

## An Example of a Course of Action Addressing the Function of Evacuation

*The following example of a course of action includes step-by-step procedures for achieving established goals and objectives and addresses the what, who, when, where, why, and how for the function of evacuation.*

Goal (Before): Ensure all students and staff know the evacuation route.

- Objective 1.1: Assess, identify, and communicate the location of rally points to be used during an evacuation.
- Objective 1.2: Train students and staff on evacuation route and procedures.
- Objective 1.3: Conduct evacuation drills and exercises so that students and staff may practice evacuation procedures.

### Course of Action Before an Evacuation:

- Planning team works with first responders to determine evacuation routes (including alternate routes) and rally points (including alternate rally points). Evacuation routes should allow for timely evacuation with limited congestion, and rally points should be a sufficient distance from the school building and clear of fire lanes and potential media staging areas.
- Planning team maps out evacuation routes and rally points and posts a map in each room of the school building, including bathrooms and hallways.
- Planning team members train students and staff on evacuation procedures.
- School community exercises the evacuation plan and practices roles and responsibilities.
- Planning team determines extra supports needed by individuals with disabilities, others with access and functional needs, and English Language Learners in the event of an evacuation, and designates staff to provide those supports, as needed.
- Planning determines a process by which visitors are informed of evacuation routes. Visitors may include substitutes teachers, contracted service providers, and visitors to classroom and non-classroom settings (e.g. volunteers or individuals conducting teacher observations).

Goal (During): Evacuate the school immediately.

- Objective 2.1: Alert and notify school community of threat and/or hazard inside the building.
- Objective 2.2: Evacuate all students, staff, and guests from the school using assigned routes.
- Objective 2.3: Pre-designated staff direct evacuation traffic.

# Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

An Example of a Course of Action (Function)

## Course of Action During an Evacuation

- The Incident Commander (IC) instructs front office to alert students and staff to evacuate the building via the PA system and the appropriate tone, bell, or alarm, and to alert emergency services personnel.
- Students, staff, and visitors follow predetermined evacuation drill procedures and route to the designated rally point.
- Students, staff, and visitors evacuate using the alternate route if the normal route is blocked or too dangerous.
- Designated staff provide needed support to students and staff with disabilities, others with access and functional needs, and English Language Learners.
- Teachers and non-classroom staff (e.g. media arts center staff) take classroom roster and emergency Go Kit.
- After all persons have exited a room, one staff person closes the door behind them.
- Evacuation is completed in a safe, orderly, and timely manner.

Goal (After): Confirm that all individuals have left the building.

- Objective 3.1: Safely sweep the building.
- Objective 3.2 Staff maintain control over students and await directions from Incident Commander (IC).

## Course of Action After an Evacuation

- Designated staff conduct a sweep of the building.
- Teachers and staff stay with class or in designated areas unless directed otherwise by the IC.
- IC provides next set of directives (e.g. all clear and back inside; proceed to reunification site; proceed to transportation site for relocation site, etc.)
- Complete After-Action Report.
- Please see Accounting for All Persons Annex for information on the following:
- Teachers take attendance to account that all students are with them safely.
- Teachers inform IC immediately of the wellness and whereabouts of all students (e.g. all present or student missing; one student has minor injury; etc.).