

School Closure and Evacuation Procedure In Event of Threat of Flood in the Town of Peace River

The three school jurisdictions located in the Town of Peace River recognize that it is in the best interest of students and staff to provide structure to evacuation and shutdown procedures in the event of a threat of flooding. The preferred method of addressing issues related to evacuation is to have students released to their parents prior to any forced evacuation action. To that end, the following guidelines will be used to assist in determining a course of action in the event of such a threat.

On being advised of a **White Alert** – Each jurisdiction will advise those within their jurisdiction that may require the information for planning and advisory purposes. This would likely include the Superintendent, Secretary Treasurer, Facilities and Transportation personnel.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	GLENMARY	GOOD SHEPHERD
<p>Superintendent will notify Central Office personnel river will be breaking up and all should be aware that problems could arise during the break-up.</p> <p>- Lower level contents should be reviewed. Ensure permanent records are on higher shelves in vault.</p>	<p>Superintendent informs principal that white alert has been issued.</p> <ul style="list-style-type: none"> - Ensure computer techs are on stand by in case server needs to be moved. - Student cumulative records labelled and identifiable. - Special Ed files labelled and identifiable - Class lists, bus lists, and registration data organized and ready for use. - Essential office documents identified for move to higher level. - Principal take and carry the school cell phone. 	<p>Superintendent informs principal that white alert has been issued.</p> <ul style="list-style-type: none"> - Ensure computer techs are on stand by in case server needs to be moved. - Student cumulative records labelled and identifiable. - Special Ed files labelled and identifiable - Class lists, bus lists, and registration data organized and ready for use. - Essential office documents identified for move to higher level. - Principal take and carry the school cell phone.

On being advised of a **Green Alert (where no imminent threat of danger exists)** – each jurisdiction will advise those within their jurisdiction that may require the information for planning and advisory purposes. This would include those notified in the White Alert stage plus school principals, in the event that school is operating.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	GLENMARY	GOOD SHEPHERD
Superintendent notifies central office staff that river is breaking up. Alert staff that we may need to move material up from lower level.	Superintendent notifies principal that river is breaking up. - Principal advises staff to be prepared to move identified material to higher level.	Superintendent notifies principal that river is breaking up. - Principal advises staff to be prepared to move identified material to higher level. Staff are advised that in case of emergency evacuation to Peace High, staff will not be allowed to take their vehicles

On being advised of a **Green Alert (where no imminent threat of danger exists while schools are operating)** - The Transportation Department will prepare to activate the bus call out list to activate school buses.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	GLENMARY	GOOD SHEPHERD
Superintendent notifies central office staff that river is breaking up. Alert staff	Superintendent notifies principal that river is breaking up.	Superintendent notifies principal that river is breaking up.

that we may need to move material up from lower level.	- Principal advises staff to be prepared to move identified material to higher level.	- Principal advises staff to be prepared to move identified material to higher level. Staff are advised that in case of emergency evacuation to Peace High, staff will not be allowed to take their vehicles.
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On being advised of a **Green Alert (where the town advises there is imminent threat of danger prior to schools opening for the day)** – Each school jurisdiction would close their schools and either cancel the bus runs for the day, or if the buses have already started the daily run, have the buses return students to their homes. School will remain closed to students and staff until being further advised by the respective Superintendent of Schools, or their designate.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	Staff Information	GOOD SHEPHERD
<ul style="list-style-type: none"> - Superintendent contacts staff - Move records to higher level if safe for staff to come in. 	Perry 624-3956, 618-7709	<ul style="list-style-type: none"> -Principal call in identified staff - to move: - server - student cumulative files - special education files -identified office documents to a higher level

On being advised of a **Green Alert or better (where the town advises there is imminent threat of danger while school is operating)** – School buses will be called in immediately and placed on standby at the school they normally first pick up students at. School will activate their normal routine to notify parents that students are being returned home early. Once this has been completed, students will be released to the school buses and returned home. Town based students will not be released until the end of the school day, or until their parents pick them up from the school.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	GLENMARY	GOODSHEPHERD
- move records to higher level	- move servers, student records and identified office materials to higher level	- move servers, student records and identified office materials to higher level

If the **Green (or higher level) Alert**, imminent threat of danger condition exists (as notified by the Town), but the threat does not allow for calling parents prior to releasing students, buses will be deployed to each school located in the North of Peace River to pick up all students and staff from Springfield Elementary School, Good Shepherd Elementary School, and Ecole des Quatre-Vents School as well as the Peace River Outreach Campus and transport them to Peace River High School. Students from Glenmary and TA Norris Schools are to proceed on foot to Peace River High School. In each case, one school staff member is to ensure that the school has been evacuated prior to locking the school and leaving. Staff is to take with them class lists and bus lists. Students will be housed at the Peace River High School campus (including the Industrial Arts building and the Phimester building) until

- parents pick up their children from that site or
- until students are delivered to their homes via normal bus routes at normal time, whichever event occurs first (as an interim measure, students may be retained on the school bus parked at Peace River High School until the school is prepared to accommodate the students). If parents pick up their children, they must sign a document indicating they have done so. The principal of each school will continue to be responsible for the students and staff of their school until released from that responsibility by the Superintendent of Schools. The principal of Peace River High School shall in addition to being responsible for the students and staff, also be responsible for the high school evacuation centre and direct activities related to that role until all those located at that site have been returned to their parents.

Staff of each school must ensure their students are appropriately supervised until the staff has been released. The issue of transporting staff vehicles should be considered and

worked out by each staff, ensuring that supervision of students is the first priority. Staff vehicles shall not be parked on the Peace River High School site.

ACTIONS TAKEN/PROPERTY PROTECTION		
CENTRAL OFFICE	GLENMARY	GOODSHEPHERD
- Move identified items from lower level until evacuation is necessary	- Student and staff safety are primary area of interest. - Property is secondary area of interest	- Student and staff safety are primary area of interest. - Property is secondary area of interest

Contact information:

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