



Toronto High School

Emergency Evacuation Policy

1. Rationale:

At Toronto High School, we recognise the necessity of having clear and well practised emergency procedures, to address all critical events. We also recognise the need to communicate these emergency procedures to all of our school community – students, staff and daily casual staff – and to have them posted prominently around the school, in all classrooms and workplaces.

2. Aims:

To develop clear guidelines for the evacuation of students and staff at Toronto High School, in a time of emergency – fire, bomb threat, etc.

3. Implementation:

- Implementation of this policy, for stakeholders (staff) and students continues over page.

EMERGENCY EVACUATION PROCEDURE – STAFF

Four or more bells signals an emergency evacuation.

TEACHERS ON CLASS SHOULD:

- Stop all work immediately
- Supervise their students as they walk briskly to the nearest safe exit and then walk with their class to the OVAL.
- Make sure all students present on the class roll are accounted for.
- Stop any student who RUNS, or attempts to return to class, or who goes up any stairway.
- Mark the roll or assist with roll marking during the full assembly on the oval. Notify the HT Admin/SAM of any discrepancies.

TEACHERS NOT ON CLASS SHOULD:

- Collect other “on duty” teachers’ bags and valuables if time permits.
- Head towards the oval, assisting staff and students.
- Assist in organising students into their correct roll call classes.
- Mark the roll during the full school assembly on the oval. Notify the HT Admin/SAM of any discrepancies.

PRINCIPAL SHOULD:

- Contact all relevant authorities/or delegate office staff to do so.
- Direct staff members as he/she deems necessary.
- Liaise with the Executive and authorities as to where and when to dismiss the assembly.

DEPUTY PRINCIPAL (EVEN YEARS) SHOULD:

- Organise the ringing of the bell (four or more bells indicates an emergency evacuation)
- Take loud hailer to the oval.
- Take charge of the full school assembly on the oval.

DEPUTY PRINCIPAL (ODD YEARS) SHOULD:

- Ensure staff common room is empty.
- Ensure clinic/foyer area is cleared.
- Delegate office staff to take portable Year signs to oval, to assist with lining up procedure.
- Assist with the running of the assembly.

HEAD TEACHER ADMIN SHOULD:

- Report any unexplained absences of staff and students to principal and/or emergency services personnel..
- Ensure that all teachers, casual teachers, prac teachers and visitors are accounted for.

ROLL MARKING:

- Staff collect rolls from the clerical staff, once on the oval.
- Staff who marked the roll at the normal roll call in the morning, are to mark the roll on the oval. A dot in bottom right corner is used to report attendance.
- Staff return the roll to HT Admin/SAM and must notify of any discrepancies.

HEAD TEACHERS AND LIBRARIAN SHOULD:

- Check staffroom, rooms and toilet blocks under their supervision.
- Relate any staff absences, including casual teachers, prac teachers, visitors to the HT Admin.

SCHOOL ADMINISTRATION MANAGER (SAM) SHOULD:

- Organise the delivery of rolls to the oval. Remain at the front of assembly.
- Secure the office and monies if possible.
- Take visitors' book and late arrivals/early leavers' book/list to the oval for cross referencing
- Ensure all office staff are present at the assembly.
- Notify HT Admin/SAM of any discrepancies.
- SAM and delegates together with HT Admin assess the discrepancies (of staff and students' attendance), as they are received, at the front of the assembly.

CANTEEN SUPERVISER SHOULD:

- Ensure all staff, assistants, visitors and delivery people make their way to the oval and are accounted for.
- Notify HT Admin/SAM if there are any discrepancies.

GENERAL ASSISTANT SHOULD:

- Switch off gas and/or electricity supply if possible.
- Ensure roadways are free and gates unlocked for emergency services.
- Open both gates to the oval and make his way to the oval.

GIRLS' SUPERVISER SHOULD:

- Check main toilet block for any student.

BOYS' SUPERVISER SHOULD:

- Check main toilet block for any student.

NB:

- **SPECIAL CARE SHOULD BE TAKEN WHEN PASSING THROUGH ANY GATES OF THE FENCE.**
- **IF THE OVAL IS UNAVAILABLE, THE ASSEMBLY WILL TAKE PLACE ON THE BASKETBALL COURTS. PRINCIPAL TO ADVISE.**

EMERGENCY EVACUATION PROCEDURE – STUDENTS

BELLS:

- 1 bell indicates period time
- 3 bells indicates a full school assembly, under the COLA
- 4 or more bells indicates an **EMERGENCY EVACUATION**.
- One continuous bell indicates a **LOCKDOWN**.

STUDENTS:

- Class Teachers will supervise students as they leave classrooms and buildings by the nearest and safest exit.
- Class Teachers will escort their class to the **School Oval** for an assembly and Roll Call.

RULES:

- Move quickly and quietly under the direction of your teacher.
- Keep to the left.
- Be careful on stairways and at exits.
- Leave your bag and belongings in the room, if advised to do so by your teacher.
- Remain on the oval until all rolls have been marked and the **ALL CLEAR** has been given.
- Stay out of the way of **EMERGENCY CREWS**.
- Be sensible at all times, be co-operative and obey all instructions immediately.

ASSEMBLY:

- Students are to assemble at the far end of the oval, in Roll Classes, facing the embankment. There will be Year markers held aloft to allow students to recognise their Year area and to quickly line up and be seated in the correct Roll Class.
- Students must ensure that they are in the correct Roll Class, as they would be on a normal school assembly on the quad.

NB:

- If the oval is unavailable, the school will assemble on the basketball courts, facing east. Principal to advise.
- **SPECIAL CARE SHOULD BE TAKEN BY ALL PERSONS, WHEN PASSING THROUGH ANY GATES OR DOORWAYS (CRUSH HAZARD).**

10. Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated

June 2011