

# EVACUATION PLANS AND PROCEDURES

## EVACUATION OF SCHOOL BUILDINGS

The following steps must be taken:

- Maps should be posted in all the classrooms indicating primary and secondary egress routes and holding areas and assembly points.
- Teachers should bring their class record books with them when evacuating their classrooms or buildings. They must keep their classes together as they exit.
- Teachers should ensure that all students are out of the classrooms and adjoining bathrooms.
- Classes proceed to the predesignated holding or assembly point. Once there, teachers should make a note of students who are not present and maintain order.

REFER TO OCS POLICY 627



**Teachers should remain with their classes until the all-clear signal has sounded or other instructions have been given.**

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.

IN A NUMBER OF SITUATIONS, IT MAY BE NECESSARY TO EVACUATE A SCHOOL BUILDING. THESE SITUATIONS MAY INCLUDE FIRE OR GAS LEAKS. THIS TYPE OF EVACUATION SHOULD BE SIGNALLED BY THE SOUNDING OF A FIRE ALARM.