

## Administrative Procedure 312

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# EMERGENCY EVACUATIONS

### Background

The Division recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students. Procedures to ensure that schools will be evacuated with dispatch in the event of an emergency are essential.

The Division believes that evacuation drills are an essential component of the school safety program. The Superintendent will ensure that all schools in the Division will develop a plan for emergency evacuation.

### Procedures

1. Each principal is responsible for establishing, in accordance with legislative and code requirements and in consultation with the local Fire Department, a program and procedures to ensure prompt and orderly evacuation of the school in the event of an emergency.
2. This program will include as a minimum:
  - 2.1 The development of written school evacuation procedures;
  - 2.2 The posting of evacuation routes for each room;
  - 2.3 Periodic drills to train staff and students of the procedure; and
  - 2.4 A detailed record of all evacuation drills conducted including dates, evacuation times, problems experienced and follow up action taken.
3. Principals will cooperate fully with local fire authorities to ensure that Fire Department requirements and inspection recommendations are implemented in a forthright manner.
4. The principal is responsible for ensuring that a building evacuation program and procedure is developed and implemented.

Reference: Section 20, 45, 60, 61, 113 School Act  
Fire Prevention Act