

EVACUEE SCHOOL
(Evacuation Procedures)

If relocation to a Host school or Reunification staging area is necessary:

Pre-Event

1. Principal/Designee Responsibilities:
 - A. Principal/Designee organizes CRT.
 - B. Principal/Designee assigns tasks of CRT for:
 1. Buddy Teacher Guidelines
 2. Evacuation of the Building
 3. Relocation Procedures
 4. Host School Monitoring

2. Teacher Responsibilities:
 - A. Verify and maintain class rolls current.
 - B. Know Buddy Teacher guidelines.
 - C. Know evacuation procedures to rally point.

Event

1. Principal/Designee Responsibilities:
 - A. Direct Students and Staff to evacuate building to safe rally or assembly points on school campus. Arrange for special needs students to for safe evacuation.
 - B. Meet with Law Enforcement and EMS at Incident Command.
 - C. Account for all students and staff.
 - D. Coordinate with Law Enforcement to direct incoming emergency vehicles and school buses.
 - E. Student Account and Release Coordinator/Principal designee works the bus loading checkpoint to 1) document bus numbers, 2) classes per bus and 3) students missing.
 - F. Direct transport of students and staff to host school.
 - G. Take Critical Incident Kit and Student Information cards.
 - H. As necessary, a Principal or designee will remain at the evacuee school with Incident Command. (see pg 130-132)
 - I. Establish Check-In/Sign-Out Center at Host school/Reunification site. At this center, CRT members will assist students and teachers with check-in as they arrive.
 - J. Establish a Medical/Counseling Center. CRT members may assist as needed.
 - K. Reunification Team shall wear vests with badges/title when signing out students to parents.

2. Teacher Responsibilities:
 - A. Follow directions given by Principal or designee.
 - B. Move your class to the pre-designated holding area/assembly point and maintain order.
 - C. Account for all students in holding area, report anyone missing or injured to Student Accounting and Release Coordinator.
 - D. Check with Buddy Teacher.
 - E. Once students are boarded, account for all students.
 - F. Maintain calm and order on the bus.
 - G. Follow directions given by Principal or designee and proceed with your class to the pre-designated assembly point at the Re-Unification site.