



TCSA POLICY	
TITLE	Emergency School Evacuation Policy
POLICY NUMBER	16-05-V2
PROGRAM NAME	Education
DOMAIN NAME	Occupational Health & Safety
EFFECTIVE DATE	June 30, 2023
NEXT REVIEW DATE	June 30, 2026
APPROVAL DATE	June 30, 2023
ISSUING AUTHORITY	Tłchq Community Services Agency
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

The TCSA recognizes that a timely and orderly emergency evacuation of the school building in an emergency is necessary to ensure the safety of staff and students. Under the direction of the TCSA each school must develop and routinely practice emergency evacuation procedures to ensure that both staff and students are able to evacuate the school safely in the event of an emergency.

PURPOSE/RATIONALE

The purpose of this policy is to ensure the safety of staff and students through the development and routine practice of a school-based emergency evacuation plan.

DEFINITIONS

Emergency Response Plan (ERP) - establishes procedures and plans for responding to emergencies within the school setting. It must contain fire, evacuation, and lockdown procedures but may also include responses to other emergencies such as first aid, fights, suicide threats, school closures, alcohol/drug use on school property, and/or bomb threats.

SCOPE/APPLICABILITY

This policy will apply to all students and staff in all TCSA schools, including alternative programming. Emergency evacuation during the transportation of students will fall under



the TCSA Transportation of Students Policy (4.316). Emergency evacuation while not on school property will follow the procedures outlined in the TCSA On the Land Excursion Policy (3.415) and TCSA Student Excursion Policy (4.310).

PROCEDURE

1. The principal shall ensure that a school wide emergency response plan exists and is updated annually;
2. The principal shall ensure that the school emergency response plan is available and reviewed with all staff as part of the onboarding and start of year orientation;
3. School evacuation plans should identify an emergency shelter and muster point for students, staff and visitors in the event of an evacuation (ex: an outdoor muster point and backup location for extreme weather);
4. The principal shall have three fire drills/emergency exit drills during each school year with one per season (fall, winter, and spring);
5. The principal shall report on fire/evacuation drills in their school reports to the TCSA Board;
6. The principal shall maintain documentation of fire/evacuation drills, noting evacuation date, time, and any concerns regarding routines, practice, or equipment pertaining to the evacuation drill with the support of the Occupational Health and Safety (OHS) team and Government of the Northwest Territories Infrastructure Team; and
7. In communities where there is a fire department, evacuation drills should be arranged in conjunction with the fire chief.

PERFORMANCE MEASURES

Reporting shall include posting documentation of fire/evacuation drills on the OHS Board, School Report for the TCSA Board, and within OHS meeting minutes.

CROSS-REFERENCES

TCSA On the Land Excursion Policy (3.415)
TCSA Student Excursion Policy (4.310)
TCSA Transportation of Students Policy (4.316)
TCSA Emergency School Lockdown Policy (16-06-V2)
TCSA Safe Schools Policy (4.318)

ATTACHMENTS

NA



REFERENCES

- NWT Education Act - Safe School Regulations (6)
- Fire Prevention Act

APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Office
30-June-2023

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
30-June-2023

