

Valley School Secretary-Evacuation

Purpose

The purpose of this procedure is to guide the Valley School 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 Secretary, Lead Secretary and Principal.

Procedure

1. When the alarms go off, shut the window in front of desk.
2. Check the sick room/nurse's office to ensure that no one remains.
3. Collect the first aid bag, health alert list and attendance list.
4. 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.
5. 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
6. Leave the building out the main entrance and immediately go to the lower playground.
7. Meet with the principal and take attendance to ensure that all students and staff are accounted for.
8. Wait on the playground with students and staff for authorization to do one of the following:
 - 8.1. When the "All Clear" signal sounds (five consecutive bell rings), assist staff with returning students to the building. Ensure no one remains at evacuation point before returning to the Main Office.
 - 8.2. If an off-site evacuation is ordered, assist students and staff with boarding buses for transportation to another location. After ensuring no one remains at evacuation point, depart on last bus.
 - 8.2.1. As directed, assist the Lead Secretary with established processes for unification of student(s) with a parent or guardian as appropriate at the off-site location.

Supporting Documentation

N/A

Document History

Action:	Date:
New	February 20, 2013
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