



EMERGENCY SCHOOL EVACUATION / CLOSING PLAN

(REFERENCES: POLICY P.011.SCO AND PROCEDURE PR.506.SCO)

Name of School: _____

Name of Principal: _____

Signature of Principal: _____

DATE: _____

By September 30 of each school year, every principal will update the Emergency School Evacuation/ Closing Plan verifying the procedures that are in place at the school. The completed Plan will be forwarded to the appropriate Superintendent of Instruction.

All Schools:

- 1.0 Arrangements to access alternate evacuation and closure sites within walking distance of the school that are suitable for receiving and accommodating students in the event of an emergency:
 - 1.1 Names of site(s)
 - 1.2 Address of site(s)
 - 1.3 Name and telephone number of contact person(s)
- 2.0 Identification procedure for notification of other schools affected by an individual school closing.
- 3.0 Telephone Numbers (Confidential Once Complete):

Title	Name	Contact Number(s) (Telephone–work & home/ Cell/Pager/Blackberry)
Principal		
Vice-Principal(s)		
Chief Custodian		
Facilities Manager		
School Council (Chairs)		
General Manager, Ottawa Student Transportation Authority		
Communications Manager		

Title	Name	Contact Number(s) (Telephone–work & home/ Cell/Pager/Blackberry)
Supervisor, Custodial Services		
Applicable Superintendent of Instruction		
Executive Superintendent		
Superintendent of Facilities		
Elementary school staff telephone tree		
Tree initiator		
Secondary school staff telephone tree		
Tree initiator		
Other (general office, etc.)		

4.0 Location of school floor plans, plan of electrical circuitry*, and plan of heating system*.

***Note: "Electrical circuitry plan" means a plan showing the location of main electrical control panels (main disconnect & sub panels);
"Plan of heating system" means a plan showing the location of the heating plant and main fuel shut-off points.**

Elementary Schools:

5.0 Procedure for notifying caregivers (parents, guardians, child care providers) in the event of an evacuation or closure.

5.1 Procedure for students in Kindergarten to Grade 6.

5.2 Procedure for students in Grades 7 and 8.

6.0 Procedure for accounting for all students during the emergency closing/evacuation.

7.0 Procedure for supervising students while making arrangements for their safe dismissal.