

EVACUATION PLAN (updated Fall-2019)

Evacuation Assembly Areas on Campus

There are several potential areas on campus where students and adults may safely assembly during an emergency, including:

Athletic Field – Due to its size and location on the east end of the campus, a safe distance away from potential threats on both the main campus area and Lincoln Avenue, this location is considered to be the best choice for most emergency situations involving an evacuation from school buildings, including campus fires and earthquakes.

Gymnasium – Because of its size and concrete-and-steel construction this is the preferred evacuation location in the event of an approaching wildfire. The gym may also be used as shelter from gas leaks/poisoned air and other outside threats from outside the campus, such as civil disturbances.

Additional note for gym evacuations: If a wildfire or other significant external threat is reported in the vicinity of the school, with the potential to reach the campus before the end of the school day, the evacuation of all students and other community members to the gym is advised as a precautionary measure. Once all members of the school community are safely inside the gym the school will assess whether to continue to shelter in place, or commence an early dismissal/reunification process. Reunification should only be initiated if authorized by the local police and fire departments. Unless otherwise advised by the authorities, all students must remain in the gym until released as outlined in the school's standard student release procedures (see "Student Release" section below).

Lower School Playground – May be used when evacuating to the athletic field is not a viable option.

Outdoor Sports Court and Tennis Courts – May be used when evacuating to the athletic field is not a viable option.

The school's public address system and/or the school app will be used to advise when a location other than the athletic field is to be used as the evacuation destination. Unless specific instructions are given to the contrary, the athletic field should be used for all evacuations.

Procedure

During an emergency which may require eventual evacuation from campus, students and professional community members will first to move to the designated assembly area for attendance-taking. All persons should remain in their designated area until otherwise directed by the Incident Commander. Depending on the circumstances and if it can be done safely, including an area-wide emergency such as an earthquake or wildfire, the school community should shelter in place at the assembly area until the immediate danger has subsided. The Incident Commander may request that one or more Incident Teams take action (see below for a description of each team). For example, members of the search-and-rescue team may be asked to return to the main campus to search for a student identified as missing during the attendance-taking process.

Neighbors and other Community Members

During emergencies involving the greater neighborhood (for example, an earthquake or wildfire) Head-Royce offers its campus and resources to neighbors and other community members as a safe location to shelter in place until it is safe for them to return to their homes. Please be sure to treat all visitors with the same level of care as you would a student or other member of our school community.

Immediate Evacuation to Off-Campus Location

In the unusual event that an immediate evacuation from the campus is necessary (i.e., sheltering in place on the campus grounds is not an option), the Incident Command team will direct students and adults to the nearest safe space (for example, evacuating to the Ability Now parking lot, Dimond Park or the parking lot near Farmer Joe's). Evacuating from the campus should only occur if absolutely necessary, as our campus is likely to be the safest location in the area to shelter in place and await updates from local authorities. Given the number of people involved, and the potential for Lincoln Avenue and other streets to be impassable, immediate evacuation - if deemed necessary - is likely to occur on foot rather than by vehicle.

After reaching the alternate location, it will still be important to remain in place until it is safe to begin the student release process. If the student release process is initiated from a remote location, the same procedures and safeguards applicable to the on-campus process (see below) should be followed to ensure the safety of each student.

Student Release

While sheltering in place, we should expect pressure from parents and students to move to the reunification phase as quickly as possible. However, it is important to keep in mind that Lincoln Avenue is a crucial pathway for emergency vehicle access/egress in addition to other neighborhood traffic. It is therefore critical that we avoid initiating the reunification process prematurely. Incident Command should be careful to stay in shelter-in-place mode until we are confident that Lincoln Avenue is sufficiently cleared of emergency traffic so that the reunification process can proceed smoothly.

The Communications Team should immediately advise parents through the established electronic means that we are in "shelter in place" mode, and that further instructions will be provided when it is safe for students to be picked up by parents. **Parents must be instructed to NOT attempt to pick up their student prior to the time frame specified**, for the reasons mentioned above. Periodic electronic updates should be transmitted to the parent community to reassure them that the shelter-in-place process is continuing successfully, and that the reunification process will commence as soon as it is safe to do so.

When it is safe to release students, it is expected that the evacuation process will proceed in a sequential manner by grade - for example, with kindergarten students picked up first and 12th grade students last. For families with multiple students, all students in the household may be released with the youngest student.

All student releases will take place on the north side of Lincoln Avenue (see Figure 13) utilizing the established student release procedures. The Communications Team will transmit regular electronic messages to parents throughout the process to ensure that the community is well-informed and that there is an orderly process which minimizes the amount of vehicle traffic on Lincoln Avenue. If for any reason the Lincoln Avenue student release point is not available the Incident Commander will coordinate with local authorities to identify the nearest safe location to execute the student release procedure.