



# EVACUATION PLAN

## **CRITICAL INFORMATION:**

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

Evacuation routes are specified according to the type of emergency:

**Bomb threats:** Staff will follow the evacuation procedures and route as instructed by the Executive Director - The first option is the fire evacuation route if that is deemed appropriate by the director.

**Fire:** Follow the primary evacuation route for each classroom/office unless blocked by smoke or fire. If blocked, follow the alternative route as portrayed on the evacuation map.

**Hazardous Materials:** Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds.

## **BUILDING ADMINISTRATION (The School Leader and Office Manager):**

- Will determine evacuation routes based on location and types of emergency: Fire, bomb threat, etc.
- Will notify staff via use of classroom phones and/or physically going to classrooms to announce the type of emergency and the evacuation route.
- Will specify any changes in evacuation routes based on location and types of emergency
- Will monitor the situation and provide updates and additional instructions as needed
- Will announce "all clear" once it is safe to re-enter the building

## **STAFF (Lead Teachers, Special Education Teacher Assistant and Special Education Paraprofessionals)**

- **Lead Teachers:** Take emergency go-kit, cell phone and classroom roster
- **Lead Teachers:** Take the closest and safest way out of the building as posted and communicated by the School Leader
- Will use a secondary route if the primary route is blocked or hazardous

- **Classroom Assistants/Special Education Paraprofessionals:** Responsibility is to assist those needing special assistance

Notes for Staff:

- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Will lead the children to the assembly area

When outside the building:

- Lead Teachers: Account for all students by taking roll call
- Support Staff: Check students and staff for injuries
- Immediately report any missing, extra or injured students to building administration
- Continue to supervise children while waiting for additional instruction

**EVACUATION AND RELOCATION PROCEDURES:**

**BUILDING ADMINISTRATION (The School Leader and Office Manager):**

- Will determine whether students and staff should be evacuated to a relocation center
- Will alert school emergency response team of emergency type and evacuation route
- Will notify the relocation center
- If necessary will coordinate transportation or student transfer to relocation center
- Will call classrooms or physically enter classrooms and announce evacuation for non-fire emergencies
- Will specify any changes in evacuation routes based on location and types of emergency
- Will notify the ISD728 district office of relocation
- Will implement student release procedures at the relocation center by calling families and only releasing to primary guardians or approved pick up persons
- Will document the reunification of any students released to an authorized family member or legal guardian.

**STAFF (Lead Teachers, Special Education Teacher Assistant and Special Education Paraprofessionals)**

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced by the School Leader
- 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 the class the entire route to the relocation center
- Take attendance upon arriving at the center
- Immediately report any missing, extra or injured students to building administration
- Continue to supervise children while waiting for additional instruction

# LOCKDOWN PROCEDURES

**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.

## **CONTAINMENT PROCEDURES:**

### **BUILDING ADMINISTRATION OFFICE:**

- Call each classroom or physically go to each classroom and announce “containment”
- Repeat announcement several times
- Be direct and DO NOT USE CODES
- Bring anyone in the parking lot or on the playground inside
- Lock exterior doors
- The School Leader will be posted by the main entrance, the office manager by the side entrance and the secretary by the lower level entrance.
- Control all movement in and out of the building.
- Direct any movement by announcement only
- Announce “all clear” signal when the threat has ceased

### **STAFF:**

- Keep students away from the windows
- Staff will continue classes and will move after the announcement from the Director only
- Will wait for further instructions

## **DETAILED LOCKDOWN PROCEDURES**

1. Administration will notify staff when a lockdown is necessary by coming into classrooms and saying “lockdown now” to lead teachers and special education teachers.

\*Administration will assign roles in regards to which staff members will communicate with teachers should a lockdown be necessary.

2. Lead teachers communicate with support staff that the classroom is going into lockdown.
3. Any children in the hallway will go to the nearest room (administration and Special Education teachers will be responsible for visually scanning the hallway for children walking or working in the commons areas).

4. Teachers or support staff will close all blinds as soon as possible.
5. Lead teachers will get the attendance clipboard and a cell phone and move children quickly in or next to the bathrooms.
6. Staff should turn off the ringer on their cell phones as soon as possible.
7. Support staff will help move the children toward the bathroom immediately.
8. All children will sit on the floor silently when moving to the bathroom/lockdown spot.
9. When it appears all children are seated, the lead teacher will take roll call with the attendance sheet.
10. The lead teacher of the classroom is responsible for locking the classroom door.
11. Administration will go to the staff bathroom and lock the door.
12. Police will be notified as soon as all children and staff are in classrooms NO LATER than this step. The School Leader will contact the police with the number programmed in his/her phone.
13. Once in lockdown mode DO NOT leave the room to look for a child.
14. Should a child be missing from your classroom, or if you have a child in another classroom in your group, text administration (DO NOT CALL as to avoid making noise) to see if the missing child was taken to another classroom.
15. Stay as still and quiet as possible until an administrator notifies you that it is safe to move.
16. The administrator will say, "Three Rivers Montessori is all clear."

**Notes:**

When a "lockdown" is announced, do not ask details as administration will be moving quickly to get everyone to a safe space.

Remain as calm as possible and give clear instructions to students.

If you are at all unsure about whether it is safe to leave the lockdown space, stay where you are and text administration.

### **Additional Items:**

Have a roll call sheet in the bathroom cabinet.

Have a flashlight in the bathroom cabinet.

## **REVERSE EVACUATION**

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.

### **REVERSE EVACUATION PROCEDURES:**

#### **BUILDING ADMINISTRATION:**

- Call each classroom or physically go to each classroom and announce Lockdown
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Move all students and staff inside as quickly as possible
- Call 911 and notify Elk River Police Department - have number saved on cell phone
- 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 or relocation site by calling cell phone or use of walkie talkies
- LOCK exterior doors

#### **STAFF:**

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

# SEVERE WEATHER SHELTER AREA

Severe Weather Shelter Area procedures are implemented during a severe weather Emergency.

“DROP and TUCK” procedures are used in severe weather emergencies e.g. tornadoes earthquakes or other imminent danger to building or immediate surroundings.

## **SEVERE WEATHER SHELTER AREA PROCEDURES:**

### **BUILDING ADMINISTRATION:**

- Move students and staff from outside into the building
- Direct classrooms to utilize the severe weather route as posted
- 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 dangerous
- If outside, return to main building
- 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 from the Director

### **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**

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:**

- Call each classroom or physically go to each classroom and announce shelter-in-place
- Close all exterior doors and windows, 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 and 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