

## **Mt. Rainier Evacuation Plan**

- 1) An announcement will be made for students and staff to practice the “Earthquake” procedure.
- 2) A second announcement will be made from the intercom, “Please follow our Mt. Rainier Evacuation Plan.” Our destination is “Bocci Hill” at the top of Greenbrier Lane.
- 3) Teachers are to immediately instruct students in their class to line up at the door with coats on and partners.
- 4) Teachers are to secure their **Medical Alert Red Folders and First Aid Kit**.
- 5) Classrooms are to exit the building following the fire emergency route exit and go to designated area to take attendance.
- 6) Melissa Marlow will collect the attendance and give to Command Person.
- 7) Ava Hubbard, Emily Jones, and Laura Argo will remain at the school to attend to any injured students and wait for the school van to take them up to Greenbrier Lane.
- 8) All classes will walk silently down 6<sup>th</sup> Street to Pershing Avenue. The classes will be paired - 8<sup>th</sup> grade with Early Kindergarten, 7<sup>th</sup> grade with Kindergarten, 6<sup>th</sup> grade with 1<sup>st</sup> grade, 5<sup>th</sup> grade with 2<sup>nd</sup> grade, and 4<sup>th</sup> grade with 3<sup>rd</sup> grade.
- 9) Eighth grade crossing guards will assist in getting students safely across Pershing Avenue.
- 10) Students will be led to Greenbrier Lane.
- 11) Teachers will lead the students up to the top of the hill on Greenbrier Lane.
- 12) Upon arrival at the top of Greenbrier Lane, teachers will take roll and account for any missing students. Jessie Sprouse will go to each teacher and collect his or her attendance.
- 13) Melissa Marlow and Chris Anderson will greet parents at middle of Greenbrier Lane and explain to them the process if the parent wishes to take their child from our area. Chris Anderson will have the parent sign out with her and Melissa will get students from assembly line at top of Greenbrier Hill.
- 14) The custodian and office staff will put all necessary emergency supplies in the school van.
- 15) The custodian and office staff will check for any students that might have been left on campus.
- 16) The custodian and office staff will bring the supplies and any remaining students to the top of the hill on Greenbrier Lane.

### **Responsibilities:**

- 1) Teachers will take roll. They will take their **Red Folder and First Aid Kit** with them.

- 2) Melissa Marlow will collect the attendance from teachers and give to Command Person.
- 3) All students and staff will walk in pairs silently down the designated route.
- 4) Joe King and Penny Frame will be responsible for having the crossing guard materials with our group.
- 5) Melissa Marlow and Chris Anderson will assist parents that need assistance at Greenbrier Lane.
- 6) Luke Scott, Tonya Mills, and Ashley Kooreny will get the emergency materials from the Don Argo Community Gym and look for missing children.
- 7) Ava Hubbard, Emily Jones, and Laura Argo will attend to injured children.
- 8) The fire department will try to block off traffic from coming down 8<sup>th</sup> Avenue and Pershing Avenue.

## **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, 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).