

## **EMERGENCY EVACUATION**

### **Fire Drills & Code Red/Yellow Drills**

**A COPY OF THE EMERGENCY EVACUATION PLAN must be posted in each classroom.**

Teachers are to familiarize their class with the plan for exiting their room and the designated area to report to once outside the building.

**IMPORTANT: Teachers are to take their class roll book and check attendance once you reach the designated area. Teachers are responsible for the direct supervision of their class throughout the entire exercise.**



In the event of a serious emergency, the Superintendent may authorize the declaration of the emergency (hurricane, nuclear, tornado, etc.). Upon notification of the emergency, the Principal will implement the appropriate pre-planned procedures. If the emergency requires dismissal of school, the Transportation Supervisor will notify bus drivers.

**Hurricane** - The following warning terms are used in hurricane advisories:

- **Tropical Storm Advisory** - this will prepare you for a hurricane emergency well in advance of the issuance of watches.
- **Hurricane Watch** - possible danger, if the hurricane materializes, a hurricane warning will be issued. Remain alert.
- **Hurricane Warning** - the hurricane is imminent; steps should be taken to safely secure students, staff, and properties.

When St. Lucie County is placed under full "**Hurricane Warning.**" all schools and all school activities shall be cancelled until the warning is lifted. The Superintendent or his designee will give the cancellation notice and the notice concerning resumption of school and activities to all news media.

**Pre-Storm Procedures** - When hurricane warnings are issued for St. Lucie County, it is the responsibility of each school principal, assisted by school personnel, to see that the following precautions are taken:

- All windows are closed and fastened
- All loose boards and debris are disposed of or stored in a safe place
- Awnings are secured or removed and stored



- All window shades are completely rolled on the rollers, and venetian blinds are raised to the top of the windows.

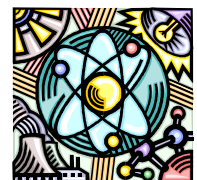
**Tornado** - The following procedures are to be used in the event of a Tornado Warning:

- Move to an interior hallway.
- **Do not** remain in the auditoriums, gym, portables or other structures with wide free-span roofs. If a building is not of reinforced construction, go quickly to a nearby, reinforced building.
- Students are to assume the protective position upon command (kneel down, draw knees under, cover the back of the head/neck with hands)
- Students in wheelchairs or with a physical handicap should be positioned as securely as possible.
- Students should not remain on a school bus. Students on a school bus should seek shelter in an open ditch and lie flat with their heads covered with their arms.



**Nuclear** - In the event of a nuclear emergency that would require evacuation of the St. Lucie County Schools, the Principal will implement school nuclear evacuation procedures:

- No action would be taken with the class of emergency known as “unusual event.” This emergency classification generally involves a minor incident at the plant site that requires no public action.
- In a “site area emergency” or “general emergency,” which involves a more serious incident, evacuation may be required with students being transported to pre-determined centers. Buses will be activated at the alert stage. Parents will not be permitted to pick-up students at the school.
- In case of a nuclear evacuation, the school will be notified that buses are in route to the school. Below are the procedures for evacuating students to the bus loading zones:



## PROCEDURES FOR EMERGENCY EVACUATION

- ❖ Students and teacher will return to homeroom.
- ❖ Teachers must take their grade book and any available contact information with them.
- ❖ All faculty members must accompany the students in the buses.
- ❖ Clerical and cafeteria personnel without private vehicles will be evacuated by bus.
- ❖ When the buses have arrived, we will dismiss classes to the bus loading zone in the following order:
- ❖ When the buses have arrived, we will dismiss classes to the bus loading zone in the following order:
  - ❖ **Self-contained/ Resources ESE classes**
  - ❖ Elementary – Grades K-2
  - ❖ Elementary – Grades 3-5
  - ❖ 6<sup>th</sup> Grade Teams
  - ❖ 7<sup>th</sup> Grade Teams
  - ❖ 8<sup>th</sup> Grade Teams
- ❖ Clerical, cafeteria, administration, instructional, and maintenance staff.
- ❖ If evacuation is required, the St. Lucie County Emergency Operations Center (EOC) will notify affected schools. Please note that not all schools may be affected.
- ❖ Teachers will direct school personnel to assist students with the school's evacuation process.
- ❖ The St. Lucie County School District will evacuate all affected students and school personnel to the St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce. In order that we may evacuate the area in a timely manner to ensure students' safety, parents may not pick up students at the school.
- ❖ Local radio and television stations will announce when and where parents can pick up their students
- ❖ Teacher will man pick-up stations at the stadium and will account for and supervise students until parents pick them up.

## PROCEDURES FOR FIRE DRILL (CON'T)

**Fire Drills** - In the event of a fire, evacuate the building as follows:

- Students will exit the building following the school's evacuation plan. Teachers will bring a hard copy of their attendance to the area of evacuation. During a fire evacuation there should be no running, talking or inappropriate behavior.
- Designated students will close the classroom doors.
- Students must evacuate a minimum of 100 feet from the building and must not stand in any driveway. Any student with a physical handicap should be assisted.
- Teachers are responsible for the students under their supervision and will take attendance, accounting for each student. Teachers will be responsible for the evacuation of the restrooms. Students who are unaccounted for are to be reported to the Principal immediately.



- Students and staff members will be allowed to return to the building at the direction of the Principal, upon the recommendation of the fire department.
- Decisions regarding school dismissal or other further actions are the responsibility of the Superintendent or his designee.
- If a fire occurs near a school or School Board facility, the Principal or site supervisor will determine the appropriate course of action. **Teachers must familiarize students with the evacuation route and rules prior to the first fire drill.**

## EMERGENCY CODES

**The following are District emergency codes:**

**Code RED...          Lockdown no movement**

**Code YELLOW.....Lockdown, limited movement of Crisis Response Team**

### **CODE RED**

- **Lock Doors.** **Do not** admit students. **Do not** leave the classroom or allow students to leave.
- If outside, remain outside and gather students until directed to do otherwise.
- Create a list of names of students not in classroom.
- Keep all students quiet; turn off lights
- Instruct students to get on the floor in a sitting or crouching position; get away from windows and doors.
- Limited radio use is permitted.
- Plan for faculty meeting at the end of the day.
- If this occurs during lunch, teachers should leave their lunch and assist students in the cafeteria.

### **CODE YELLOW –**

- **TURN OFF TWO – WAY RADIOS AND CELLULAR PHONES**
- Lock doors but admit students assigned to that class. Do not leave the classroom or allow students to leave. Continue instruction.
- If outside, remain outside and gather students until directed to do otherwise.
- Create a list of names of students not in classroom. Note late arrivals.
- Call the office only in an emergency. Make only **emergency** phone calls.
- Emergency team members report to designated area.
- Plan for faculty meeting at the end of the day/situation.

# EMERGENCY MANAGEMENT PLAN

West Gate K-8 School will follow the St. Lucie County School Board Emergency Management Plan in the event of an emergency at the school. A copy of the plan is housed in the Principal's Office, the front desk, the custodial office and the Dean's Office.

## **EMERGENCY MANAGEMENT TEAM:**

Principal	Media Specialist
Assistant Principal (2)	Site Maintenance Foreman
Guidance Counselors (2)	Cafeteria Manager
Deans (2)	Secretary
ESE Department Chair (2)	
SRO	

Meetings of the Team will be scheduled prior to drills and after any emergency events. Each Team member has been assigned a role in the event of an actual emergency.

Teachers have information regarding what to do in the event of an emergency as part of their handbook. This information is reviewed with students regularly prior to scheduled drills.

In the event of a **CODE RED** or **CODE YELLOW** **THE PRINCIPALS CONFERENCE ROOM WILL BE THE COMMAND CENTER.**

In the event of a **CODE YELLOW**, radios and cell phones will be turned off immediately. We will notify this directive in person, by phone, or golf cart.

## **DUTIES FOR EMERGENCY MANAGEMENT TEAM:**

- **Scene Contact** – Principal, Asst. Principal (administrator who will monitor and report from crisis scene, liaison with police/fire)
- **Perimeter Contact** – Site Foreman, Deans (Direct emergency vehicles, keep necessary traffic off campus)
- **Parent Contact** – Guidance Counselors (Meet and share information with parents)
- **Staff Resource Contact** – Asst. Principal, Guidance (Meet with staff members with no supervisory duties to assign duties)
- **Media/Information Contact** - Principal, Secretary (Write statements for release to media, callers)
- **Command Center** - Administrative conference room - Alternate site (Auditeria)
- **Parent Area** - Auditeria, Cashmere & St. Lucie West Blvd.
- **Student Area** –gymnasium or soccer field,
- **Media Area** – Cashmere & St. Lucie West Blvd.

In most emergencies, **CODE RED/YELLOW**, the teams will sweep their designated areas after brief meeting at the command center. During a fire drill/emergency, team members will sweep areas first and radio "ALL CLEAR" when appropriate.

**Designated Areas:**

Building 3, 1 <sup>st</sup> floor office .....	Secretary, Bookkeeper*
Building 4 .....	Site Foreman - Cafeteria Cafeteria Manager – Kitchen
Building 3, 2 <sup>nd</sup> floor.....	Dean Todd, Media Clerk Hankins Dean’s Clerk Perkins
Building 1, 2 <sup>nd</sup> floor.....	Stover
Building 3 ESE .....	Hackett
Building 1, 1 <sup>st</sup> floor .....	Asst. Principal
Building 2, 1 <sup>st</sup> floor.....	Guidance Counselors
Building 2, 2 <sup>nd</sup> floor.....	Asst. Principal
Building 5 Gym.....	Harmon, Boldersdorff, Stublely, Carroll

\*If anyone is absent or on duty elsewhere (lunch), the secretary will cover that area and the bookkeeper will cover Building 3.

**BOMB THREATS** - Check assigned area for anything unusual or out of the ordinary.

Staff without supervisory duty will report to the Principal’s Conference Room and see Asst. Principal or Guidance Counselor.

A list of faculty and staff members trained in CPR will be provided for inclusion in the Emergency Management Plan.