

Offsite Evacuation Plan

Evacuate to the Bruthen Town Hall.

Emergency Signal

Business manager will collect the Emergency Kit, which is located on top of the filing cabinet in the office. She will collect the sign out book and sound the emergency alarm-constant ringing of the bell and instruct teachers and students to the bottom gate.

Principal will contact emergency services.

Absences

In the Principal's absence the teacher in charge will be chef warden and also perform the principal's roles.

In the business manager's absence, the principal will perform business manager's roles to bring the emergency kit and log in and log out books. Other communication duties will be delegated to staff present at the time.

Classroom evacuation processes.

All teachers are to take class rolls and phones and close classroom doors on the way out.

Classroom teachers will **walk** the student to the bottom gate **calmly** and as quickly as possible, exiting out the **closest and safest exits**.

Classroom teachers will take all students to the bottom gate and the principal will completely sweep the school before joining the staff and students at the hall.

Specialist Timetable

First priority is student safety to the bottom gate then complete roles and responsibilities.

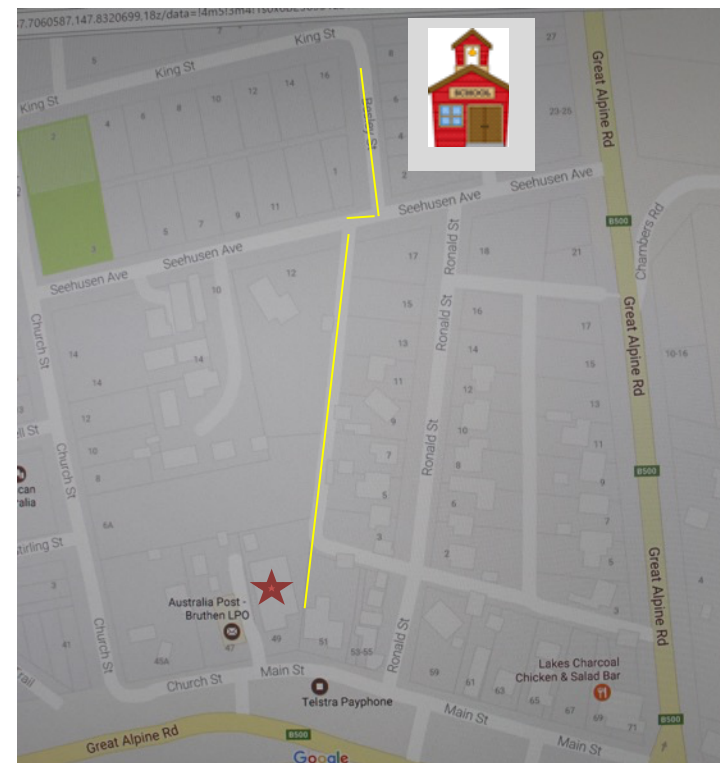
Sweepers If it is SAFE to do so...

Principal will sweep all buildings.

Sweeper will instruct any remaining students, parents, or visitors to the bottom gate.

At the Bottom Gate

- Students will line up in a class row.
- **Teachers will mark the rolls before walking to the Hall.**
- Teachers will notify the Principal A) all present or B) of any missing students.
- Missing students will be checked against the student sign out book with the Business Manager.
- Business Manager will check visitors against the sign in book.
- We will wait for the sweepers to return before all moving to the Town Hall.
- Principal will stay until authorities arrive if it is safe to do so.
- Principal will notify the authorities of any missing students or visitors.
- Appointed teacher will oversee operations at the Hall until Principal arrives.



Bruthen Town Hall

Walk to the Hall

Senior students to buddy up with Junior students and provide reassurance. Left onto Besley Street, right into Seehusen Ave, left down the laneway to the hall. This is the quickest route.

Business manager/teacher will collect the key from the Post Office and open up.

Town Hall Procedures:

Staff will recheck class rolls.

All other instructions will be communicated and followed, as directed by the authorities.

