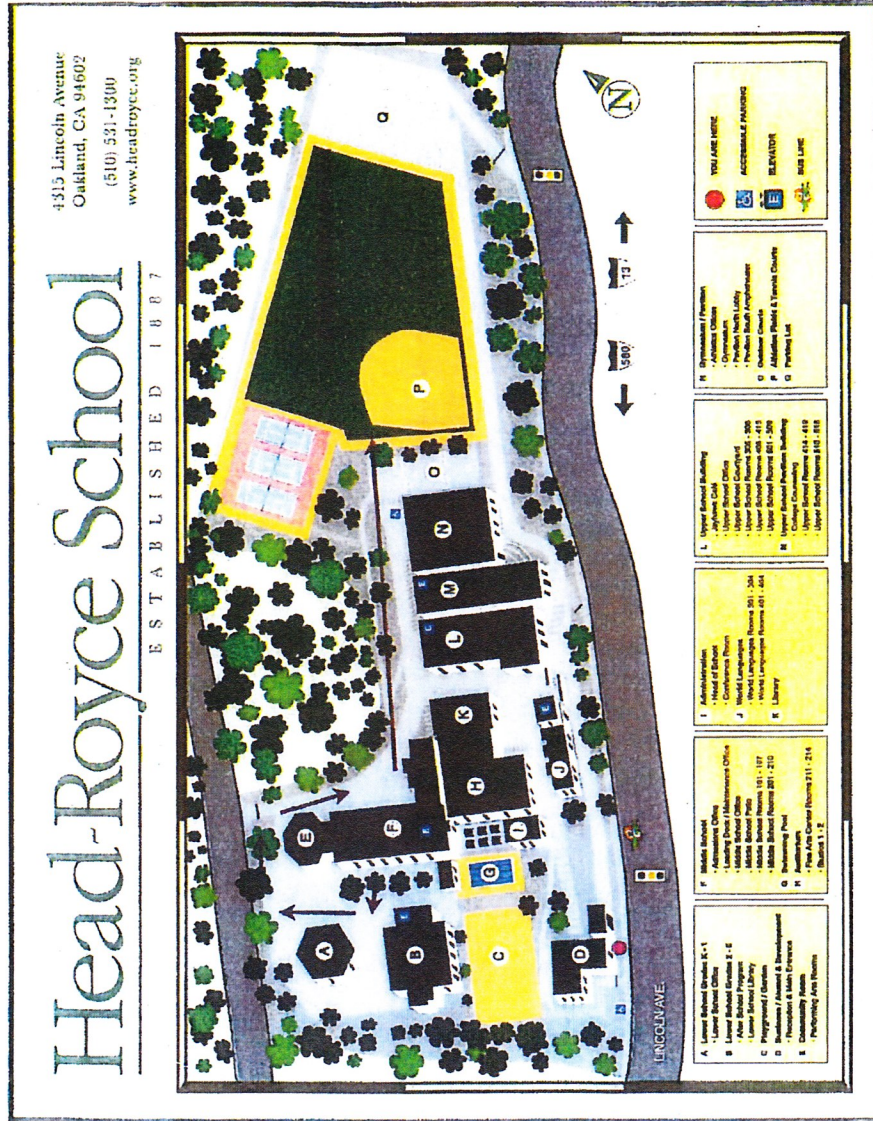


## **HEAD-ROYCE SCHOOL**

Incident Command EPP  
**SECURITY AND EMERGENCY  
PREPAREDNESS MANUAL**

**2017 - 2018**

- EVACUATION MAP - FOLLOW ARROWS TO EVACUATION AREA



## ***Evacuation Procedures Contents***

Classroom Emergency Manual
Evacuation of Students from a classroom
Instructions to Students/Faculty/Staff Not in a Classroom Setting During an Emergency
Evacuation Area
Evacuations Before School, After School, During Evening Events and During Athletic Events
"Buddy" Teacher System

### ***Emergency Classroom Manual***

Each employee on campus is furnished via the HRS website with a Security and Emergency Preparedness Manual.

#### ***Evacuation of Students from a classroom***

When evacuating the classroom:

- Teachers should take a few moments to review the exit routes and evacuation plan with their students. An example:  
  
"I NEED EVERYONE TO LISTEN TO ME AND NOT MOVE UNTIL I SAY "LET'S GO". WE ARE GOING TO EVACUATE TO THE BASEBALL FIELD. WE ARE GOING TO WALK \_\_\_\_\_. IF THIS ROUTE IS BLOCKED, WE WILL WALK \_\_\_\_\_. YOU WILL PAIR UP WITH ANOTHER STUDENT. DO NOT TALK OR RUN DURING THE EVACUATION. WHEN WE REACH THE BASEBALL FIELD, PLEASE REMAIN QUIET FOR ROLL CALL. WE WILL FOLLOW *(name two students)* AND I WILL BE FOLLOWING BEHIND THE CLASS TO MAKE SURE EVERYONE REACHES THE BASEBALL FIELD SAFELY. **LET'S GO."**
- Teachers should close the classroom doors as the last student exits but the doors should not be locked.
- Students should not take books, clothing or personal belongings with them from the classroom. Exception: Personal medications.
- If there is a seriously injured student that cannot be moved, the teacher will remain behind with the student and the "Buddy" teacher will assist with the evacuation of the students.
- Speed is important in any evacuation; however control and order are paramount. There should be no running, pushing, or skipping steps on the stairs.
- For both safety and psychological reasons, students should walk in pairs as they exit the building and be as quiet as possible.



## ***Instructions to Students/Employees Not in a Classroom Setting During an Evacuation***

No students may leave the campus for any reason without going to the Evacuation Area and following the protocol to be released to a parent or guardian.

An emergency may occur during lunch, breaks, recess, and free periods. All students and personnel will be instructed to immediately go to the baseball field after an emergency. The students will report to their class/grade level line up areas and check in with faculty assigned to that area.

When evacuation offices and community spaces you should close all interior doors, keeping doors unlocked unless absolutely necessary.

Do not bring personal belongings, with the exception of personal medications.

If there is a seriously injured person who cannot be moved, inform the person who is sweeping your building, making sure to note that person's condition and specific location.

Each office takes care to make sure all coworkers are out of the building before locking up and leaving for the evacuation area (some offices have a designated person). Go directly to the evacuation point; if you are unsure follow the group.

Once at the evacuation point, attendance takers will be checking to see who is here. Stand near your office teammates until attendance is complete. To make life easy for the attendance taker stand in the area between home plate and the end of right field which is on the side of the tennis courts.

If you have been designated to take attendance use the grid to remind yourself who you should be looking for. If you have to ask someone for help do it quickly (ie. You: Roz is everyone on your team accounted for? Roz: Yes. Now you can check the B.O. off of the list). You would then take that information to the Controller who will relay it to IC.

### ***Evacuation Area***

After students arrive in the evacuation area, teachers will escort students to their designated class/grade line-up area on the baseball field.

### ***Evacuations Before School, After School, During Evening Events, and During Athletic Events***

To ensure all adults are counted for specialist and ASP teachers need to sign in upon arrival (this may mean that who ever is at the front desk has to input them manually if they are not able to swipe in via school gate guardian).

During non-school hours, all students, employees and visitors are to evacuate immediately to the baseball field.

The highest level administrator will take charge at the Command Post. This administrator will organize First Aid and Search and Rescue teams if necessary. If an administrator is not available, faculty will assume leadership responsibilities.

### ***Teacher "Buddy" System***

Immediately after an emergency, teachers will check on their room partner (or 'buddy') listed below on the Room Partner "Buddy" List. Buddy teachers are responsible for checking with each other to see if there is a circumstance where one teacher must take control of both classes.

If the classroom number has a buddy listing that states "GO", these classrooms should report immediately to the baseball field. **All offices fall into the "GO" category.**

If a teacher or any employee is incapacitated or missing, the 'buddy' will evacuate students and inform the Command Post of the injured/missing personnel and location.

#### **Buildings A/Rotunda & B/LS 2-5**

<b><i>Classroom</i></b>	<b><i>"Buddy" Classroom(s)</i></b>
Room 1	Rooms 3 and 5
Room 2	Room 4
Room 10	Rooms 12 & 14
Room 11	Rooms 13 and 15
Room 6	Room 7
All Auditoriums	GO
All Cafeterias / Kitchens	GO

#### **Buildings E/MS & F/MS**

<b><i>Classroom</i></b>	<b><i>"Buddy" Classroom(s)</i></b>
All Computer Labs	GO
All Science Labs	GO
Art Room	GO
All Libraries	GO
Room 101	Room 102
Room 103	Rooms 104 & 105
Rooms 106 & 107	GO
Room 201	GO
Room 202	Room 203
Community Room	GO
Room 205	Room 206
Room 207	Room 208
Room 209	Room 210



**Buildings H/MEW, I, J/World Languages, K/Library, L/US, M/US Pavilion and N/Gym**

<b><i>Classroom</i></b>	<b><i>"Buddy" Classroom(s)</i></b>
<b>Building H</b>	
All Music, Ceramics, Media, Drama, Lounges and Studio Rooms	GO
<b>Building J – World Languages</b>	
Room 301	Room 302
Room 303	Room 304
Room 401	Room 402
Room 403	Room 404
<b>Building L – Upper School</b>	
Room 405	Room 408
Room 406	Go
Room 407	Room 409
Room 411	Room 413
Biology Labs	GO
Room 501	Room 502
Room 503	Room 505
Room 504	Go
Room 505	Room 507 & 509
Chemistry Labs	GO
<b>Building M – Upper School</b>	
Room 415	Rooms 417 & 419
Room 414	Rooms 416 & 418
Room 510	Room 512
Room 514	Room 516
Room 511	Room 513
Room 515	Room 518