

# Emergency Evacuations: Planning for the Whole School Community

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# Emergency Evacuations: Planning for the Whole School Community



U.S. Department of Education  
Office of Safe and Healthy Students

# Housekeeping

- To download pertinent handouts, access the Handouts Box.
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# Webinar Presenters

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Schools

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# Agenda

*Overview of Evacuation Planning*

Transportation for Off-Site Evacuations

Local Perspective: Salem-Keizer Public Schools

Q&A Session

# Introduction



# Types of Evacuation

1. Evacuation to an On-Site  
Assembly Area

2. Evacuation to an Off-Site  
Assembly Area

# Policy Supports

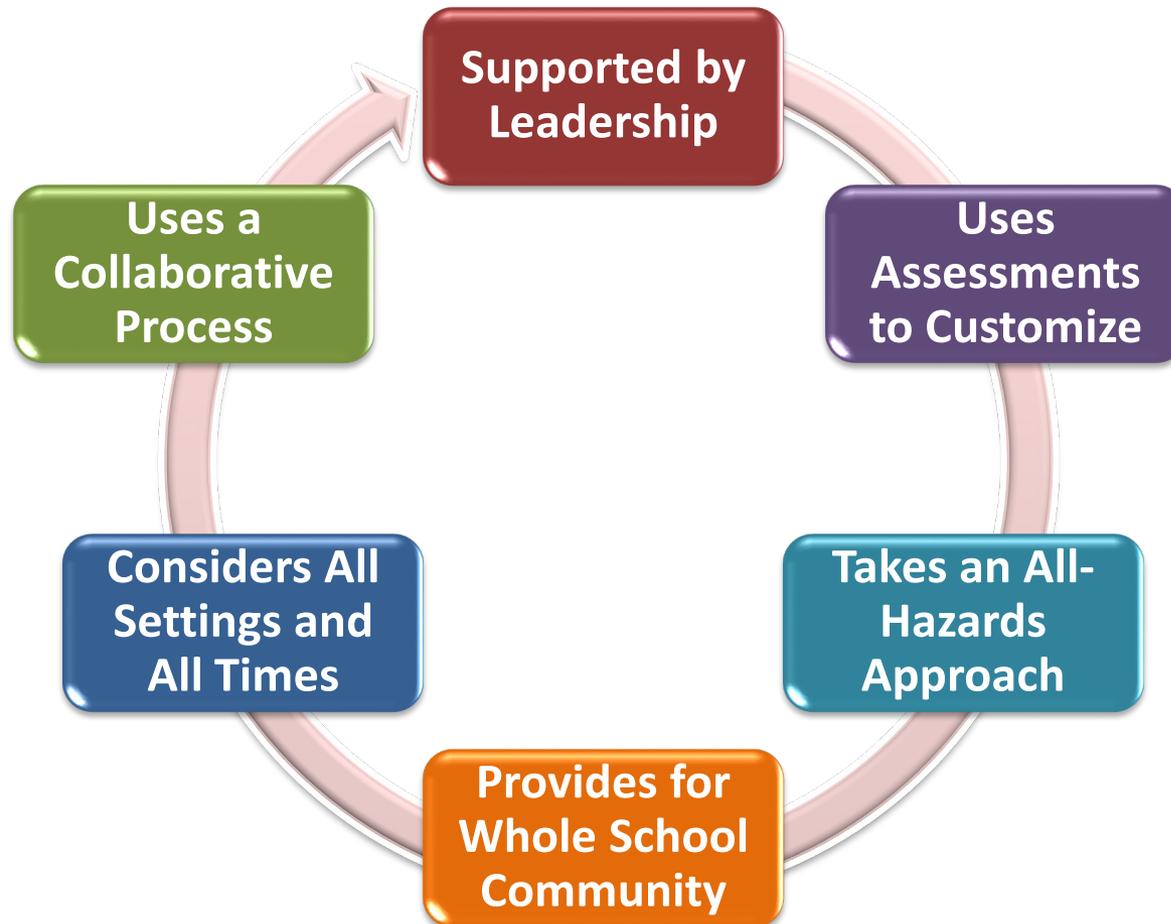
Americans with Disabilities Act (ADA)

Sec 504 of the Rehabilitation Act (Rehab Act)

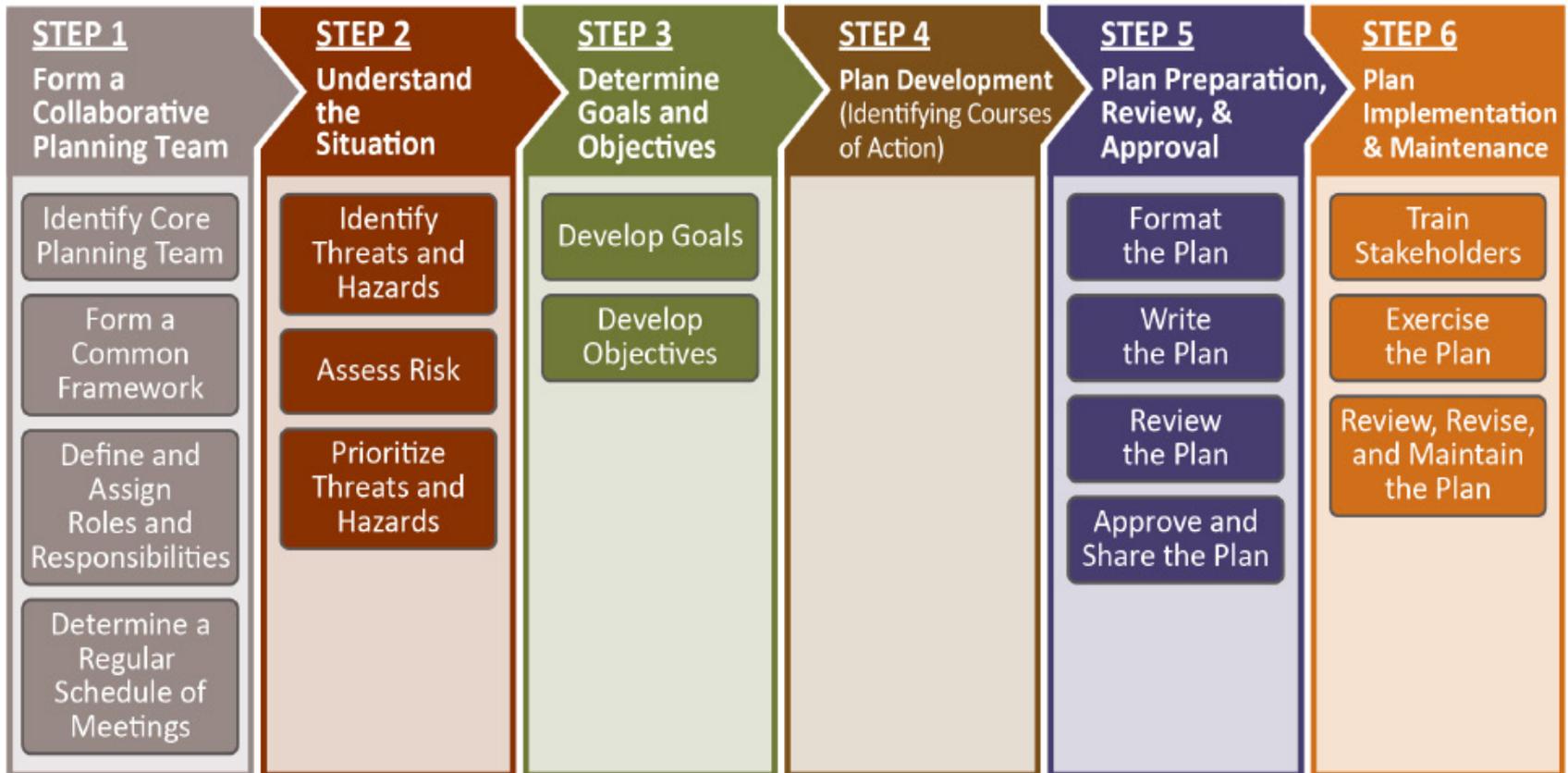
Executive Order 13347, Individuals with Disabilities in  
Emergency Preparedness

Individuals with Disabilities Education Act (IDEA)

# Planning Principles



# Using the Six-Step Planning Process



**STEP 1**  
Form a  
Collaborative  
Planning Team

**STEP 2**  
Understand  
the  
Situation

**STEP 3**  
Determine  
Goals and  
Objectives

**STEP 4**  
Plan Development  
(Identifying Courses  
of Action)

**STEP 5**  
Plan Preparation,  
Review, &  
Approval

**STEP 6**  
Plan  
Implementation  
& Maintenance

## Step 1: Form a Collaborative Planning Team

Members of the collaborative planning team and individuals who could provide input:

- Core planning team (school personnel, community partners, school district representative)
- Transportation staff
- Facility staff
- Neighbor schools
- Community groups
- Representatives from Local and State Education Agencies
- Special education team
- Social workers
- Disability specialist
- Occupational therapist, physical therapist, and others
- Special education paraprofessional



## Step 2: Understand the Situation

- Identify threats and hazards.
- Assess risk and vulnerabilities.
- Prioritize for inclusion in the emergency operations plan (EOP).



## **Step 3: Determine Goals and Objectives & Step 4: Plan Development (Identifying Courses of Action)**

Equip the school to carry out orderly evacuations to on- and off-site assembly areas.

# Planning Considerations

Locations

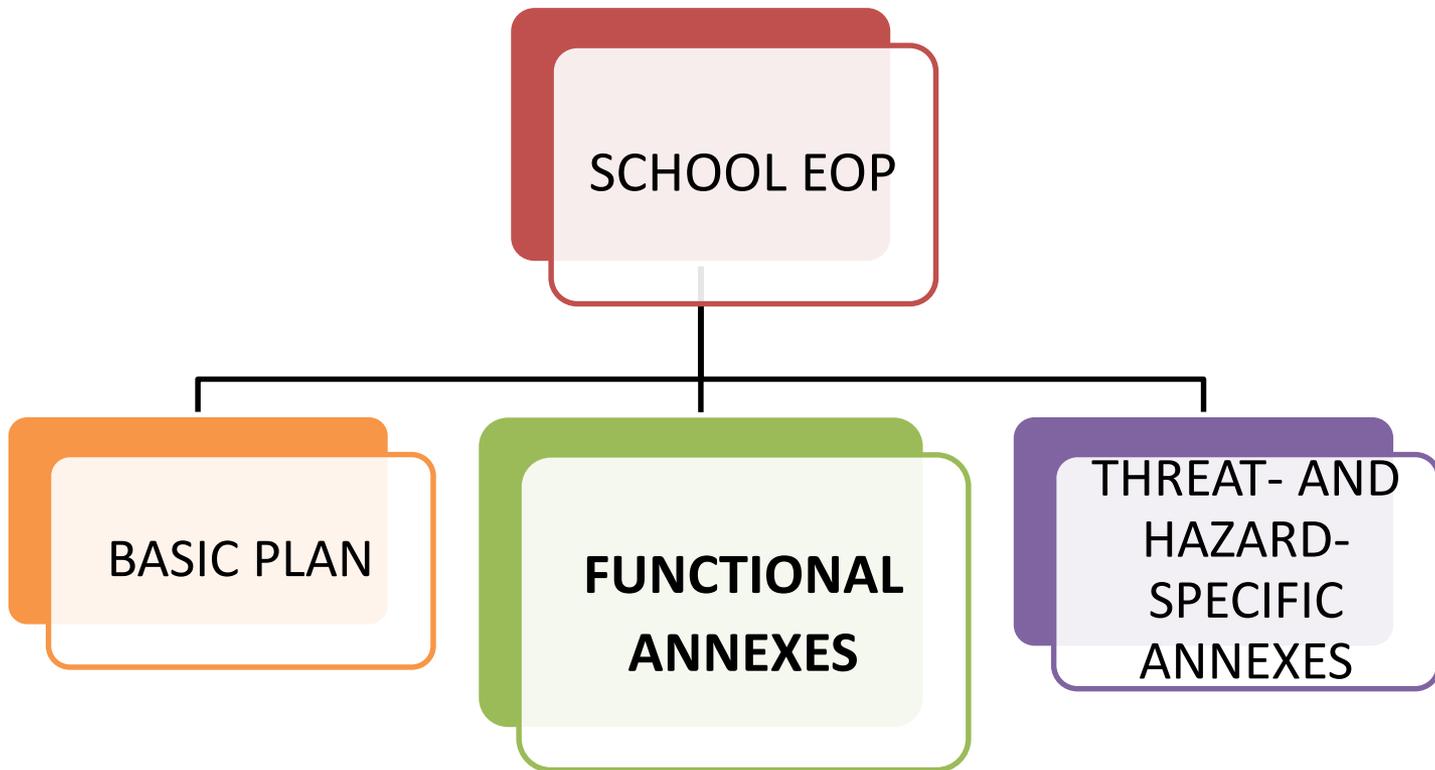
Unique situations

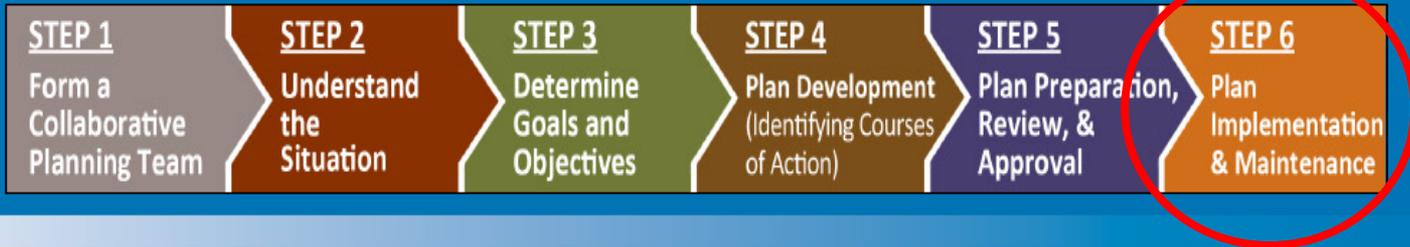
Integrating with other functions

Emergency supplies



## Step 5: Plan Preparation, Review, and Approval





## Step 6: Plan Implementation and Maintenance

- Train stakeholders.
- Conduct exercises.
- Review at least annually:
  - School EOP.
  - Individual response protocols.

# Agenda

Overview of Evacuation Planning

*Transportation for Off-Site Evacuations*

Local Perspective: Salem-Keizer Public Schools

Q&A Session

# Planning Basics



Know your state and local requirements.



Be a part of your school's EOP planning team.



Create and know transportation roles and responsibilities.

# Planning Activities

Provide support to drivers.

Ensure that buses and drivers can be mobilized.

Create agreements.

Ensure that contract buses and drivers can be used in an emergency.

# Role of Transportation Directors

- Identify off-site storage facilities.
- Put identifiers on top of school buses.
- Ensure that drivers can communicate.
- Conduct exercises.
- Familiarize yourself with incident management terminology.

# Bus Driver Training

Evacuation procedures and protocols

System for tracking and identifying who is being transported

Unique needs and requirements of transporting

How to interact with public safety officials

How to get to an assembly area, including via alternate routes

# Roles and Responsibilities of Drivers

Ensure that buses are fueled at the end of the day.

Conduct post-inspections of buses.

Participate in emergency exercises.

Provide input in after-action meetings.

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# LOCAL PERSPECTIVE ON SCHOOL EVACUATIONS

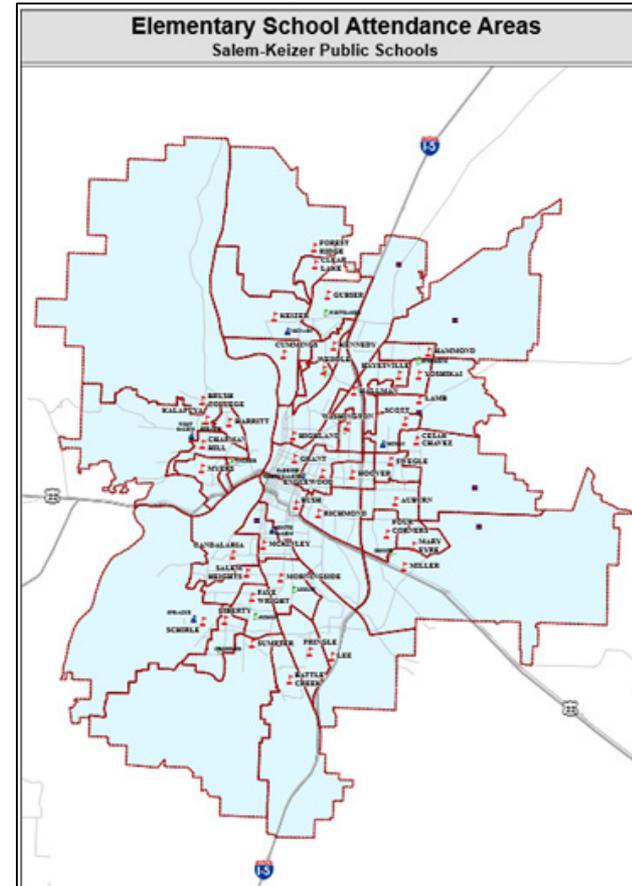


# Diverse District

- Salem-Keizer Public Schools
  - 172 square miles
  - 65 schools
    - 45 elementary
    - 10 middle
    - 6 high
    - 8 secondary programs
    - 2 elementary school charters
    - 2 middle school charters

# Diverse District

- Schools vary
  - Size, 200–2,000
  - Demographics
  - Location
    - Urban (within communities)
    - Suburban
    - Isolated/Rural



# Reasons to Evacuate

- Fire/Earthquake
  - Oregon 2014 Fire Code, Section 404
    - Identify evacuation routes in plans.
    - Identify procedures for assisted rescue.
    - Develop accountability procedures.
  - Oregon 2014 Fire Code, Sections 405 & 408
    - Conduct life safety drills each month, start in first 10 days of school.
    - Ensure Red/Green Card accountability.



# Lessons Learned

In the past 3 years, we had to relocate only one school. Discovered:

Building was locked.

Building was too small.

Parking lot was too small.

No overhead protection for cold and rainy days.

# Solutions

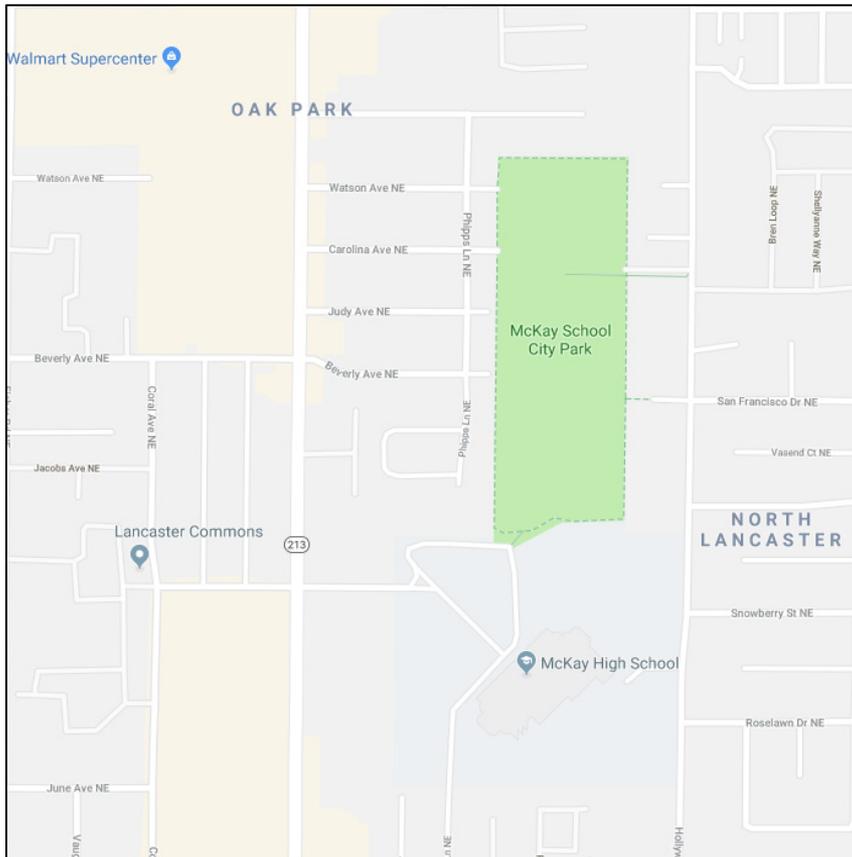
Convince schools to have a viable location.

Have a Memorandum of Understanding (MOU).

Visit location.

Practice at least one relocation.

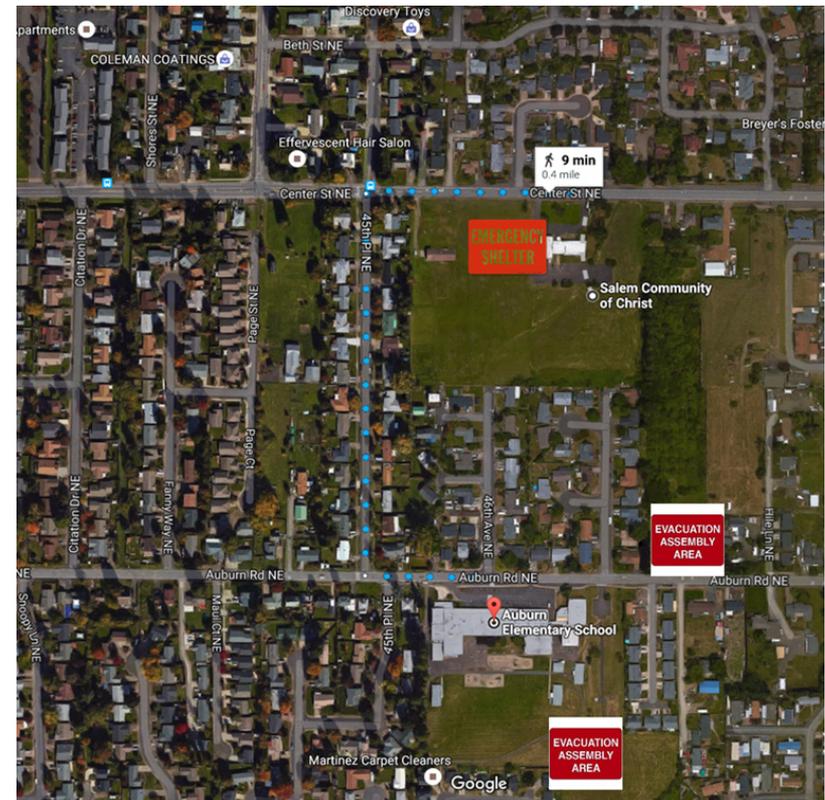
# Limiting Factors



- Number of schools
- Diversity of schools
- Location of school
- Lack of off-site locations
- Space big enough for the number of students
- Open space with no shelter

# School-Level Planning

- Each school is responsible for finding locations and routes.
- Schools with populations who have special needs develop their site-specific plans.
- Most of the time schools evacuate onto their property.
- Schools relocate due to inclement weather or for safety reasons.



# District-Level Planning

Work with schools on evacuation planning.

Talk to building owners.

Work with Special Education Office to identify at-risk students.

Develop evacuation videos in multiple languages.

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*Q&A Session*

# Pose Your Questions

To ask a question, use the Q&A Box on your screen.

You can also email us at [info@remstacenter.org](mailto:info@remstacenter.org).



# Thank you

Gregg Corr & Kate Moran

Diana Hollander

Bob Maca



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MANAGEMENT FOR SCHOOLS  
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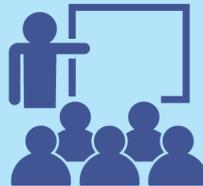
**Enhance Emergency Operations Plans**



**Access Relevant Federal Guidance**



**Use EOP-Enhancing  
Interactive Tools**



**Request an On-Site Training  
in Key EOP-Related Topics**



**Learn Anytime via Virtual Trainings  
on all Topics in Emergency Management**



**PREVENT**



**PROTECT**



**MITIGATE**



**RESPOND**



**RECOVER**

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## Emergency Evacuations Web Chat



**Myers Paul**

Posts: 26

6 seconds ago

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