

## **Valley School Lead Secretary-Evacuation**

### **Purpose**

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

### **Scope**

This procedure applies to the Lead Secretary, Principal, Secretary, Facilities Supervisor, and emergency responders.

### **Procedure**

1. When the alarms go off, shut the window in front of desk.
2. Shut the door to the hall.
3. Shut the door to the bathroom in the main office.
4. Check the nurse's office to ensure everyone has left.
5. Gather the four walkie-talkies and the cordless telephone.
  - 5.1. Set two walkie-talkies to channel #10 (Maintenance) and two to channel #07 (principal or playground staff).
  - 5.2. Give one channel #10 and one channel #7 walkie-talkie to the principal.
  - 5.3. Keep one channel #10 and one channel #7 walkie-talkie to facilitate communication between yourself, the principal and the facility supervisor.
6. When exiting, close and lock the Main Office door. The last staff member remaining of the Main Office Team (principal, lead secretary and secretary) may do this.
7. With the Main Office Team, divide up and check the following rooms to ensure no one remains:
  - (a) Art Room
  - (b) Gym and Locker Room
  - (c) Music Room and bathroom
  - (d) Kindergarten Room
8. Leave the building out the main entrance and go to the first light post. Wait for a message from the facility supervisor for authorization to do one of the following:
  - 8.1. If this is a drill or the emergency situation has been handled, return to the building and send the "all clear" signal (ring the bell five consecutive times) to alert staff and students that the building is safe and they may return to their classrooms.

- 8.2. If this is NOT A DRILL and the emergency situation requires evacuation, contact VL Transport Center and request that buses be dispatched to pick up students and staff. Inform the transportation supervisor about the following (refer to the Bus Evacuation map):
  - (a) The pick-up point on the school campus.
  - (b) The safest route into the school zone.
  - (c) The safest departure route out of the school zone.
  - (d) The drop-off destination.
- 8.3. Be aware that the VL Transport supervisor will:
  - 8.3.1. Dispatch buses.
  - 8.3.2. Send an "Alert Now" phone message to parents, alerting them of the situation at the school and that students will be transported to the VL Transport Center.
    - 8.3.2.1. Parents are encouraged NOT to pick up their students from the school because doing so will create additional confusion at the incident site.
    - 8.3.2.2. 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.
9. Upon arrival of the Fire Chief, a person will be given the #10 walkie-talkie and he/she will then be connected to the Fire Chief and will act as a liaison between the Fire Chief and the principal. At this point, the Fire Chief assumes responsibilities as Incident Commander.
10. Ensure all staff and students have loaded on buses (do final check of school and playground). Depart on last bus.

**Supporting Documentation**

N/A

**Document History**

<b>Action:</b>	<b>Date:</b>
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