

## **EVACUATION PROCEDURES**

If an evacuation is deemed necessary, staff and students will meet at a predetermined rally point.

1. Students and staff should be moved as far away from the building as possible.
2. If the evacuation is lengthy, students may be assigned to other schools to be appropriately and temporarily housed under the direction of the school's Principal. Buses may be called into service to take students home.
3. If the Principal makes the decision, in consultation with the senior officer in charge, to place students and staff in a cleared section of the school building (such as a gymnasium), all staff and students must follow that directive.
4. If the Superintendent or designee decides that evacuation becomes a dismissal, the Principals of the other schools will be notified by Central Office, with any other directions which may be required.
5. If other programs are impacted, the director of that program has the responsibility to notify parents.
6. Each building will develop its own procedure for internal communication.

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