

INSERT NAME OF ORGANIZATION
EVACUATION TEMPLATE

Insert Date Adopted / Implemented

I. Introduction

During an emergency, it may be necessary to either evacuate the building or to shelter-in-place. The decision to shelter-in-place or evacuate will be made based on numerous factors. There may be times where it is safer to remain in the building and other times where evacuation either temporarily to another location within the building or completely out of the building may be necessary. This guide will assist in making that determination and procedure for carrying out the operation.

II. Preparedness Actions

a. Selecting an Evacuation Location

i. Location within the building

There may be times when it is necessary to relocate children and staff to an alternate location within the building to temporarily house them until an alternate location can be determined. This may be in an auditorium, cafeteria, gymnasium, or another wing the building. This location should be pre-determined and known to all staff. Evacuation routes to these locations should also be established.

When choosing these locations, it is important to consider the numerous types of events that may occur. Attempt to find locations that are interior, with minimal windows, and large enough to house the children and staff.

ii. Location outside of the building but on the grounds

Assembly points outside of the building should also be identified and known to staff. Most likely these will be the same assembly points as those for fires. Consideration should be taken to ensure these spots are away from the building and away from hazards (such as trees or other potential for falling debris).

iii. Alternate off-site location

An alternate (or sister) location should be established for a full building off-site evacuation. Upon identification of this building, a written agreement for use should be obtained. Ideally, the building will be able to accommodate all the children and staff as well as anyone currently using the building. Once the location is identified, a location to house the children and staff inside should be also identified.

b. Development of Evacuation Routes

Evacuation routes should be established for each potential evacuation location. The routes should include a primary and secondary route that provides the quickest and safest method of arriving at the location. When planning, consider areas of potential bottle necks and ensure a pathway around these.

In addition, the routes should be published to staff and transportation as well as local governmental officials (first responders and emergency management). Copies of these maps are attachments to this plan.

c. Training and Exercises

It is imperative that all staff is aware of this plan and can carry out their assigned responsibilities during an emergency. To do this, a copy of this plan will be made available to all staff. Staff will be asked to review it annually to ensure their understanding. It is also recommended that periodic drills take place for staff and children. Evacuation and shelter-in-place and drills should occur regularly.

d. Review of the Plan

Administration should review this plan at least annually and make any necessary changes. If changes are made, the plan should be redistributed to all staff, so they are aware of the changes.

III. Decision to Evacuate or Shelter-in-Place

The (*enter title of person in charge*) shall have the authority to make the decision to either evacuate or shelter in place when an emergency is occurring. The following should be taken into consideration:

1. What is the nature of the event?
 - Is it localized or widespread?
 - What is the extent of damage or harm expected from the event?
 - What is the forecast for the event?
 - Is there enough time to evacuate?
2. Is the building in danger?
 - a. Is the building located in an area that is expected to be impacted by the event?
 - b. Is the structural integrity intact?
 - c. Are utilities available to the building?
3. What are local governmental authorities stating?
 - a. Have they provided any recommendations?

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- b. Have you reached out to them to get their advice?
 4. Are supplies available?
 - a. Will supplies be available for the children and staff throughout the event?
 - b. Are supplies available at the alternate location (if evacuating)?
 5. What is the state of the local environment?
 - a. Are roads passable?
 - b. Is transportation available?
 - c. Are the parking lots open for loading and unloading staff and children?

IV. Shelter-in-Place Concept of Operations

a. Roles and Responsibilities

i. School Administrator / Principal / Director

1. Make announcement to all personnel that everyone should shelter-in-place
2. Notify local first responders that the building is sheltering-in-place (911 dispatch center, police, fire, EMS, local emergency management)
3. Notify the district central office (if applicable)
4. Direct someone to monitor conditions (news outlets, conditions of building, internet, etc.)
5. Continually monitor the situation and re-evaluate decision to remain sheltering-in-place, to evacuate, or to lift the order
6. Consider notifying parents of event and actions being taken

ii. Teachers / Staff

1. Move children to safe areas (inside of classroom for example) and bring any children from outdoors in
2. Close classroom doors and windows
3. Take attendance and account for all children
4. Keep the children calm
5. Continue classroom activities as normal unless told to do otherwise
6. Monitor for announcements from leadership
7. Be ready to evacuate or take protective measures as needed based on the incident

iii. Maintenance / Custodians

1. Shut off utilities as directed
2. Shut off HVAC, ventilation as directed
3. Assist with directing any children to safe areas (inside of classroom)
4. Continually monitor the integrity of the building and status of utilities
5. Monitor for directions / announcements from leadership
6. Secure building (lock doors) as directed

iv. Office Staff

1. Monitor situation as directed by leadership
2. Main phones for concerned parents / public
3. Obtain attendance of building for the day (children and staff) and keep roster with you
4. Bring a copy of a visitor log with you

v. Local Government (First Responders, Emergency Management)

1. Maintain contact with school / building administrators
2. Provide regular updates to administrators on the event
3. Provide recommendations to administrators on whether to shelter-in-place or evacuate or provide the all clear

V. Evacuation Concept of Operations

When it has been determined that evacuation from the building or area is needed, the following will be completed.

a. Roles and Responsibilities**i. School Administrator / Principal / Director**

1. Make determination to evacuate and which method
 - a. Determine to evacuate to another area of the building, outside, or to an alternate location
 - b. If evacuating to another location, coordinate with the receiving facility
2. Determine best method of evacuation movement (e.g., all at once, call by room or grade)
3. Coordinate transportation for evacuation
 - a. Have resources respond to the building (e.g., school buses)
 - b. Determine best evacuation route (work with local first responders to ensure a clear path)
4. Order teachers and staff to assemble their children and to account for all children
5. Notify teachers and staff of the evacuation method and relocation plan
6. Notify local first responders that the building is evacuating (911 dispatch center, police, fire, EMS, local emergency management)
7. Notify the district central office (if applicable)
8. Direct someone to monitor conditions (news outlets, conditions of building, internet, etc.)
9. Continually monitor the situation
10. Notify parents of evacuation and procedure for picking up children (if applicable)
11. Respond to the alternate location and help coordinate the receipt of children and staff

ii. Teachers / Staff

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1. Assemble children and take attendance
 - a. Consider a buddy system
 2. Instruct children to remain calm and quiet
 3. If time permits, have them gather their coats
 4. Always keep children together
 5. Follow the designated evacuation routes
 6. Close doors on way out and turn off lights, but do not lock the door
 7. Take parent / guardian phone lists with you
 8. Check bathrooms and closets to make sure all children are accounted for
 9. When arriving at transportation or assembly location, re-take attendance
 - a. If being transported to an off-site, take attendance again at the receiving location
 - b. Report attendance to administration
 10. Report any missing children to administrators
 11. Await further instructions

iii. Maintenance / Custodians

1. Ensure evacuation routes within the building are clear
2. If evacuating to another location within the building, ensure that the area is ready to receive children and staff
3. Monitor building integrity
4. Assist with traffic control as needed
5. Check building for any unaccounted students / verify evacuation
6. Shut down utilities to building as directed

iv. Office Staff

1. Obtain phone lists for children and bring with you
2. Bring attendance report for day of children and staff
3. Bring a visitor log with you
4. Help direct children to evacuation location or transportation
5. Maintain phones when safe to do so
6. Respond to the receiving site and assist with phones as needed
7. Assist with accountability for children and staff
8. Bring pre-printed child roster (by teacher or room) with you for reunification efforts

v. Local Government (First Responders, Emergency Management)

1. Maintain contact with school / building administrators
2. Provide regular updates to administrators on the event
3. When possible, deploy to the location to assist with evacuation / traffic control
4. Provide recommendations to administrators on whether to shelter-in-place or evacuate or provide the all clear
5. Assist in ensuring evacuation routes are clear for transportation
6. Assist in obtaining any needed supplies

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7. Assist in arranging for behavioral health needs
 8. Assist with public notification and reunification efforts

vi. Transportation

1. Dispatch transportation units to the building to pick-up children and staff
2. Utilize pre-established evacuation routes
3. If there are any hazards on the route, report such to local government
4. Maintain accountability of all transportation assets
5. Maintain log of transportation runs (time of arrivals, etc.)
6. Continue making runs until all children and staff are evacuated and accounted for

vii. Receiving Facility Staff

1. Prepare location for receipt of the children and staff
2. Assist in coordination of the arrival of children and staff
3. Assist in maintaining order at the receiving location
4. Maintain phone communications for concerned parents

VI. Reunification Concept of Operations

a. Concept of Operations

Reunification of children and parents is a large task and must be organized so all children are accounted for. The following concept of operations will be used.

- A designated reunification area will be setup. The area will be setup according to the first letter of the children's last name:
 - A-E (Table or Area 1)
 - F-J (Table or Area 2)
 - K-N (Table or Area 3)
 - O-S (Table or Area 4)
 - T-Z (Table or Area 5)
- The reunification area will be manned by office staff or paraprofessional staff
- Maintenance / security / local police will assist with parking and directing parents or guardians to the place to pick-up children
- Parents /guardians will provide the child's name and teacher's name
- Parents / guardians will provide positive ID for themselves
- Staff will verify the ID of the parent / guardian and ensure they are on the approved pick-up list for the child
- Staff will call to the teacher to have them send the child to the reunification area (use of runners may be needed)
- Once at the area, staff will maintain reunification log of time child was reunified, the name of the person picking up the child, and the person's signature
- Staff will continually update the administration on the status of the reunification efforts and any children that have not been reunified or any parents / guardians

that cannot be reached

b. Roles and Responsibilities

i. School Administrator / Principal / Director

1. After conferring with local authorities, deem when it is safe to begin reunification operations
2. Send notification to parents about reunification locations / times
3. Request additional office staff to help with reunification efforts
4. Direct personnel to man phones to answer questions from parents
5. Follow procedures for any children that are not reunited (e.g. unable to locate parent or guardian)
6. Arrange for behavioral health resources as needed

ii. Teachers / Staff

1. Instruct children to remain calm and quiet
2. Send children to the reunification area as called
3. Assist administration with contacting of parents or guardians as requested
4. Maintain attendance and report any children not reunited to administration / leadership

iii. Maintenance / Custodians

1. Assist with traffic control as needed at reunification site

iv. Office Staff / Other Staff

1. Man phones to assist with reunification questions
2. Assist in contacting parents / guardians as needed
3. Reconcile attendance lists / visitor logs
4. Bring the children's emergency pickup files with them to the evacuation / reunification area
5. Bring reunification logs with them to reunification site
6. Operate reunification efforts as directed in the concept of operations

v. Local Government (First Responders, Emergency Management)

1. Maintain contact with school / building administrators
2. When possible, deploy to the location to assist with traffic control
3. Assist in arranging for behavioral health needs
4. Assist with public notification and reunification efforts

VII. Recovery Actions

Once the event is concluded, steps should be taken to ensure the safe return to the building and improvement for operations

a. Roles and Responsibilities

i. School Administrator / Principal / Director

1. Complete a walk through with maintenance personnel to ensure the safety of the building
2. Coordinate any inspections required (e.g. building department, health department) to ensure safety
3. Arrange for a debrief with staff
4. Provide information to parents / guardians about the event
5. If necessary, arrange for behavioral health resources to be available to staff and children
6. When it is ensured that the building is safe for re-occupancy, develop a schedule for occupancy and notify staff and families

ii. Teachers / Staff

1. Attend debriefing and provide input on the operations
2. Watch for signs of behavioral health issues with children and staff and report such

iii. Maintenance / Custodians

1. Complete a walk through with administration personnel to ensure the safety of the building
2. Work with contractors / local officials as needed for repairs
3. Ensure the cleanliness of the building before re-occupancy
4. Attend debriefing and provide input on the operations

References

Federal Emergency Management Agency. (n.d.). *IS-36a. Multihazard Planning for Schools*. Retrieved from Emergency Management Institute: <https://emilms.fema.gov/IS362a/index.htm>

Attachment 1 – Map Evacuation Locations within Building and Evacuation Routes

(Insert a map of the building with the pre-identified assembly locations and evacuation routes here)

Attachment 2 – Map Evacuation Locations Outside of the Building and Evacuation Routes

(Insert a map of the building with the pre-identified outside assembly locations and evacuation routes here)

Attachment 3 – Alternate Relocation Site Information

Name of Site: _____

Address: _____

City, State, Zip: _____

Main Phone Number: _____

24/7 Contact Information: _____

Assembly Location within the Building: _____

(Insert a map of the building with the pre-identified assembly locations)

Attachment 4 – Alternate Relocation Site Evacuation Routes

Insert the evacuation routes (primary and secondary). Include directions and location for drop off.

Attachment 5 – Reunification Form

Name of Event: _____ **Date:** _____ **Reunification Location:** _____

Child's Name	Teacher's Name	Name of Person Picking Up Child (Printed)	Name of Staff Member Verifying Identify	Time Picked Up	Person Picking Up Signature