

Emergency Evacuation and Lockdown Procedure

Toronto Public School

Emergency Evacuation Procedure

- In the event of a FIRE – evacuate to the **Green Zone**.
- In the event of a BUSHFIRE - shelter in the **Hall**.
- In the event of any OTHER emergency (e.g. bomb threat) **requiring immediate offsite evacuation** of the school buildings (or under the direction of the SES), all students and staff are to proceed to **Royal Motor Yacht Club, Arnott St Toronto**.
- In the event of an emergency:
 1. Principal (Chief Warden) or SASS (School and Support Staff) is to ring a WOOP WOOP (CONTINUOUS) SIREN.
 2. Teachers on RFF return to class
 3. Teaching staff are to complete tasks or check areas during an evacuation as follows:

Area	Warden	Responsibilities during evacuation:
Individual Classrooms	Classroom Teacher	<ul style="list-style-type: none"> • Collect class list from back of door • Check Storerooms (if applicable) • Check all staff, students present and accounted for and report to their Block Warden • Proceed to Green Zone and remain with Students or • If offsite evacuation required - proceed to Yacht Club
A Block	SAM/SAO	<ul style="list-style-type: none"> • Print Emergency Evacuation lists from Sentral, LobbyTrac and Visitor Check In • Check Staff room and Canteen • Take Master Key to assembly point • Collect First Aid Kit and take to evacuation point
B Block	Classroom teachers report to B Block Warden.	<ul style="list-style-type: none"> • Check all staff, students present and accounted for their block. • Check library

Emergency Evacuation and Lockdown Procedure – Toronto Public School



	TEW (Megan Cox/Rachel De Sain)	<ul style="list-style-type: none"> Report to Principal (Chief Warden)
C Block	Classroom teachers report to C Block Warden. Alena Carter/Rachel Robinson	<ul style="list-style-type: none"> Check Red Zone toilets Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
D Block	Classroom teachers report to D Block Warden. Alena Carter/Rachel Robinson	<ul style="list-style-type: none"> Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
E Block	Classroom teachers report to Special Education Warden Tracey Gayler	<ul style="list-style-type: none"> Check disabled toilet Check Art/PONDEE room Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
F Block	Classroom teachers report to Special Education Warden Tracey Gayler	<ul style="list-style-type: none"> Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
G Block	Classroom teachers report to G Block Warden Gabrielle Ible	<ul style="list-style-type: none"> Check store rooms Check toilet Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
H Block	Classroom teacher report to Special Education Warden Tracey Gayler	<ul style="list-style-type: none"> Check all staff, students present and accounted for their block. Report to Principal (Chief Warden)
I Block	Special Education Warden Tracey Gayler SLSO on MC	<ul style="list-style-type: none"> Check and clear Yellow Zone toilets and playground
J Block	TEW Megan Cox/ Rachel De Sain	<ul style="list-style-type: none"> Check Cottage. Clear all meeting areas and offices. Report to Principal (Chief Warden)
K Block	GA (If on site)	<ul style="list-style-type: none"> Check GA Shed Report to Principal (Chief Warden)
L Block	SAM/SAO	<ul style="list-style-type: none"> Check and clear the Hall Report to Principal (Chief Warden)

4. Students are to sit in class rows at the evacuation point.
5. SASS staff are to bring the following items to the evacuation point:
 - i. Evacuation Summary from Sentral,
 - ii. Lobby Trac and Visitor Check In On-Site reports
 - iii. Staff/ cleaner/GA sign on books and
 - iv. Portable First Aid kit
6. Teaching staff to undertake student roll call beginning with Kindergarten, Staff and Visitor roll call.
7. Teaching staff are to report any missing students to the Communications Officer (SASS Tracey Snowden).

Emergency Evacuation and Lockdown Procedure – Toronto Public School



8. Teaching staff will be checked off the daily sign in register by SASS Tracey Snowden, to check all staff are present.
9. When all clear is provided and evacuation is finished, the Principal or SASS is to stop the CONTINUOUS SIREN.

Emergency Evacuation and Lockdown Procedure – Toronto Public School

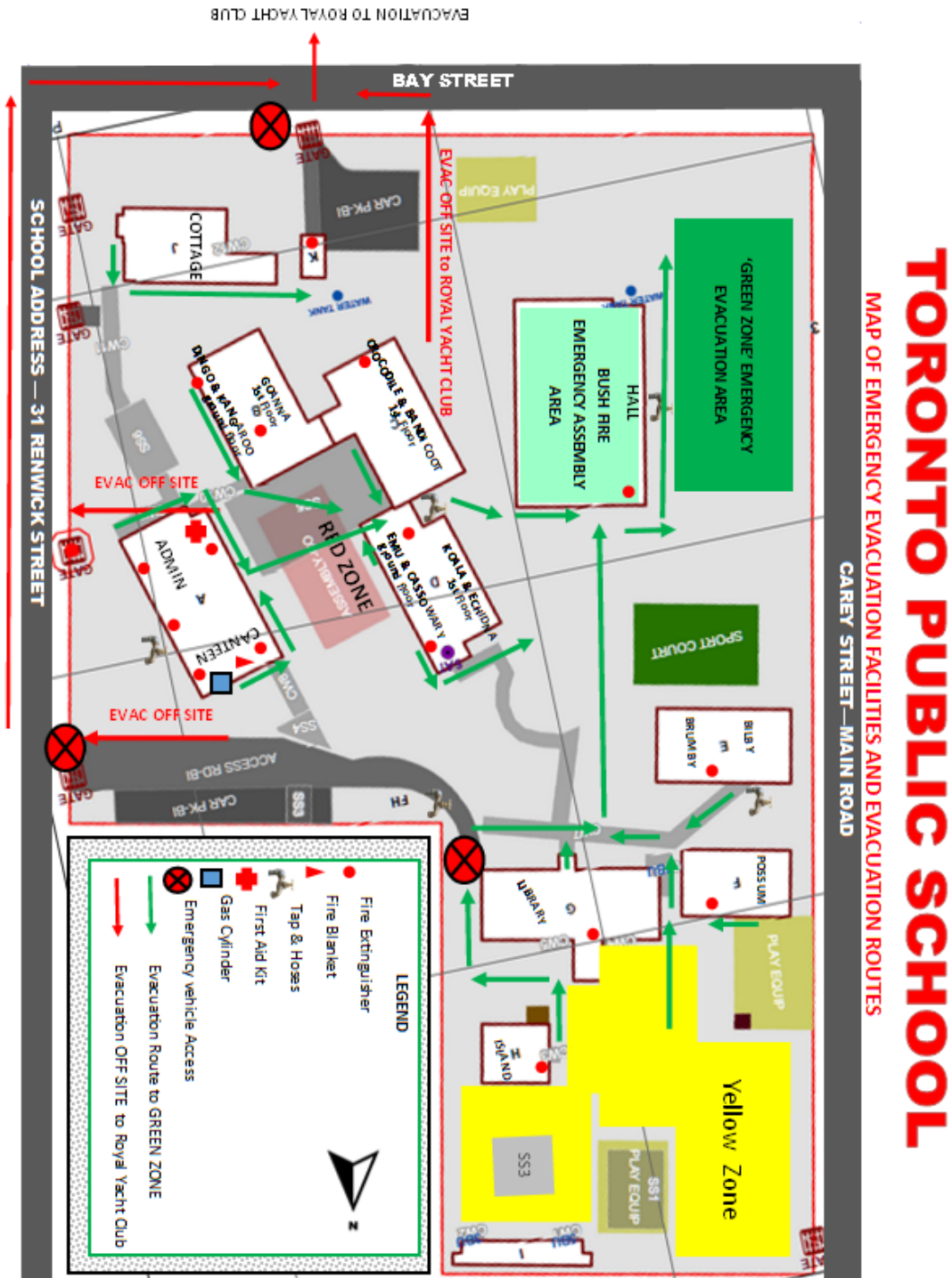


Lockdown Procedure

- Lockdown is a procedure used when there is an immediate threat to the school eg school intruders, chemical or hazardous substance threat. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person eg Principal or Police Officer.
- In the event of a lockdown **DURING CLASS TIME:**
 1. Principal or SASS (School and Support Staff) is to ring a **SHORT BURST** SIREN and a message to be sent on TPS SOS.
IF A SILENT LOCKDOWN – An all class page to be announced “Classroom teachers, please check SOS for an update” and a message on TPS SOS. NO SIREN.
 2. All staff are to complete tasks or check areas as follows:
 - i. Lock all external doors and windows IF POSSIBLE and pull down blinds.
 - ii. Staff to refer to **TPS SOS via Messenger** for information.
 - iii. Casual teachers **IMMEDIATELY login to SENTRAL**
username: casual.teacher password: casualteacher
 - iv. ALL STAFF to register class numbers and any missing/additional students via Messenger TPS SOS group (If you don't have your phone with you or access to one log into Sentral and use Bulletin board for communication -refresh Sentral often to update communication).
 - v. Move students out of sight of the doors and windows and ensure students remain calm and quiet.
 - vi. RFF Teachers/ Librarian to always have current class lists for each class.
 - vii. **Staff should not leave the classroom to look for students. Do not send students to look for other students.**
 - viii. Office/ Admin are to lock all external doors and windows and pull down all blinds.
 - ix. Canteen are to lock external doors. Phone office (4959 1571) and register staff and/or students in building.
 - x. Cleaners and GA's are to go to the closest classroom, office or GA store room and must contact the Office.
 - xi. All staff and students are to remain in lockdown until **SHORT BURST** siren sounds and/or MESSAGE on SOS is received confirming end of lockdown is sent.
- In the event of a lockdown **BEFORE SCHOOL, PLAYTIME, AFTER CLASS TIME:**
 1. Ensure students remain quiet and calm.
 2. Classes in **GREEN ZONE** are to proceed to the Hall. Lock all external doors. Mark rolls and report via Messenger TPS SOS.
 3. Classes in **RED ZONE** are to proceed to the Hall. Mark rolls and report via Messenger TPS SOS.
 4. Classes in **YELLOW ZONE** are to proceed to the Library. Lock all doors and blinds. Mark rolls and report via Messenger TPS SOS.
 5. All staff are to complete tasks or check areas as follows:
 - i. Office / Admin are to lock all external doors and windows and pull down all blinds.
 - ii. Canteen are to lock external doors and phone the office (4959 1571) and register staff and/or students in the building.

Emergency Evacuation and Lockdown Procedure – Toronto Public School

- iii. Counsellors, cleaners and GA's are to go to the closest classroom, office or GA storeroom and must contact the Office.
- iv. All staff and students are to remain in lockdown until SHORT BURST siren sounds and/or TEXT MESSAGE is received confirming end of lockdown is sent.



Solar Power isolation point is located in the cleaners' store, School Hall.