



## EMERGENCY EVACUATION CENTRES

Responsibility:	<i>Superintendent, Human Resource Services Controller, Facility Services Manager, Health, Safety &amp; Security</i>
Legal References:	<i>Nil</i>
Related References:	<i>Nil</i>
Revisions:	
Reviewed:	<i>January 2016</i>

### 1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations regarding the process that should be followed in the case that an elementary or secondary school must be used as an emergency evacuation centre for local and neighbouring municipalities or a disaster relief centre for community groups (i.e., senior citizen home).

### 2. General

- 2.1 The Waterloo Region District School Board has agreed to allow the use of its elementary and secondary schools as evacuation centres for local and neighbouring municipalities in the case of a disaster. In such an event, secondary schools are preferred, because of their size and cafeteria facilities. Schools used will vary from municipality to municipality, according to their proximity to the disaster area. It is expected that interruption to school classes will not exceed a twenty-four hour period, which will hopefully allow the authorities time to properly billet evacuees.

### 3. Procedures

- 3.1 Each municipality in Waterloo Region has its own peacetime disaster plan.
- 3.2 Should the need for schools arise, the Principal will be advised immediately via the Board's Emergency Communication System.
- 3.3 Depending on the time of the event and the number of evacuees, the school(s) may be required to dismiss students.
- 3.4 In this event principals are responsible for implementing their school closing procedures in order to clear students from the property as soon as possible, in order that confusion and congestion might be avoided.
- 3.5 The General Manager, STSWR, Inc. will alert Bus Operators for early dismissal of bused students, if required.
- 3.6 The Regional Municipality of Waterloo Health and Social Services personnel will become responsible for the operation, when the school has been cleared for evacuees.
- 3.7 The assistance of the Principal and school staff might be required initially. The release of the staff will be at the discretion of the Principal.
- 3.8 Current information will be provided to Principals through the Emergency Communication System. Information to parents and students will be broadcasted via local media sources.

#### **4. Disaster Relief Centre – Senior Citizens Centres**

- 4.1 In response to requests from senior citizens homes for emergency accommodation in the event of a specific disaster (i.e., fire) the following procedures will be followed:
  - 4.1.1 Senior citizen homes will be allowed to utilize the facilities of the school nearest to the home.
  - 4.1.2 In the event the emergency takes place during the school day, the administrator of the home will contact the Principal of the appropriate school, in order to provide accommodation for the residents of the home. The Principal may be required to follow some of the Emergency Evacuation Centres Procedure (see section 3 above).
  - 4.1.3 In the event of a disaster occurring outside of school hours, the administrator of the home will call the Board's after-hours answering service (519-745-3900), and arrangements will be made to accommodate the residents of the home at the appropriate school. Board security will then advise the school Principal and Custodian of the emergency.
  - 4.1.4 Emergency shelter will be provided as an interim measure, and should not normally exceed 24 hours in duration.