



GLENWOOD COMMUNITY CENTRE AND GLENWOOD SCHOOL EVACUATION POLICY

Glenwood Community Centre is a facility that is utilized throughout the day by community members and therefore different areas of the facility are rented at different times during the day. In the event Glenwood School requires the Community Centre as an assembly point in case of an evacuation, we would ask that both the Community Centre and Glenwood School follow the below protocol to ensure the evacuation takes place in the most efficient and expeditious manner:

1. Upon arrival at the Community Centre, one of the appointed School Staff must locate a Glenwood Community Centre staff member on site to determine the best possible area for the evacuees to assemble.
2. Any children who require additional needs may be given a small room to assemble, however must have a school staff member with them at all times.
3. At minimum, two appointed school staff should remain at the entrance point of the Community Centre to ensure students and staff are directed to the correct location.
4. In the event of an evacuation, no parents/guardians are permitted in the Community Centre. If parents/guardians arrive to pick up their child(ren), they shall meet with the appointed staff at the entrance of the Community Centre. Students shall be escorted to the parent/guardian.