



Administrative Procedure: Use of Schools As Evacuation Centres

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Responsibilities

In order for appropriate school-based planning to occur, the following responsibilities shall be noted:

School Principal

The receiving school Principal is the ultimate site authority (unless an emergency has been declared under the Emergency Plans Act), with responsibility for the overall

direction and implementation of the receiving school plan. The Principal will act as the coordinator for the school receiving the evacuees.

In the event that a community emergency requires the involvement of emergency services and/or municipal services, a request may be made by an emergency service or municipal agency to use the school/facility as an evacuation centre. The receiving school Principal will assist the emergency service/municipal agency as requested.

School Vice-Principal or Designate

The receiving school Vice-Principal or designate is responsible for assisting the receiving school Principal throughout the course of the evacuation.

School Secretary

The receiving school Secretary will provide temporary office space and needed supplies for the evacuating emergency service/municipal agency.

Custodian/Cleaner

The receiving school Custodian/Cleaner will assist in the needs of the evacuees.

Child Care Supervisor

If the receiving school has an adjacent child care facility, the Supervisor of that facility is responsible for providing space as available to the evacuating child care facility. The evacuating child care Supervisor will assist.

If the receiving school has no adjacent child care facility, the Principal will designate facilities to be used as a temporary child care facility, which will then be the responsibility of the evacuating child care Supervisor.

Parent/Volunteers

Parent/Volunteers, if ready, willing and able, will report to the Principal and will be assigned duties, or will assist where required. All non-Board visitors to the school at the time of the emergency are requested to leave the premises to allow staff and volunteers to make the necessary preparations to receive the arriving evacuees.

Procedures

Once notified of the impending arrival of evacuees, the Principal shall:

1. In the case of a request being made by emergency services (fire, police) notify the Director of Education (or designate) who will decide whether or not the Administrative Response Team needs to be convened to assist;
2. Convene the School Emergency Response Team and advise members of the impending arrival of evacuees and request that those staff that have specific responsibilities in this regard begin to carry out those responsibilities;
3. Notify all staff, students, visitors and volunteers that an emergency exists and that parts of the school will be used as an evacuation centre;
4. Clear those parts of the school required to house arriving evacuees and retain all students and staff in other parts of the school;
5. Clear telephone lines and await call to consult with Administrative Response Team to determine the need of whether or not to suspend classes and, where deemed necessary, gain authorization to suspend classes;
6. Upon authorization to suspend classes, dismiss all students and clear the school in an orderly manner, using usual transportation arrangements. Where school buses are involved, the Transportation Manager will confirm that transportation arrangements have been made for early dismissal;
7. Make arrangements with the Custodian/Cleaner for the security of the school building;
8. Receive evacuees, provide directions and ensure access of the evacuees to designated areas;
9. Provide any assistance to emergency services/municipal agency personnel.