

APPENDIX C

Administrative Responsibilities Leading to an Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Evacuation: Bomb threat, at the completion of a Lockdown

Procedures	Completed	Time	Initial
1. Receiver of call should note time and line number (Refer to Bomb Threat Reference Card – Appendix F)			
2. Call 911- Ask Police to initiate trace on line			
3. Announce “Lockdown” – Repeat Announcement 3 times			
4. Turn Off Bells if possible			
5. If principal or vice-principals are not in the school, they should be called immediately.			
6. Have secretary/designate contact areas where announcement might not have been heard (Music Room, Gyms), to confirm announcement was heard.			
7. If it is a lunch period – if possible, send staff member to cafeteria/lunch rooms. All students will be required to remain there, remain quiet and to await further instruction. Students in hallways will be directed to the closest classroom or safe area			
8. Refer to <u>attached</u> procedures for students with special needs (Appendix G). Notify teachers working with students with special needs of Hold & Secure or Lockdown that may lead to Evacuation asap			
9. If possible, a principal or designate should meet with available staff to assign duties. Available staff will report to staffroom			
10. Notify Custodians – (Custodians Procedures attached- Appendix J)			
11. Contact Supervisory Officer			
12. Notify Communication Manager			
13. Announce “Evacuation” (Note: In the event of Bomb Threat, the decision will be to Evacuate)			
14. Call any other necessary sites where our students may be located: i.e. field trips, etc. so they do not return to the school			
15. Search Office Area for anything unusual or suspicious. If something looks suspicious, do not touch, report to appropriate official.			
16. Create documentation of situation at earliest possible convenience			

Principal:	_____	Superintendent:	_____
Vice-Principal:	_____	Principal(s) of Adjoining School(s):	_____
Board office:	_____	Custodian:	_____
		Communication Manager:	_____