

School Emergency Evacuation Protocol (Newton)

School Emergency Evacuation Protocol (September 2015)

Developed to align with the School Safety Alert System (4.4).

Policy

Sikh Academy has developed an Emergency Plan to deal with a range of potentially dangerous or hazardous situations or scenarios. As such, at times, the school is required to evacuate the school building to ensure the safety of all students and staff. The policy is aimed at protecting students, staff, parents, and volunteers during a real or perceived emergency.

School Administration is authorized to activate an emergency evacuation, or enact evacuation drills, to ensure student and staff familiarity with the protocols.

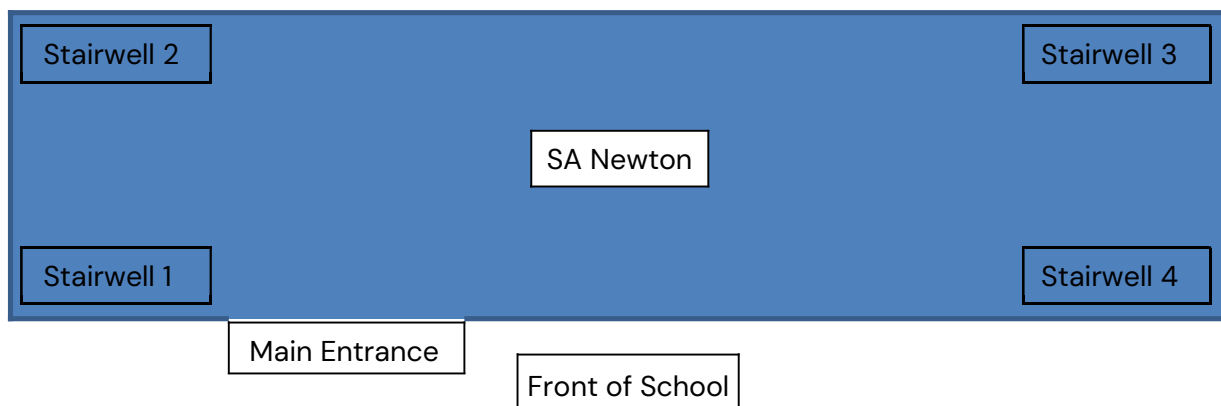
Emergency Exits (Newton)

There are four stair-wells at the Newton Elementary School location, which can be utilized by students and staff on the second floor to evacuate the building in case of an emergency evacuation protocol. The stairwells are noted as below, and identified as numbers for the purpose of this policy. These numbers will also be posted on the doors of each stairwell to correspond correctly to an evacuation route.

- Stairwell 1 – Northeast Stairwell
- Stairwell 2 – Southeast Stairwell
- Stairwell 3 – Southwest Stairwell
- Stairwell 4 – Northwest Stairwell

SCHOOL EMERGENCY EVACUATION PROTOCOL (NEWTON)

Visual Representation



Evacuation Routes

Classroom evacuation will be routed to the closest stairwell in accordance with a balance of students through each evacuation route.

Evacuation during Morning Assembly in Gurdwara

In case of an emergency evacuation required while all students are in the Gurdwara. It is expected that when students are in morning assembly, students are sitting facing forward towards the Guru Granth Sahib. As such, there are two exits to the front and one exit to the back of the Gurdwara.

- Kindergarten and Grade 1 students (typically sitting on the right side of the Gurdwara) will exit using the front right exit doors to utilize Stairwell 4 (Northwest Stairwell) to evacuate the building.
- Grade 3, Grade 4 and Grade 5 students (typically sitting on the left side of the Gurdwara) will exit using the front left exit doors to utilize Stairwell 3 (Southwest Stairwell)
- Grade 2 students (typically sitting on the right back end of the Gurdwara) will exit using the back exit doors to utilize Stairwell 1 (Northeast Stairwell).
- Grade 6 and Grade 7 students (typically sitting on the left back end of the Gurdwara) will exit using the back exit doors to utilize Stairwell 2 (Southeast Stairwell).
- **In the case of real emergencies, students are not to go back to their classrooms for any personal items. Students must immediately evacuate the building.**

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Evacuation during Assembly in the Gym

In case of an emergency evacuation required while all students are in the Gym, all students are to remain calm, and the lead event coordinator or Administrator will direct classes to utilize one of three exits in the gym. 2 of the exits exit to the front of the school, while the 3rd exits to the back of the school. All exits are marked with an exit sign.

1st Floor

- Students in Rooms 101, 102, 103 or 104 will exit their rooms, and exit through the exit doors at the front of the building by the Northwest exits.
- Students in the Gym will exit the building using the two exits in the gym that exit to the front of the school.
- Students in the Langar Hall/Kitchen will exit the building using the two exits in the langar hall/kitchen that exit to the front of the school.

2nd Floor

2nd Floor	
Room #	Evacuation Stairwell
204	Stairwell 1
205	Stairwell 1
206	Stairwell 1
210	Stairwell 1
211	Stairwell 1
202	Stairwell 2
203	Stairwell 2
208	Stairwell 2
209	Stairwell 2
201	Stairwell 3
218	Stairwell 3
219	Stairwell 4

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3rd Floor

3rd Floor	
Room #	Evacuation Stairwell
Gurdwara*	Stairwell 1
307	Stairwell 2
308	Stairwell 2
309	Stairwell 2
310	Stairwell 2
301	Stairwell 3
302	Stairwell 3
303	Stairwell 3
304	Stairwell 4
305	Stairwell 4
306	Stairwell 4
Library	Stairwell 4

* The evacuation from the Gurdwara to Stairwell 1 is only in effect when there is a class being held in the Gurdwara. If all students are in the Gurdwara, students and staff must follow the above protocol (Evacuation during Morning Assembly) to exit the building.

Upon Exiting the Building

Once teachers and students have safely exited the building, they are to line up by Grade Level and section in the open field next to the school, starting with KG1, KG2...

Teachers will then take attendance of students while in line and account for students who are present and the total number of students who are enrolled in their classes. These number accounts will then be passed to an Administrator for reference.

If it is found that the building is not safe to enter, the Administrative Team will take steps to begin contacting parents, emergency contacts in order to dismiss students to their families. Teachers, at this point, need to ensure that students are only dismissed to authorized guardians.

Returning to the Building

Once the building is declared safe to enter, an Administrator will give the signal that classes may begin to enter the building once again. Classes are to re-enter the building using the same entrance doors that are used during the end of recess and lunch periods for their grade level.

Unable to Return to the Building

In situations where the school building is deemed unsafe to have students and staff return, all personnel will remain within the primary safety location area, as identified in this policy. Students will then be released to parents/guardians accordingly with a safe and secure hand off.

If the primary safety location area is not safe, the school has developed community partnership agreements with outside organizations to safely secure the students until students are released to parents/guardians accordingly with a safe and secure hand off.

The community partner location for the Newton location is:

- Taj Park Convention Centre (8580 132 St, Surrey, BC V3W 4N7 – Ph. 604.617.8484)

Parents/guardians will be informed through any communication means available to securely retrieve their child.