**RIVERSIDE SECONDARY SCHOOL**

**EVACUATION PROCESS (Updated 2011-2012)**

In order for this process to be effective, it is essential that all staff review the following directions carefully. There will be opportunity following each evacuation to de-brief and make suggestions on how the process can be refined/improved.

Thanks for your assistance.

1. The PA will be used to indicate the beginning of the Evacuation Drill
	* In the case of an earthquake drill, the fire bell will be preceded by a hi-tech sound (resembling the rumbling of an earthquake).
	* Earthquake Drill: Students are to duck & cover under desks for a 60 second count, then line up and exit the building
2. Being sure to take your Emergency Kit Bag and Class Attendance List with you and, locking the room behind you, exit the building according to the route indicated on the attached schedule
3. **Move immediately, with the group travelling as a unit, to your designated location on the North Field**
	* + Students who are on a “spare” should move immediately to the North Field and report to their Counsellor
		+ If an evacuation was necessary before or after school, during lunch, ..…students would go to the field and report to their RAP teachers **(teachers will still be lined up in alpha order).**

**\*\*Students in wheelchairs: direct them to go to center stairwell. Mr. Colombo. Mr. Horton, Ms. McArthur & Mr. Rothenberger will be there to transport them down the stairs. Students with SEAs will go with them. Independent students can make their own way there (students will have been instructed previously by case managers). Mr. Colombo will assign a student to follow a class out to meeting area.**

1. On the North Field, we will assemble past the trees, between the East and West goal-posts; teachers organize in alphabetical order by teacher surname; names beginning with “A” will be closest to the Reeve Street goal-post while those with names beginning with “Z” will be closest to the goal-post on the west side of the field.
2. Confirm your attendance (Teachers on preps should also check in at the Command Center)
3. Forward the attendance sheet to Mrs. Hiebert at “Command Central” (approximately mid-field)
4. Remain in your location – keeping all students together as a group – until an “all-clear” has sounded or you have received instructions from an Administrator to return to the building
5. Keeping your students as a unit, return to your classroom via the same route you used to exit the building.

Again, thanks for your cooperation and assistance – an effective evacuation process is essential to the safety of everyone in this building. It can only work well with you exercising your experience and your leadership.

**EMERGENCY EXIT ROUTES**

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| --- | --- | --- |
| **Building** | **Room & Area** | **Evacuation Route** |
| Academic: Lower floor | 108, 109, 110, 111, 112, | Front entrance (by staff room) to the front of the school USE EXIT "B" |
| Academic: Lower floor | 113, 114, 115, 116 | South-west stairwell exit into automotive shop parking area EXIT "D" |
| Academic: Lower floor | 118, 119, 120, 117 | Main entrance of school. EXIT "E" |
| Academic: Lower floor | 121, 122, 123, 124 | North-west exit (EXIT "G" ) and along sidewalk to basketball court |
| Academic: Lower floor | 125 | Through library or EXITS "E" or "F" front of school |
| Academic: Lower floor | Library, 126, 127, 128 | Nearest doorway or EXIT "E" to front of building |
| Academic: Upper floor | 204, 205, 206, 207, 208, 209, 210 | South end of hall corridor staircase - downstairs (EXIT "D") and south to the grassed area west of the parking lot  |
| Academic: Upper floor | 200, 201, 202, 203 | Down main stairwell, through EXIT "E" to front of building |
| Academic: Upper floor | 211, 212, 213, 214, 215, 216 | Rear exit (EXIT "K") between rooms 213 & 214 along west side of school - north to outdoor volleyball court area |
| Academic: Upper floor | 223, 224, 225, 226, 222 | Main stairwell through EXIT "E" to front of bldg.  |
| Academic: Upper floor | 217, 218, 219, 220, 221 | north end of upper corridor - through EXIT "G" north along the gym to student parking lot |
| C-Technology | 100, 101, 102, 103, 104, 105, 106, 107,  | Exit from room or through EXIT "A" |
| Building BGym/Music | 129, 130, 131, 133, 134 | Exit to front of school through EXIT "F" or "I" |
| Building BGym/Music | Gym A, Gym B, Changing Rooms,  | Exit directly to outside or through EXITS "J" or "H" |
| Building BGym/Music | Gym C,Fitness Centre | Exit through nearest door or EXITS "J" or "H" |
| Portables 1, 2, 3, 4 & 5 | Portables 1-5 | Exit through nearest door... proceed south |

**In order to minimize congestion in halls and doorways, please use these specific exits.**

**Note: In the event of an earthquake, classes will move away from the building after they exit.**

The Basics, In Review:

During Class time: Evacuate to North Field, take attendance, …..

Not In Class time: Evacuate/assemble at North Field/students find RAP Teachers

Students On Spares: Evacuate/assemble at North Field/students find Counselors

\*Teachers on spares should check in at Command Center

