



*Policy Section:*           **School Administration**

*Policy Name:*           **Emergency Evacuation Plan**

**Policy Statement**

It is the policy of the Keewatin-Patricia District School Board that schools have current emergency evacuation plans in place.

**Guidelines**

1. All principals are responsible for developing emergency evacuation plans containing procedures for the following types of emergencies:
  - a) Emergency in the school building (failure of school facilities, bomb threat, etc.), using the Police and School Board Response Protocol as a reference;
  - b) Emergency in the community or surrounding area (forest fires, chemical spills, etc.).
2. The principal shall submit the school’s emergency evacuation plan for approval to the Director of Education or designate annually.
3. The Principal shall provide information annually concerning the emergency evacuation plan for the school to students, parents, including School Council, and staff.
4. Procedures for emergency in the community shall be prepared in consultation with, and under the control of the local community emergency authority and shall be submitted to that authority for review.
5. A school emergency evacuation plan must include the following elements:
  - a) communication with the local Community Emergency Response Team;
  - b) specific procedures regarding evacuation and information regarding routes, alternative routes, destinations, and temporary accommodation;
  - c) specific procedures regarding school lockdown in the event of an armed intruder or similar threat;

Cross Reference:  
804, Temporary Closing of Schools/Early Dismissal

Date Approved: March 7, 2000  
Date Reviewed: October 8, 2002  
Date Reviewed: May 9, 2006  
Date Revised: January 12, 2010  
Review by: 2014

Committee Responsibility:



*Policy Section:*        **School Administration**

*Policy Name:*        **Emergency Evacuation Plan**

**309**

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- d) responsibilities of specific personnel during an evacuation;
  - e) where appropriate, plans for students with special needs;
  - f) emergency contact telephone numbers with the community;
  - g) layout maps of the schools which should be sent to the appropriate police and fire department;
  - h) any specific information about the evacuation by bus which is available in the Temporary Closing of Schools Policy.

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Cross Reference:  
804, Temporary Closing of Schools/Early  
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ADDENDUM

**BOMB THREATS**

This procedure is intended as a guideline for principals. The principal will be expected to use discretion in the application of the procedures recognizing the primary importance of student and staff health and safety.

1. General Suggestions:

ASK CALLER QUESTIONS

- where? when? why? who?
- keep him/her on the line while someone else calls police
- if a note is used to place the threat, take the note out of the building with you
- take notes: sex, age, accent, background noise
- if your school has a mechanism for caller ID remember to use it

QUIET SEARCHES

- use fire drill routine to evacuate immediately
- each staff member does visual check of own area for any unusual objects – this should be part of a regular fire drill routine
- don't worry about locked areas

SCHOOL PLAN

- based on the circumstances, the principal will determine if the school should be evacuated
- ensure safety of students and staff

COMMUNICATIONS

- call Police Dept. immediately – search/advise
- all staff should be informed as soon as possible once the building has been evacuated regarding the status of the emergency and subsequent steps in dealing with it
- call supervisory officer
- record specifics of the event such as time, etc.
- take a megaphone outside to communicate to students and staff

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The direction of the police or fire department supercedes the Board policy.

2.    Search Procedures:

The police may carry out a search of the school and may direct that the following procedures should be used.

If it is determined by the police that it is safe to conduct a search, the following procedures may apply. The search will be conducted at the direction of the police.

As a routine procedure, staff should inspect their own work areas daily and make note of anything unusual or out of place.

Employees of a building, office or area are generally aware of the contents and, as such, are more likely to recognize any suspicious item. Any item that is not immediately recognized should be considered suspect until proven otherwise.

The searchers should be occupants who are familiar with the areas and designated by the person responsible for the building or area or by police.

- a)    The police will select a control point with suitable communications facilities available. This is normally the office. A map of the school shall be available to verify areas checked. A file for this purpose will be established.
- b)    Search the selected control point before use.
- c)    Allot areas to be searched using the following guidelines:  
       (CAUTION - DO NOT TOUCH ANY SUSPECT ITEM)
  - i)     areas accessible to the public and entrances or exits should be visually searched first;
  - ii)    occupants do a visual search of their own working areas and areas they are familiar with;

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**309**

- iii)    instruct searchers to report any suspect item immediately and record its description, size, shape, etc., and exact location on floor plan;
- iv)    do not stop if suspect item is found – more than one device may be present – the obvious item may be a hoax – continue to search until the entire area is covered;
- v)     instruct searchers to report to the control point after each search area is completed for additional area to be searched;
- vi)    continue to search until all areas are covered.

Note: Evacuation may be temporary pending the search of the building. It is not an automatic dismissal of students.

- 3.     The decision to return to the school will be made by the police.
- 4.     Follow-up meeting with police should take place to create a plan for subsequent bomb threats.
- 5.     At the principals’ discretion, counselling may be provided for staff and students.

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