

Evacuation

A primary and secondary Evacuation assembly area should be selected prior to the start of each school year.

- Determination should be made as to exactly what areas/floors or buildings are to be Evacuated.
- Evacuation notification will be made through the use of Evacuation signal and/or voice message. Immediate Evacuation can be conducted if the emergency situation warrants.
- As the Evacuation is conducted, sweep the area to ensure that all occupants Evacuate.
- Check stairwell first to determine if it is safe to use as a means of egress. If stairwell is contaminated with smoke, determine if another stairwell will provide a safer means of egress.
- While exiting, check restrooms and other areas where people may not have heard the Evacuation alarm.
- Make sure all school occupants with special needs are assisted in the Evacuation.
- The IC or CRT should use the visitor log to account for any visitors to the school.
- Ensure that the Evacuation assembly area or refuge area is a safe distance from the incident.
- Confirm that everyone is accounted for at the Evacuation assembly areas; immediately report missing persons to the IC.
- If the primary Evacuation area is unfit for habitation or too close to the emergency scene, direct evacuees to the secondary assembly area.
- Personnel must not leave the Evacuation assembly area until the ALL CLEAR signal is given, or until other instructions are provided by the IC.

Incident Commander	<ul style="list-style-type: none"> • Call 911 • Activate alarm and initiate the Evacuation • Effectively communicate the emergency Evacuation message • Ensure that all school occupants reach the assembly area • Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Assist in the search and rescue if possible • Report to the IC for further instructions
School Nurse	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Treat injured evacuees • Establish a triage area • Track patient care
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students
School Resource Officer	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Assist in the search of the building to ensure that everyone has evacuated • Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct students to the Evacuation assembly area • Assist teachers in taking attendance • Missing occupants should be reported to the IC • Prepare the students for Reunification or re-entry into the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Prepare the Reunification site • Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced

