

Valley School Evacuation

Purpose

The purpose of this procedure is to guide Valley School staff and students in responding to an emergency situation that requires evacuation from the school building.

Scope

This policy applies to Valley School employees, students, parents and visitors.

Procedure

1. INTRODUCTION

In the event of an emergency incident (fire, explosion, gas leak, etc.) within the school building(s), teachers and support staff will be responsible for evacuating the building(s) with their students.

2. STAFF PROCEDURES

- 2.1. Stay calm. Your reaction to the emergency situation has an impact on how your students respond.
- 2.2. Gather information. If possible, find out what the emergency is by using your senses of sight, sound, smell, touch.
- 2.3. Select the safest evacuation route. You should have at least two potential exit routes from the building.
- 2.4. Line up students quickly and quietly.
- 2.5. Collect important documents. Remember bring to your grade book, attendance sheet and red Emergency Plan binder.
- 2.6. Exit the room. Leave in an orderly fashion.
 - 2.6.1. Check to see if your closest exit route is the safest exit route to take.
 - 2.6.2. The last person to exit the room should be an adult, leaving the lights on and the door closed but not locked.
 - 2.6.3. Blocked exit: If your exit is blocked, proceed to the best secondary exit route.
- 2.7. Assemble with your class on the South-end Playing Field in the pre-designated area.
- 2.8. Take attendance of your assembled students.
 - 2.8.1. If all students from your class are accounted for, hold up the **GREEN** card from the red Emergency Plan binder.

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- 2.8.2. If any students are unaccounted for, hold up the **RED** card from the red Emergency Plan binder.
 - 2.8.3. Inform the Incident Commander (Superintendent, principal or designee) who is missing and their last known location.
 - 2.9. Remain in the designated area, awaiting further instructions from the Incident Commander.
 - 2.9.1. Upon hearing the "All Clear" signal (five consecutive bell rings) you may proceed back into the building.
 - 2.9.2. If staff and students are directed to evacuate off-site to VL Transport Center or another location, follow all instructions by the Incident Commander or designee.
 - 2.9.2.1. Assist students and other staff as necessary for safe and quick loading on and exiting from buses.
 - 2.9.2.2. Parents will be encouraged NOT to pick up their students from the school because doing so will create additional confusion at the incident site.
 - 2.9.2.3. Once students and staff have arrived at the VL Transport Center or other off-site location, individual students may be released into the custody of a parent or guardian. Parents and guardians must follow established processes used when students are removed from school grounds or functions during school hours (Policy 3125). A sign-out sheet will be used for verification of authority to remove the student. In the event the student's parent or guardian is not available to pick up the student, the Valley School secretaries will confirm with the parent or guardian that the alternate person has permission to do so.

Supporting Documentation

N/A

Document History

Action:	Date:
New	February 20, 2013
Revised	
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