



## Evacuation Administrative Procedure 8.21

8.0 Safe Schools

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16, 17

**Legal Reference:** *E10-468R, Section 36, Manitoba Fire Code*

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**Date Adopted:** August 1976

**Date Amended:** November 2006; June 2008; September 2010; January 2016; May 2018;  
January 2024

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Evacuations are an emergency response to:

- fire
- bomb threat
- chemical spill
- severe weather, etc.

Emergency procedures should be reviewed with staff and students at the beginning of each school year.

- If schools have any school specific plans in place for this emergency, they need to be filed with the school's Emergency Response Plan.
  - Principals need to have a designate in place that is familiar with all emergency procedures.
  - Teachers and Principals need to ensure any substitute teachers are aware of school emergency procedures.
1. The principal/supervisor will make decisions regarding evacuation of the school:
    - if due to a bomb threat, decision will be made in consultation with the RCMP,
    - if due to a suspicious object being found, a chemical spill or similar, principal will announce "evacuation" to initiate the evacuation,
    - if due to a fire, or failure of services (electrical, water, sewer, heat, gas) that compromise occupant safety, the nearest fire alarm should be activated, and the school evacuated.
  2. During an evacuation, all occupants of the school must evacuate.
    - if emergency occurs during a break, students and staff should know how to respond accordingly (Schools may want to use this scenario as one of their practice drills),
    - special attention should be given to new students, to students with special needs and to students enrolled in visiting classes.
  3. Use designated emergency exits. If not accessible, use alternate routes. Consult school evacuation floor plan posted in each room.

4. Dependent on the situation, staff may employ use of fire extinguishers. A fire should only be put out if the person is under complete control of the situation. At no time should any person jeopardize personal safety.
5. Students and staff are not to stop and gather personal belongings.
6. Principals need to have 3 or more designated evacuation sites:
  - one on the school grounds (but away from school building),
  - one just off or on the edge of school property (but significantly away from building), and
  - one at a nearby, accessible community building
7. Arrangements regarding the nearby, accessible community building need to be confirmed annually.
8. Depending on the type of emergency and weather conditions, principal will determine which evacuation site to use. Default site will be the on - school grounds location.
9. Principal is responsible for creating a “sweep” plan to ensure no one is left behind; designated staff are assigned specific areas of the school to check before exiting. This plan needs to be reviewed annually.
10. Secretary (or designate) needs to ensure a first aid kit, the ERP binder and attendance information are brought to the evacuation site.  
*NOTE: A print out of that day’s absent students should be done daily so that it is always available for emergency situations.*
11. Teachers need to bring class list, register or the like with them.
12. Attendance checks should be done as soon as is possible and reported to the principal and/ or other designated staff person (school secretary for example).
13. Fire alarms will automatically lock all exit doors. If evacuating for other reasons, example a bomb threat, principal or designate should lock all exit doors to prevent unauthorized entry.
14. No one is to re- enter the school until directed to do so by the principal and/or RCMP / Fire Department. Staff are to stay with the students in their care until directed otherwise.
15. Consult ***Procedure 8.23 Emergency School Closures / Bus Cancellations*** if decision is made that staff and students will not be re - entering school.

POST EVACUATION:

1. Ensure all are safe and accounted for. Inform principal / office of any concerns.
2. Principal, in consultation with Superintendent will determine the following:
  - debriefing process that will occur with staff and students (what, when, who, where),
  - the need to access other Division supports for students and / or staff,
  - communication with parents / community.
3. Staff and students are asked not to speak to media / share on social media; any questions are to be directed to the Superintendent.
4. Staff are to remain available as needed, if requested to do so.
5. Principal to complete and submit **8.00 A: Serious Incident Report**.