

**This sheet provides guidance in the event of a school evacuation.**

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## **DEFINITIONS**

**EVACUATION** - is the immediate and urgent movement of all students, staff and visitors out of the school.

**FIRE DRILL SITE** - is the temporary location outside the school where teachers take their students, record attendance and await further direction from administration.

**EVACUATION SITE** - is the approved location off school grounds where the entire school population can be moved when the school is unsafe and cannot be accessed. If early closure is implemented dismissal will happen from this site.

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## **DECISION AUTHORITY**

The Director of the Public Schools Branch and School Administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, School Administrators must exercise discretion in implementing standardized procedures and should consider modifications, as necessary, to ensure the health and safety of all students and staff during an emergency.

Where possible, the decision to evacuate a school will be made in consultation with the PSB Director/delegate, school principal, and emergency response officials.

### **Branch to School Notification:**

If the Branch deems an evacuation of a school, family of schools or all schools is necessary, the following notification process will take place:

1. The PSB Director's Executive Assistant will send an email to all affected Principals, Vice Principals and School Admin Assistants with a scripted message:
2. If needed, the phone tree will be activated as per the early closure procedures to contact schools advising them to evacuate, using the appropriate scripted message # 1.

### **School to Branch Notification:**

If a school is advised by emergency officials of a hazard in a school and the need to evacuate, the principal/delegate shall contact the PSB Director/delegate (902- 368-6850) to notify, and depending on the hazard, consult on the next action.

## **BRANCH ACTION CHECKLIST**

**This list is a guideline and should be implemented on an 'as required and needs' basis.**

1. Notify EMO – and request assistance, if required.
2. Engage relevant Emergency Responders (e.g. RCMP).
3. Notify Communications PEI - and request assistance, if required.
4. Notify relevant Union – as required.
5. Notify Branch based-staff and Department of Education, if necessary.

6. Develop messaging to Parents/Public (see scripted messages).
7. Engage Media.

### **IF IMPLEMENTING 'EARLY CLOSURE'**

1. Activate Phone Tree for notifying multiple schools of early closure.
2. Determine the location of bus pick up/dismissal of students as required.
3. Coordinate bussing needs for all affected schools.

### **BRANCH EMERGENCY KIT**

#### **MAIN OFFICES (Stratford and Summerside):**

- Red evacuation binder
- Pens and notepad
- Required forms for tracking
- PICS portable radio
- Back up cell phone battery charger(s)
- Polycom