



AGNES L. MATHERS SCHOOL
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TO: Sandspit Emergency Preparedness Planners (SEPP)

FROM: ALM

DATE: January 12, 2015

RE: Evacuation Procedures for the School

When evacuation from the school is necessary the school personnel will follow the following guidelines:

- a. In a fire situation, we evacuate to the field at the north side. If not able to return to the building we proceed to the community hall where students will be dismissed to parents.**
- b. In an earthquake situation, we evacuate to the field at the north side. If not able to return to the building students will be picked up from the school by their parents. Any students who are not picked up from the school within ten minutes of the earthquake will be transported by school personnel to Hydro Hill. We will dismiss these students to their parents upon the arrival of their parents. ALL STUDENTS MUST BE SIGNED OUT BY THEIR PARENTS AT THE SCHOOL AND AT HYDRO HILL.**
- c. In a tsunami evacuation, any students who are not picked up from the school within ten minutes of the evacuation alert will be transported by school personnel to Hydro Hill. We will dismiss these students to their parents upon the arrival of their parents. ALL STUDENTS MUST BE SIGNED OUT BY THEIR PARENTS AT THE SCHOOL AND AT HYDRO HILL.**
- d. Parents must sign their child out when they come to pick them up from the school in all situations.**
- e. School based supplies are under direction of school personnel during school hours. If an emergency happens outside school hours, they are under direction of the commander of SEPP. They will disburse them as necessary, after 24 hours time.**
- f. If the OK sign is on the inside of the school door by the clinic, it means no one is inside. The school has been evacuated.**