

# **Emergency Evacuation Plans**

**For**

**St. Lucie West Centennial High School**

**2016/2017**



**Evacuation Plans**

**Hazardous Weather**

**Drill Procedures**

# **NUCLEAR EVACUATION PLAN**

In the event of a Nuclear Disaster, the SLC School Board will be evacuating all students and personnel to the St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce. Sixty-six buses will be dispatched to St. Lucie West Centennial High School to transport all students, faculty, and staff.

Once the school receives notification of an evacuation order, a Code Yellow will be announced. Teachers will take roll of their students and all teachers are to remain in their classes with their students until further notice is given. Mrs. Buchanan will do a door to door notification of the Hybrids and the Gym. Any teacher without a class needs to report to the administrative office for assisting instructions. The bell schedule should be suspended – NO FURTHER CLASS CHANGES WILL TAKE PLACE. Students, faculty and staff will be called to report to the bus loading zone by areas. DO NOT leave your room until you have been called. NO HALL PASSES ARE TO BE GIVEN. Please leave your classroom door unlocked when you leave. Take your class roster and any emergency contact information with you. Be prepared to take roll as soon as you get on the bus. Report ANY missing student to the administration immediately.

As each area is called, it is the responsibility of each administrator to make certain that their assigned area has been cleared. All office staff and support staff (includes cafeteria and maintenance workers) are to report to the mailroom in the front office for additional instruction. Prior to leaving campus, ALL Primary Command Team members should report to the Principal's conference room for further instruction. Administrative and support staff will be the last to leave campus. Teachers and students will be evacuated first.

Buses will be filled to capacity, one at a time in an orderly fashion. The zones will be called as follows:

Zone 1: Buildings A, B, C (Buses 1-8)

Zone 2: Buildings D, E, F (Buses 9-17)

Zone 3: Buildings G, H, I (Buses 18-25)

Zone 4: Buildings J, K, L (Buses 26-33)

Zone 5: Buildings M, N, O, P (Buses 34-42)

Zone 6: Buildings Q, R, Hybrids 1-11 (Buses 43-50)

Zone 7: Hybrids 12-22 and all remaining faculty and staff (Buses 51-56)

Security personnel will notify the Hybrids as to Code status and evacuation time.

The following procedures will be used in the event of a Nuclear Disaster. All School Board employees and students will be evacuated to the St. Lucie County Fairgrounds on Midway Road.

1. We will make an announcement that there is a Code YELLOW for disaster evacuation. Teachers are asked to pay special attention to the intercom system for directions.
2. The goal is to transport all students and staff safely and efficiently to the St. Lucie County Fairgrounds where they must be picked up their parents/family.
3. During the evacuation, CLASSROOM TEACHERS WILL REMAIN WITH THEIR STUDENTS AT ALL TIMES.
4. Once the initial announcement is made, student movement on campus is prohibited unless in case of emergency.
5. Dean Sayers will head immediately to the bus loading zone and place the numbers on the buses as they arrive.
6. Teachers without assignments and non-instructional staff will check with the main office to determine their assigned duty area during the emergency situation.
7. If the alarm is sounded during the lunch period, students will report to their 5<sup>th</sup> period class and await the evacuation announcement.
8. Students will be secured in the building until called to board buses. We will make announcements using the intercom system. Once called, classroom teachers will walk his/her class to the bus loading zone. We will dismiss classes by building.
9. When evacuating, teachers should calmly escort their students to their designated boarding area and stay with their class.
10. Teachers are to take attendance THREE times; Once BEFORE leaving their classroom, a SECOND time once they have boarded the bus to confirm everyone present that day is accounted for on the bus and a THIRD time after arriving to the St. Lucie County Fairgrounds
11. The school nurse will ride on Bus One with any identified students with a medical need and will be responsible for all medications, first aid kit, and emergency contact information.
12. The Athletic Director will ride Bus One and will be responsible for transporting the AED machine
13. After all students are loaded onto the buses, the office staff, cafeteria staff and all non-instructional staff will board the buses.
14. Maintenance staff, once a building is evacuated, will ensure nobody is the building and will secure the building by locking all doors and gates. Maintenance will repeat this process as each building is evacuated.
15. Upon assuring that the campus is clear, the Plant Manager/Site Foreman will adhere the following message to the front office door, "The campus has been evacuated due to a nuclear incident. Please pick your child up at the St. Lucie County Fairgrounds located on Midway Road.
16. When buses arrive at the Fairgrounds, we will disembark remaining in one general area. Teachers will remain with their students until parents arrive to pick them up.
17. After all children are picked up, buses will transport adult personnel back to school.

## Evacuation Responsibilities

<b>Member</b>	<b>Role</b>	<b>Responsibility</b>
Popwell	Principal	Supervise operations at Fairgrounds. Ride bus #1.
Mannion	Assistant Principal	Supervise Buildings C, D, E, P. Evacuate/Lock Bathroom
Ader	Assistant Principal	Supervise Buildings F, I, Q, R. Evacuate/Lock Bathroom
Waugh	Assistant Principal	Supervise Buildings J, K, L, O. Evacuate/Lock Bathroom
Buchanan	Assistant Principal	Supervise Buildings G, H, Hybrids. Evacuate/Lock Bathroom
Alma	Executive Secretary	Intercom Announcements
Bonna/Viera	Clerical	Answering Phones
Almade	Guidance Counselor	Supervise Buildings A, B, N. Evacuate/Lock Bathroom
Pasquale	Clerical	Bus Loading Supervision #1 - #5
Plec	Guidance Counselor	Bus Loading Supervision #6- #10
McAdoo	Guidance Counselor	Bus Loading Supervision #11 - #15
Markowitz	Guidance Counselor	Bus Loading Supervision #16 - #20
Danner	Testing Coordinator	Bus Loading Supervision #21 - #25
Diaz	Guidance Counselor	Bus Loading Supervision #26 - #30
Siminski	Dean	Bus Loading Supervision #31 - #35
Mathison	Dean	Bus Loading Supervision #36 - #40
Ingram	Dean	Bus Loading Supervision #41 - #45. Place numbers on buses as they arrive.

Becker	ESE Chair	Assist in evacuation of special needs and supervise ESE bus loading #60 - #62
Williams, P	ESE Chair	Assist in evacuation of special needs and supervise ESE bus loading #63- #65
Ripley	Athletic Director	Faculty/Visitor Parking Lot
Mansfield/Gutman	School Security	Student Parking Lot
Loupe	Law Enforcement	Traffic and Crowd Control
Garcia	Law Enforcement	Traffic and Crowd Control
Jenkins	Clerical	Bus Loading Supervision #46 - #50
Wong	Media Specialist	Bus Loading Supervision #51 - #55
Baumgarten	Criminal Justice Instructor	Bus Loading Supervision #56 - #59
White and or Garcia	Site Maintenance Foreman	Check/secure buildings after students leave
Manna	Plant Manager	Check/secure buildings after students leave

## Bus Evacuation Assignments

Building	Room Number	Teacher	Bus Number
N Medical Needs	135	Dolye/TBA Christensen	#1
A	106	Alma	#1
A	121/102	Serynek/Wester	#2
A	123/138	Gedke'Balaschak/Lewis	#3
C	112/113	Frezel	#4
C/D	120/102	Schneider/Britton	#5
D	106	Baumgarten	#6
D	112B/112A	Killian/Westberry	#7
R	103	Hoffman	#8
E	103B/103C	McHale/Calderon-Marrero	#9
E	109/104	Oliveria	#10
E	112/119	Graham-Divan/Giametti	#11
F	103	Bani	#12
F	128/129	Rodriguez/Joslin	#13
F/G	115/145	Lewis/Gluff	#14
G	144/134	Parker	#15
G	111/125	Nicholson/Black	#16
H	104/103	Durkee/Higgins	#17
H	101	Radtke	#18
I	110/109	Willems/Pribish	#19
I	103/102	Aldrich/Hilhorst	#20
I/K	101/112B	Boyle/Castle	#21

J	107/108	Connell/Hesse	#22
J	102/101	Olszewski/Gilradez	#23
K	113	Goulet	#24
K	104/106	Greenberg/Killian	#25
L	106	LaCroix	#26
L	111	Hoce	#27
O	102/101	Newton/Lugo	#28
O	132/133	Hayes/Martorell	#29
O	131/114	Windhaus/West	#30
O/P	134/110	Guerra/Hines-Hinson	#31
P	102/120	Magrane/Dietderich	#32
P	110	Roberts	#33
P	106/107	Davis/Brown	#34
P	108/109	Genao-Chalas/Herbst	#35
P	112/117	Winnstanley/Dare	#36
P	118/119	Meding/Silver	#37
Q	101/102	Franklin/Pye	#38
Q	103/119	Tausch/Fryer Dommel	#39
Q	105/106	Danner/Mendnikoff	#40
Q	107/111	Alcira/Kaiser	#41
Q	113	Wyder	#42
Q	120/121	Brisky/Bolig	#43
R	101	Rose	#44
R	105	McCaffrey	#45

R	106/107	Carannante/Carling	#46
R	108/109	Skurnick/TBA	#47
R	110/111	Nash/Urban	#48
R	112	Joseph	#49
R	117/119	Lizarazu/Santelli	#50
Hybrid	1/2	Howse/Surloff	#51
Hybrid	3/4	Manasseh/Beckett	#52
Hybrid	5/6	Gartner/Graben	#53
Hybrid	7/8	Sirman/Dearman	#54
Hybrid	9/13	Mustafa/Faunt	#55
Hybrid	14/15	Guzy/Rogers	#56
Hybrid	16/17	McGriff/Bevacqua	#57
Hybrid	18/19	James/Fauntleroy	#58
Hybrid	20/22	Feheley/Panella-Walsh	#59
ESE #1	P113	Aleszczyk	#60
ESE #2	K104	Castillo	#61
ESE #3	P119	Silver	#62
ESE #4	Q114	Hogan	#63
ESE #5	Q104/P101	Wiater/Saeed	#64
ESE #6	O130	Walker	#65
Staff			#66



# **HAZARDOUS WEATHER AWARENESS**

Classroom teachers move your students to the nearest internal wall within your room, and have them assume the protective position (face down, knees drawn up to chest, hands and arms over head).

*All PE classes are to report to PE Hallways.  
Hybrids 1-8 are to report to P Hallway,  
Hybrids 9-15 are to report to Q hallway and  
Hybrids 16-22 are to report to R hallway.*

Have students fill in from the center of the hall outward towards the doors utilizing both sides of the hall. The classroom teachers whose rooms are located at the end of each hall are responsible for seeing that the main corridor doors are pulled closed.

Teachers are to remain with their classes at ALL times. Make certain, if you are in a room that is evacuated, please take your class roll.

Administrators and security personnel are to clear their area of any students in the halls and place them immediately in the nearest classroom. Security personnel will assist with the notification to and evacuation of the Hybrids.

## **Lunch Time Evacuation:**

**Students will be directed to remain inside the Cafeteria. Students in the main courtyard will be directed to the Auditorium and Media Center. Students will remain in the designated locations until further directions are provided.**

# **FIRE DRILL**

Please note the below listed evacuation areas for your room. Class rolls are to be taken with you and attendance is to be called once you are in your designated area, and again when you return to your class. If you are missing a student either in the evacuation area or upon return to the classroom, please notify an administrator immediately.

Teachers **MUST** remain with their class at all times.

Buildings A, B, C, D, M, N, O, and the Media Center are to report to the **Faculty Parking Lot** in front of the school. Exit through the security gate by Culinary/Early Childhood.

Buildings J, K, L, P\*, and Hybrids are to report to the **Band Practice Field**. (This is the grassy area behind the Hybrids.) J, K, L, and P\* are to exit through the security gates at the end of O Hallway and directly onto the practice field. Hybrids are to exit to the practice field through the security gate in between Hybrid 18 and 19.

Buildings E, F, H, I, Q, R, and the Gym are to report to the **Football Practice Field**. This field is adjacent to the student parking lot. E & F needs to exit across the Gym Courtyard onto the field. H and R Buildings need to exit through at the gates at the end of H Building in front of the gym. I and Q Buildings need to exit through the security gates at the south end of R Hallway and proceed down the sidewalk next to the student parking lot to the gate that opens directly to the **Football Practice Field**.

\*P113, Q104, and Q108 are to report to the **Service Road**. Exit through the security gate by P Hallway to the area designated with the yellow semi-circle.

All classes exiting through the security gates at the end of H Building proceed directly to the **Football Practice Field** through the fence adjacent to the gym. All classes that are moving up the student parking lot sidewalk should enter the practice field by the double gates through the fence that is facing the student parking lot.

Move as far away from the buildings as possible without leaving school grounds.

In the event that a fire drill sounds during either lunch, teachers with classes are to move to the above locations, and all students at lunch are to be routed to the bus loading zone, and then are to proceed to the **Band Practice Field**.

Teachers, please make sure your classroom door is **UNLOCKED** prior to leaving the building. All assistant principals are to make certain that their designated areas are clear prior to evacuating the building.