

Valley School Assistant Evacuation Coordinators

Purpose

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

Scope

This procedure applies to the Assistant Evacuation Coordinators, Secretary, Lead Secretary, Principal and Facilities Supervisor.

Procedure

1. Remain calm.
2. Secure a walkie-talkie from a pre-approved location and tune to channel 7.
3. Go to your pre-assigned post. If you are with student(s), have the student(s) accompany you to one of these posts:
 - (a) South-end playing field
 - (b) Bus loop parking lot
 - (c) Main entrance parking lot
4. Listen for instructions from the Incident Commander (IC) to determine the most logical (safest) evacuation point. This decision will be based upon various factors including the location of the emergency:
 - 4.1. If a *bomb threat* is called in to the school, go to the **South-end Playing Field** evacuation point.
 - 4.2. If *power lines are down with a natural gas leak*, go to the **Bus Loop** evacuation point.
 - 4.3. If there has been a *train derailment with a chemical spill*, go to the **Main Entrance** evacuation point.
5. Load students on buses to evacuate off-site.
 - 5.1. Before teachers, staff and students begin loading on the buses, ask the bus driver the maximum number of passengers allowed on the bus (three students to a seat if allowed).
 - 5.2. Make every effort to keep classes intact while loading rather than splitting a class between two buses.
6. Once the loading process is complete, communicate this information to the Incident Commander and depart with the last bus.

-
- 6.1. The VL Transport Supervisor will send out a message to parents via "Alert Now" that students are being transported to VL Transport Center.
- 6.1.1. Parents are encouraged NOT to pick up students from the school because doing so will create additional confusion at the incident site.
- 6.1.2. 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.

Supporting Documentation

N/A

Document History

Action:	Date:
New	February 20, 2013
Revised	
Revised	
Revised	