



**DISTRICT PRACTICE 10650**  
**EMERGENCY EVACUATION**  
**PROCEDURES**

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**DISTRICT PRACTICE:**

**EMERGENCY EVACUATION INCLUDING BOMB THREATS**

1. Receiving and Tracking Calls:

- 1.1 The school should ensure that the bomb threat policy checklist attached to this policy is immediately available and known to staff that answer the phone.
- 1.2 Training for receptionist(s) / staff as it relates to taking calls and the checklist should occur each year.
- 1.3 The call should be traced using Star 57 (\*57).

2. Evacuation Procedures:

- 2.1 Determine safe exits - using either primary or alternate routes.
- 2.2 School is evacuated for the day.
- 2.3 Principal(s) secure the school building while teachers take attendance as per fire drill procedures.
- 2.4 Student runners take attendance list to collection point. Runners return to classroom teachers with bomb threat code so that teachers are aware to take students to safe site.
- 2.5 Teachers take their classes to safe site(s) determined in 'School Evacuation Plan'.
- 2.6 Principals will call Board Office with names of missing students.
- 2.7 Safe site(s) will have 'School Site Evacuation Plan' including student/staff names and phone numbers and map of school.

3. Principal Communication Responsibilities:

- 3.1 Administrative Assistant to call RCMP. 9-1-1
- 3.2 The Principal to call Superintendent or designate.
- 3.3 Superintendent or designate will execute the Emergency Response procedure



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4. School Site Evacuation Plan:

4.1 This is to be developed by each school and should include a checklist of information to be completed by the school:

- name of safe site;
- current list of students and staff names and phone numbers;
- method of communication with parents;
- transportation arrangements;
- teacher responsibilities for day of Emergency Evacuation/Bomb Threat;
- method of communication to staff re: day two duties/plans;
- plans for school site plan to be communicated to staff, TOCs, students and parents at beginning of school year;
- clear understanding to staff, students and parents that school will be closed for day so that school can be made safe;
- clear understanding of where the safe site is and how to communicate with safe site(s);
- clear indication that unless otherwise stated through the media, school will resume the next day;
- clear indication that RCMP, Administration, District Office and staff reps will consult about the school being safe to re-enter before anyone returns to the school;
- clear indication that any personal items left in the school will remain until the school is authorized for re-entry;
- staff debriefing plan after re-entry;
- info sharing plan for students, parents and community;
- evacuation process assessment.

5. School Search:

5.1 To be conducted by the RCMP and (if applicable) trained volunteer firemen.

5.2 Staff/student list available for RCMP at safe school along with school maps and pictures.



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6. School Re-entry:

- 6.1 No re-entry on the day of the evacuation.
- 6.2 Expectation that school will be open the day following the evacuation.
- 6.3 Media notification if the school is not to be open on day two.
- 6.4 RCMP/Superintendent or designee/Operations Rep/ Staff rep/CUPE rep/Operations rep to meet at call of RCMP to authorize school re-entry for day two.

7. Post Evacuation:

- 7.1 Staff debriefing plan after re-entry.
- 7.2 Info sharing plan for students, parents, and community.
- 7.3 Evacuation process assessment.