Emergency Evacuation Procedure

Purpose: Fire - Toxic Spill

1 The adult who first notices the need for evacuation shall sound the alarm. Electronic alarms are situated in the Administration Building (upstairs on the right hand side of the main access door) and outside the male dormitory on the Amenities side of the building. A hand held siren is provided for use in the event of a power failure.

2 At the sound of the alarm (intermittent for a fire evacuation and continuous for a lockdown), all buildings are to be vacated in an orderly manner and all persons shall assemble in the Emergency Evacuation area located in front of the transpiration area. Nominated Wardens are to assist to clear out buildings and ensure people’s safety. Evacuation procedures are posted in all rooms.

3 The Emergency Services (call 000) are to be contacted by Chief Warden who shall take list of all visitors to the assembly area. All visitors must be accounted for including onsite contractors and other visitors.

4 After all visitors are accounted for and all students are adequately supervised, Chief Warden shall evaluate the situation and take steps he/she deems safe to:
   - extinguish or contain the fire
   - move the students upwind of a toxic spill

5 At all times the safety of the visitors and staff should be of paramount importance.

NB Smoke detectors are situated in each of the dormitories, the kitchen, the house and in the Theatre.

Chief Warden __________________________________________ Date ______________________

Building Wardens

- Administration and Dining Room ____________________________
- Activities Rooms/Pioneer Shed/Canoe Shed ___________________
- Female Dormitory and Female Amenities _______________________
- Male Dormitory and Male Amenities ___________________________
- Residence and Theatre _____________________________________
- BBQ Area/Storage Sheds/Centre Grounds _______________________