

Administrative Procedure 165 – Appendix

Appendix - EVACUATION SITES

Background

By September 30, each Principal is required to review their Site Emergency Evacuation Center Agreements and information as identified on the Hour Zero database.

Procedures

1. At the September Superintendent's meeting, the school site emergency information will be circulated and Principals will:
 - 1.1 Confirm that their school emergency information is current by signing their name on their information package, or
 - 1.2 Identify the specific changes to the information.
2. The emergency evacuation information will be updated on-line by the Occupational Health and Safety Advisor based on the information provided by the Principal. The Principal will ensure the School Emergency Response Plan binder has current copies inserted.
3. A printed copy of the emergency evacuation information will be retained at the Division Office Emergency Operations Center.