Selkirk College

Instructor Duties for Emergency Evacuation

(CHECK MARK IN THE CIRCLE)

* 1. Before evacuating, determine if any students are missing.

If missing, note their name and possible location (e.g. bathroom, locker):

* 2. Instruct class to evacuate to the marshaling zone using nearest exit.
* 3. Perform a sweep of your wing (classroom, bathrooms, offices), by ***closing and placing a check mark with chalk on each empty room.***
* 4. Retrieve the **Area Warden Kit** on your way out the exit.
* 5. (a) **If you obtain this kit you are now the Area Warden for your respective wing** – further instructions in the Kit.

 (b) If the kit is missing, proceed to the appropriate marshaling zone, and report to the Area Warden.

* 6. Once the all-clear is signaled, return the clipboard to its original location.

FIRST AID CELL PHONE NUMBERS: 250-304-9467 OR 250-365-9628