

Earthquake Evacuation Plan

- 1) Students and staff will get under desks, tables, etc., while the earthquake is happening.
- 2) Students and staff will remain under desks, tables, etc., until an announcement from the office intercom (or door to door) to evacuate the building.
- 3) After the announcement to evacuate, staff will line students up to take to the student assembly area.
- 4) Staff will remember to take their **Medical Alert Red Folder and First Aid Kit** with them to the assembly area.
- 5) Staff will take their class to the designated area in the assembly area.
- 6) Staff will take roll and account for any missing students.
- 7) Office staff will bring out the daily attendance to match with the missing students.
- 8) If students are unaccounted for, the **Search and Rescue Team** will attempt to find the students where it is deemed safe.
- 9) No one will be allowed back into the building until proclaimed safe by the building inspection team.
- 10) Parents will be allowed to wait at the gate closest to the staff parking lot. (8th and O'Ferrell Drive)
- 11) Any parents wishing to take their child off grounds will check out with Ashley Kooreny at the corner gate in the assembly area.
- 12) The staff will provide the fire department with a list of missing students upon arrival to the building.

Responsibilities:

- 1) Command Post – Jessie Sprouse will be at this station to ensure that all areas have adequate supervision or are adequately supervised.
- 2) First Aid Area – Emily Jones and Natalie Geiss will be in charge of this area. Shawn Reimann and/or Kevin Vesey will be there to assist and keep the gated area clear for emergency vehicles. They will also direct parents entering gate by basketball court to Ashley Kooreny at the Parent Release Gate on the exterior of campus.
- 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.
- 6) **Courtyard Area** – Lynee VanFleet 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.

- 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** –Carly Turner will be in charge of this area (Fire Station 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 made 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 Dave Wales and Joe Sprouse. They will have the responsibility of searching for any students that are unaccounted for.
- 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) Students and staff will remain at the emergency station until deemed appropriate. Staff will consider the possibility of aftershocks before admitting any one back into the buildings.
- 13) Structural engineers/emergency personnel will ensure that the buildings are safe for occupancy. If buildings are damaged, the staff will set-up emergency shelters for staff and students.
- 14) Kevin Vesey (if available) and Dave Wales will check all service levels (restrooms, drinking fountains, etc.) to see if modifications are needed.

POINTS OF CONTACT:

Main Point of Contact: Jessie Sprouse

Medical Officer: Joe Sprouse

Sweep Person: Dave Wales

Back Up: Carly Turner

RECOVERY PLAN

- 1) _____ **Media Plan/Phone Response** - All staff members will send any member of the media to the Carbonado Fire Station. 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, Mrs. Kooreny, Ms. Carly Turner and Mrs. Jones) will meet to go over what is needed for the school and community.
- 7) _____ **Contact Flight Team/Mental Health Agencies** - Ms. Kooreny 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** - Ms. Carly Turner will try to hire additional substitutes for staff in need.
- 11)_____ **Set Up Saferooms** - Mrs. Sprouse/Ms. Kooreny/Ms. Carly Turner 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. Wales and Mrs. Sprouse will go through the school facilities to see where improvement is needed.
- 14)_____ **Distribute List of Local Resources/Agencies as needed** – Ms. Carly Turner/Mrs. Kooreny 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, Mrs. Sprouse/Ms. Carly Turner/Mrs. Kooreny 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).