



Emergency Dismissal – Elementary Schools

Process / Function: *Student Admissions*

Primary Responsibility: *Principal*

Frequency: *School Start-up; New Student Registration*

Guideline Owner: *Manager – Planning & School Business Support*

RATIONALE:

In the event of an elementary school emergency dismissal that is approved or initiated by the Director of Education or designate, this procedural guideline will assist the Principal or designate and School Secretary to ensure the safe release of students. This guideline does not replace the requirement for each Principal to develop an “*Emergency Response Plan*”.

Examples of Emergency Dismissal:

- ❖ Buses Cancelled
- ❖ Buses Departing School Early
- ❖ School or Classroom Evacuation for health and Safety (i.e. Fire, Health Risk etc.)

PROCEDURE:

Advanced Preparation

Emergency Dismissal Permission Letter and Form (Appendix 1)

In September each school year the Emergency Dismissal Permission Letter and Form should be sent home to parents of Grade 5 to 8 students.

When the permission forms are returned to the school, the School Secretary records the information under the Custom tab of the Student Demographic Profile in Trillium including the date the form was received. The default for a student where a form has not been received is:

Grade 5,6,7,8 student to go home unattended without a phone call = “No”
and

Grade 7,8 (only) student to care for younger sibling(s) = “No”

The signed forms are to be filed in the Emergency Dismissal Binder for the remainder of the school year.

Emergency Dismissal Binder

Each school office must have an Emergency Dismissal Binder with all the items noted in Appendix A. that is easily accessible and labeled. The front cover (Appendix 5A) of the binder will have a list of items that the School Secretary must take with them in the event of an evacuation. The back cover (Appendix 5B) of the binder will have all emergency contact phone numbers. Use the Binder Index (Appendix 5C) inside the binder. These appendixes must continue to be updated with new staff and for new student admissions / demits

Emergency Dismissal Procedural Steps

Follow the steps below:

1. Ensure contact with Director's Office for approval to dismiss students early including the reason and time and to confirm if there is computer connectivity or phone lines available.
2. Make an announcement to staff informing them of the situation. The Director's Office will ensure the media is notified as required
3. Notification to parents/guardians must be sent by the school including an email and post to Edsby, and where applicable to the school social media tools using the template message provided (Appendix 4.) If the school is unable to send out the electronic communication due to connectivity to a computer, the request must made to the School Support Team for assistance.
4. Callers are designated with the job to make sure that someone will be at home when the bus arrives, student walks home or that other arrangements have been made. The secretary will provide a copy of pages from the "Master *Emergency Dismissal List*", and a copy of the Instructions to Callers (Appendix 3) to inform the caller of their responsibility and protocols. Callers will attempt to connect directly with parents/guardians of the situation using the template message and make notation on the Emergency Dismissal Family List. If there is no landline available from the school or cell phone connectivity report, the request should be made to the School Support Team for assistance. Calls should commence with
 - A. Students with special needs with transportation arrangements
 - B. Bussed students
 - C. Walkers
5. The School Secretary updates the printed copy of the School Master *Emergency Dismissal List* from the updated *Callers List*. The secretary may want to highlight the students who are not going home by normal means for the Principal or designate.
6. The School Secretary will provide the final Emergency Dismissal Family List to the Principal or designate.
7. Were it is has been communicated that a student will not be going home by normal

means or where the school was unable to connect with a family, a designated location will be announced where they are to gathered with a designated staff member.

8. Where students are picked up by parents/designates, the Principal or designate will use the School Master Emergency Dismissal List to verify the arrangements.
9. Should parents be unable to arrange transportation, the Principal or designate will develop a plan for medically fragile students, and may be required to provide a meal or possible accommodating students overnight, should the situation arise.
10. The final School Master Emergency Dismissal List and Caller List must be filed in the school office.

School Emergency Binder

Tab 1 – Emergency Dismissal Routine and School Maps

- ✓ School Floor Plan
- ✓ Fire Evacuation Plan with Fire Exits
- ✓ Caller List (Appendix 2) which shows who will communicate with parents/guardians

Tab 2 – Communication Information to Parent/Guardians

- ✓ A script for phone callers (Phone Callers Information Appendix 3)
- ✓ A script for an email message (Appendix 4)

Tab 3 – Emergency Dismissal Family List

- ✓ Run 2 copies of the list (1 master copy for school office, 1 copy for callers)
- ✓ For each page of the caller's copy attach the applicable phone tree listing

Tab 4 – Emergency Contact List (Students)

- ✓ Include your Emergency Contact List under this tab or make a note stating where the list is located

Tab 5 – Medical Information Report

- ✓ From Trillium

Tab 6 – Bus and Walker Lists

- ✓ Both lists are available using schoolbusinfo.com

Tab 7 – Emergency Dismissal Permission Forms

- ✓ Copies kept for current school year only