

Fire Evacuation Plan

- 1) Teachers are to line students up in an orderly manner in their classroom.
- 2) Teachers need to take their **Medical Alert Red Folder and First Aid Kit** from their room.
- 3) Teachers will take their students out to the student assembly area (softball field).
- 4) Teachers will take roll and account for any missing students.
- 5) Office staff will bring out attendance for the day to double-check with the missing student list.
- 6) If any students are missing, the Search and Rescue Team will go back into the building if deemed safe.
- 7) No one will be allowed back into the building until proclaimed safe by the building inspection team.
- 8) Parents will be allowed to enter at the gate closest to the staff parking lot. (O'Ferrell and 8th St)
- 9) Any parents wishing to take their child off grounds will check out with Ashley Kooreny at the corner gate in the assembly area.

Responsibilities:

- 1) Command Post – Jessie Sprouse will be at this station to ensure that all areas are adequately supervised.
- 2) First Aid Area – Carly Turner and Emily Jones will be in charge of this area. Shawn Reimann and/or Keven Vesey will be there to assist and keep the gated area clear for emergency vehicles.
- 3) Student Assembly Area – Every homeroom teacher will be responsible for his or her students. They should have their **RED FOLDER and First Aid Kit** with them and be ready to supply the attendance person with those that are absent.
- 4) Attendance Person – Melissa Marlow will be the attendance person. Melissa will collect all of the attendance from the teachers and deliver it to the Command Post.
- 5) **Middle Gate** near Assembly Area – Chris Anderson will be responsible for this area. She will direct the parents to Ashley Kooreny at the **Parent Release Gate** at corner gate by Assembly Area (near 8th & O'Ferrell Drive).
- 6) **Courtyard Area** – Lynee VanFleet will be responsible for this area. She will explain the process to the parents. She will direct the parents to Ashley Kooreny at the **Parent Release Gate** at corner gate by Assembly Area.
- 7) Parent Release Gate – Ashley Kooreny will be responsible for this area. She will have anyone leaving the area sign her form as well as have student medication. Any parent leaving with a child will need to sign out. Susie Dahlem will be here for assistance helping to get students from assembly area to parent release gate. If a student is injured, Susie and Ashley will have the parent wait with them until they get clearance from the **First Aid Area**.

- 8) Media Center –Tonya Mills will be in charge of this area (Fire Hall for the Media). She will inform the media that the district has no comment on the conditions of students and that the superintendent will make a general comment when the emergency is over.

The general comment that will be read to the media will be:

We followed our Community Approved Plan for this situation. Every staff member knew his or her responsibilities. The goal was to ensure the safety of the children at Carbonado School. By following the plan, we feel we accomplished this.

- 9) Morgue – Joe Sprouse will be responsible for this area. He will do his best to keep all parties away from this area.
- 10) **The Search and Rescue Team** is comprised of Luke Scott and Joe Sprouse. They will have the responsibility of searching for any students that are unaccounted for if the building is safe to enter.
- 11) Jennifer Haulet will be with a student one-on-one who may need their own assistance. All paraprofessionals/nurse/counselor/SLP will be looking to and supporting students with anxiety and/or behaviors.
- 12) The fire department will be given a list of students that are unaccounted for when they arrive at the scene.

POINTS OF CONTACT:

Main Point of Contact: Jessie Sprouse

Medical Officer: Joe Sprouse

Sweep Person: Luke Scott

Back Up: Tonya Mills

Recovery for Fire Evacuation Plan:

RECOVERY PLAN

- 1) _____ **Media Plan/Phone Response** - All staff members will send any member of the media to the Carbonado Fire Hall. The official district response will be:

We followed our Community Approved Plan for this situation. Every staff member performed his or her responsibilities. The goal was to ensure the safety of the children at Carbonado School. By following the plan, we feel we accomplished this.

- 2) _____ **Verify Facts** - Mrs. Sprouse will verify the facts of the event and coordinate with staff.

- 3) _____ **Consider Need for Legal Counsel** - Mrs. Sprouse will decide if legal counsel is needed.
- 4) _____ **Staff Meeting/Debriefing** - Mrs. Sprouse will meet with staff the following morning for a debriefing.
- 5) _____ **Identify Victims of Trauma** - Staff will identify any students in need of medical or counseling support.
- 6) _____ **Crisis Team Meeting** - The Crisis Response Team (Mrs. Sprouse, Mr. Sprouse, Ms. Visnaw, Mrs. Tonya Mills and Mrs. Hix) will meet to go over what is needed for the school and community.
- 7) _____ **Contact Flight Team/Mental Health Agencies** - Ms. Visnaw or Ms. Dann will contact outside agencies to bring up the team to help students and staff.
- 8) _____ **Designate Family Liaison** - If there was a fatality, Mrs. Sprouse and the appropriate staff person will visit the family.
- 9) _____ **Determine when/how school will resume** – Mrs. Sprouse will determine when school should resume and provide notification to the Carbonado Community.
- 10)_____ **Hire Substitutes** - Mrs. Tonya Mills will try to hire additional substitutes for staff in need.
- 11)_____ **Set Up Saferooms** - Mrs. Frame will designate rooms as Safe Rooms for students and staff in need of Flight Team members.
- 12)_____ **Support for High Risk Students** - Staff will identify any students in need of counseling.
- 13)_____ **Identify Needs for Future Building Security** – Mr. Luke Scott and Mrs. Sprouse will go through the school facilities to see where improvement is needed.
- 14)_____ **Distribute List of Local Resources/Agencies as needed** – Mrs. Frame and Mrs. Hix will distribute list to those in need.
- 15)_____ **Parent Letter/Meeting** - Mrs. Sprouse will plan a parent meeting to communicate how the process went for the school.
- 16)_____ **Initial Planning for Memory Activity** - If there was a fatality, Ms. Visnaw will plan the memory activity.
- 17)_____ **Determine/Plan for Follow-Up Needs** - The Crisis Response Team will meet to decide if there are any follow-up needs.

18)_____ **Plan for Debriefings** - Mrs. Sprouse will debrief with staff at the end of the first school day and meet briefly with staff the second day (continue as needed).