TRM Evacuation Plan

CRITICAL INFORMATION EVACUATION PROCEDURES ARE USED WHEN CONDITIONS ARE SAFER OUTSIDE THE BUILDING THAN INSIDE THE BUILDING.

Evacuation routes should be specified according to the type of emergency

Bomb threats
Building administrator notifies staff of evacuation route dictated by known or
suspected location of a device

Fire
Follow primary routes unless blocked by smoke or fire. Know the alternate route
Hazardous Materials
Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

When Implementing EVACUATION Procedures

Building Administration
- Determine evacuation routes based on location and types of emergency
- Activate amber strobes (blue pull station) and announce evacuation for non-fire emergencies
- Specify any changes in evacuation routes based on location and types of emergency
- Monitor the situation and provide updates and additional instructions as needed
- Announce "all clear" signal once it is safe to re-enter the building

Staff
- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced. Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance

- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to Assembly Area

When outside the building
- Check for injuries
- Account for all students
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

When Implementing EVACUATION AND RELOCATION Procedures

Building Administration
- Determine whether students and staff should be evacuated to a relocation center
- Alert school emergency response team of emergency type and evacuation
- Notify relocation center
- If necessary, coordinate transportation or student process to relocation center
- Activate amber strobes (blue pull station) and announce evacuation for non-fire emergencies
- Specify any changes in evacuation routes based on location and types of emergency
- Notify superintendent's office and district public information office of relocation center address
- Implement student release procedures at the relocation center
- Document the reunification of any students released to an authorized family member or legal guardian
- Evacuation / Relocation

Evacuation / Relocation of Crisis Plan

Staff
- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced. Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Remain with class en-route to the relocation center
- Take attendance upon arriving at the center. Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

Lockdown Procedures

CRITICAL INFORMATION

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

CONTAINMENT occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas (e.g. medical emergency or disturbance).

LOCKDOWN occurs when there is a threat or intruder inside the building. When implementing CONTAINMENT procedures:

Building Administration Office

- Activate amber strobes (blue pull station) and announce "containment". Repeat announcement several times. Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors/push red containment button. Position administrator or designee at main entrance
- Control all movement, disable all bells, direct any movement by announcement only
- Announce "all clear" signal when the threat has ceased

Staff

- Lock all exterior doors
- Cover exterior windows and keep students away from the windows
- Continue classes. Move on announcement only
- Wait for further instructions
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When implementing LOCKDOWN procedures (These actions happen rapidly)

Building Administrative Office

- Activate amber strobes (blue pull station) and announce "lockdown" on PA and 2-way radio. Repeat announcement several times
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building. Move outside classes to primary evacuation site
- Push button in the white box labeled "Interior Door Release" to compartmentalize building if needed
- LOCK exterior doors

Reverse Evacuation

CRITICAL INFORMATION
REVERSE EVACUATION PROCEDURES ARE IMPLEMENTED WHEN CONDITIONS
INSIDE THE BUILDING ARE SAFER THAN OUTSIDE.

Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

When Implementing REVERSE EVACUATION Procedures:

Building Administration
- Activate amber strobes (blue pull station) and announce reverse evacuation
- Direct staff to notify any classes that may be too far away from the building to hear the announcement via 2-way radio
- Monitor the situation. Provide staff with any updates or additional instructions
- Announce "all clear" signal when the emergency has ceased

Staff
- Move all students and staff inside as quickly as possible
- Assist those needing additional assistance
- Report to classroom
- Take attendance
- Report any missing, extra or injured students to building administration
- Wait for further instructions

Severe Weather Shelter Area

CRITICAL INFORMATION

Severe Weather Shelter Area procedures are implemented during a severe weather emergency. "DROP and TUCK" procedures are used in severe weather emergencies e.g. tornados earthquakes or other imminent danger to building or immediate surroundings.

<u>**When implementing SEVERE WEATHER SHELTER AREA procedures**</u>:

Building Administration
- Activate amber strobes (blue pull station) and announce severe weather emergency
- Move students and staff from any portable classrooms into a permanent building
- Announce "all clear" signal when the severe weather has ceased

Staff
- Take emergency go-kit and class roster
- Take the closest and safest route to shelter in designated safe area. Use secondary route if primary route is blocked or dangers
- If outside, return to main building
- If in a portable classroom, go to a permanent building and designated safe area
- Assist those needing additional assistance
- Do not stop for personal belongings
- Once in safe area
- If appropriate, implement "drop and tuck" procedures
- Take attendance
- Report any missing, extra or injured students to building administration
- Remain in safe area until "all clear" signal is given by building administration
- Wait for additional instructions
- When implementing "DROP and TUCK" procedures:
- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet. If physically unable to perform, sit on the floor
- Tuck your head down and place your hands on top of your head and neck
- Do not lie flat on the ground.

Minnesota State Statute 121A.037 requires that schools practice at least one (1) tornado drill Annually.

Shelter-In-Place/Environmental Hazard Procedures

CRITICAL INFORMATION

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route).
Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency.
Shelters are located in areas of the building that maximize the safety of inhabitants.

When Sheltering-In-Place:

Building Administration

- Activate amber strobes (blue pull station) and announce that students and staff must go to shelter areas
- Close all exterior doors and windows, if appropriate
- Turn off ventilation system (HVAC), if appropriate
- Monitor the situation
- Provide updates and instructions as available
- Announce "all clear" signal when the emergency has ceased

Staff

- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area
- Assist those with special needs accommodations
- Take emergency go-kit and class roster
- Take attendance and report any missing or extra students to building administration or incident commander
- Do not allow anyone to leave the classroom or shelter area
- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release

- Close and tape all windows and doors
- Seal the gap between the bottom of the door

If sheltering-in-place because all evacuation routes are blocked

- Seal door
- Open or close windows as appropriate
- Limit movement and talking
- Communicate your situation to administration or emergency officials by whatever means Possible
  Stay away from all doors and windows
- Wait for instructions

2020-21 Drills

Fire Drills
Drill #1 - Sept 15th @ 10 am
Drill #2 - Sept 30th @ 9 am
Drill #3 – Oct 9th @ 10:30 am
Drill #4 - April 21st @ 9:30 am
Drill #5 - May 12th @ 10 am

Lockdown Drills
Drill #1 - Nov @ 9 am
Drill #2 - Dec @ 1:30 pm
Drill #3 - Jan @ 10 am
Drill #4 - Feb @ 10 am
Drill #5 – March @ 9:30 am

Tornado Drill
Drill #1 – April 1:45 pm