
Emergency Response Protocol: Evacuation

Schools should plan to have six fire/evacuation drills each year.

In an emergency situation, make sure that someone calls 911 as the evacuation protocol is initiated.

Situation: Internal Hazard

- Fire
- Hazardous material spill
- Explosion or threat of explosion
- Gas leak
- Post-earthquake

Procedures

- Follow school procedures and principal's instructions for leaving the building.
- Ensure students are wearing their shoes.
- Assist students in moving calmly, in single file.
- Do not use an elevator.
- Close doors and windows to contain the spread (fire, chemical, gas).
- Try to get at least 200 metres from the building.
- Bring class lists and emergency manuals (teachers).
- Bring first aid kits and other portable emergency supplies (designated personnel).
- Proceed to designated area and account for all students and staff.
- Provide care and support to ensure student safety and well-being.
- Do not re-enter the building until authorized by safety officials or principal.

