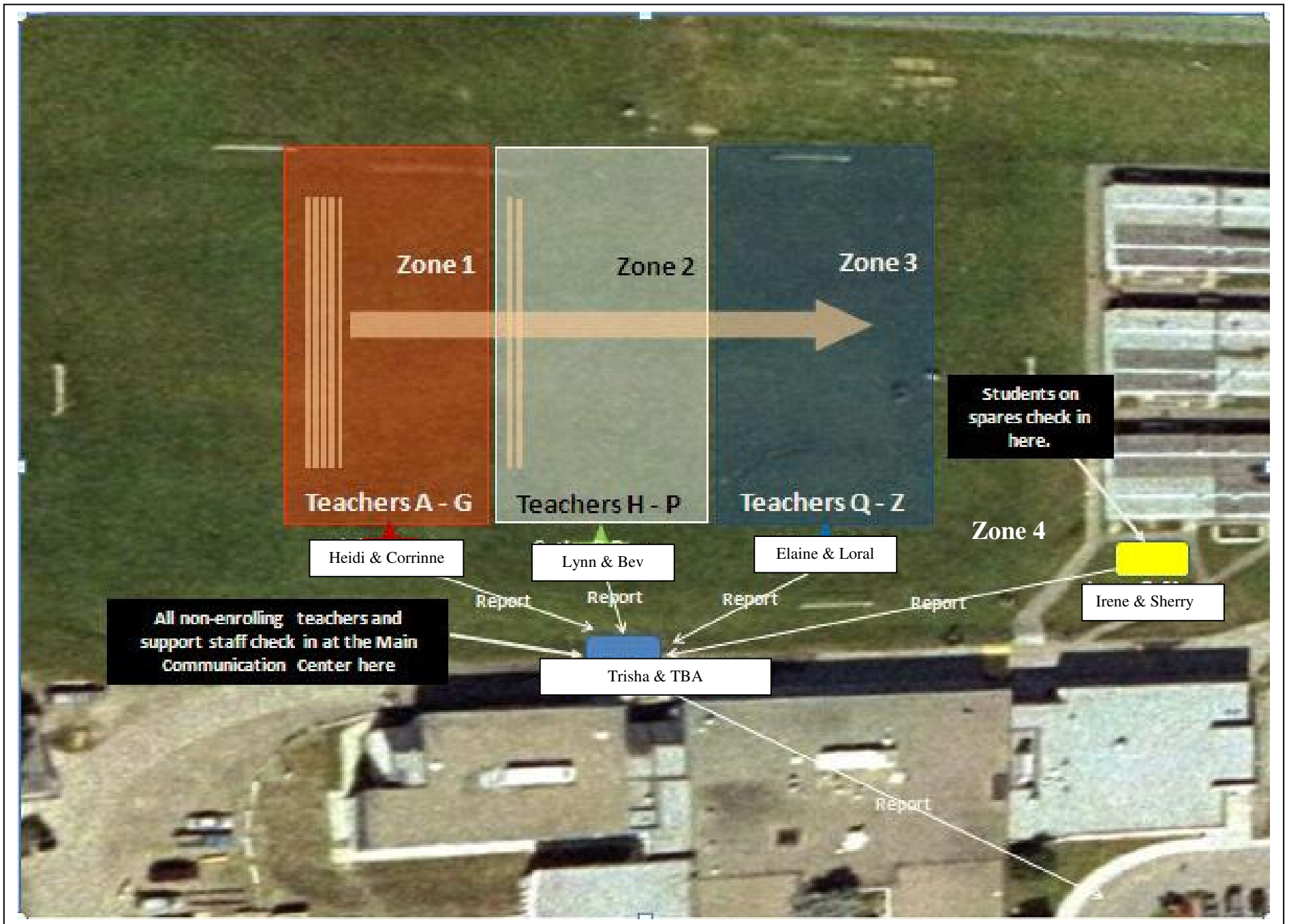
- Fire Chief to then tell admin to silence alarm. Caretakers reset the alarm
- Linda to announce "ALL CLEAR" over the portable loudspeaker to signal students and staff back in.
- An administrator to announce details on P.A.

Sample Exit Route Map

Mount Boucherie Senior Secondary School
Emergency Exit Routes
Room 107



Aerial Photo: Gathering Zones Detail





Zone 5



Resource Teachers /

Home Base

**Cathy Sullivan
Deb Rasmussen**

Report

**Main
Communication
Center**

