

Head-Royce School

scholarship · diversity · citizenship

EVACUATIONS

Emergency Evacuation (fire) Drills

At a minimum, emergency evacuation drills will be conducted at intervals as required by Oakland Fire Department. Fire Drills will take place unannounced on a regular basis through the school year and during the Summer Program.

Classroom Emergency Manual

Each employee on campus is furnished via the HRS website with a Security and Emergency Preparedness Manual.

Evacuation Assembly Areas on Campus

There are several potential areas on campus where students and adults may safely assemble 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 Temporary Refuge Area (TRA) 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. In extreme cases it may be necessary to evacuate from the gym to an off-campus location. There may also be cases where immediate evacuation to an off-campus location is necessary, and the gymnasium should not be used as an assembly area. The Incident Commander will decide and communicate the appropriate course of action based on the prevailing circumstances. Note that, once all members of the school community are safely inside the gym, the Incident Commander 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.

Evacuation of Students from a Classroom

When evacuating the classroom:

- Teachers should take a few moments to review the exit routes and evacuation plan with their students. An example:

“I NEED EVERYONE TO LISTEN TO ME AND NOT MOVE UNTIL I SAY “LET’S GO”. WE ARE GOING TO EVACUATE TO THE ATHLETIC FIELD. OUR PATHWAY IS _____. IF THIS ROUTE IS BLOCKED, WE WILL WALK _____. YOU WILL PAIR UP WITH ANOTHER STUDENT. DO NOT TALK OR RUN DURING THE EVACUATION. WHEN WE REACH THE FIELD, PLEASE REMAIN QUIET FOR ROLL CALL. WE WILL FOLLOW *(name two students)* AND I WILL BE FOLLOWING BEHIND THE CLASS TO MAKE SURE EVERYONE REACHES THE FIELD SAFELY. *LET’S GO.*”

- Teachers should close the classroom doors as the last student exits but the doors should not be locked.
- Students should not take books, clothing or personal belongings with them from the classroom. Exception: Personal medications.
- If there is a seriously injured student that cannot be moved, the teacher will remain behind with the student and the “Buddy” teacher will assist with the evacuation of the students.
- Speed is important in any evacuation; however, control and order are paramount. There should be no running, pushing, or skipping steps on the stairs.
- For both safety and psychological reasons, students should walk in pairs as they exit the building and be as quiet as possible.
- “If you are a specialist - take your students to the field or give that batch of students to a buddy teacher **(do not send them to their homeroom classes; because the class may already be gone and the student would be unaccounted for).**”

Evacuation of Students/Employees Not in a Classroom

An emergency may occur during lunch, breaks, recess, and free periods. All students and personnel will be instructed to immediately go to the athletic field (or gym in some cases) after an emergency evacuation. The students will report to their class/grade level line up areas and check in with faculty assigned to that area.

When evacuating offices and community spaces you should close all interior doors, keeping doors unlocked unless absolutely necessary so that buildings can be easily checked for missing persons.

Do not bring personal belongings, with the exception of personal medications.

If there is a seriously injured person who cannot be moved, inform the person who is sweeping your building, making

sure to note that person's condition and specific location.

Each office takes care to make sure all coworkers are out of the building before leaving for the evacuation area (some offices have a designated person for this task). Go directly to the evacuation point; if you are unsure, follow the group.

Once at the evacuation point, attendance takers will be checking to see who is here. If you are not responsible for students you should stand near your office teammates until attendance is complete.

Evacuations Before/After School, During Events and Athletic Events

To ensure all adults are accounted for, Specialist and ASP teachers must sign in upon arrival or swipe in via School Gate Guardian.

During non-school hours, all students, employees and visitors are to evacuate immediately to the designated evacuation area should an emergency occur during non-school hours.

The highest-level administrator will take charge at the Command Post. This administrator will organize First Aid and Search and Rescue teams if necessary. If an administrator is not available, faculty will assume leadership responsibilities.

Attendance-taking and sheltering in place

During an evacuation, students will be instructed to move to their designated assembly areas (by grade or advisory group) for attendance-taking. The attendance-taking process is a critical first step to ensure that any missing students and/or adults are identified. 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 (usually the athletic field or gym) 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.

Evacuation to Off-Campus Location

In the unusual event that an immediate evacuation from the campus is necessary (i.e., when sheltering in place on the campus grounds is not an option), the IC will direct students and adults to the nearest safe space (for example, evacuating to the Ability Now parking lot). Given the number of people involved, and the need to reserve Lincoln Avenue for emergency vehicles and first responders, evacuations to off-campus locations are likely to occur on foot rather than by vehicle. 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. Parents will be instructed NOT to come to campus to pick up their children during a campus evacuation but instead to meet their children at the off-site evacuation/reunification area.

In the emergency event requiring immediate evacuation due to a wildfire, the evacuation / reunification destination is the **CalTrans Park & Ride lot** located under the MacArthur Freeway/US 580 overpass (across the street from the CVS store at 3320 Fruitvale). The CalTrans Park and Ride lot is approximately 1.2 miles down Lincoln Avenue from the school and is designated as the primary evacuation destination. A secondary evacuation/reunification area is **Dimond Park Tennis Courts**, located at the intersection of Fruitvale Avenue and Lyman Road. The tennis courts are located approximately 0.7 miles from the school.

The Incident Commander will instruct all members of the school community to leave books, backpacks and other belongings, including bicycles and motor vehicles, on campus. The Incident Commander will organize the school community into groups at the Emergency Assembly Area (normally the gym in the case of a wildfire). Adult personnel will walk with groups of up to twenty grade 6-12 students and up to 10 grade K-5 students down the hill to the off-site evacuation/reunification site. Students will be instructed to leave campus in pairs using either of the main gates to the North and South Campuses. These gates have the widest egress pathways and should be the first choice in any evacuation. Alternative exits from campus include the Middle School gate, the Whittle gate, the driveway to the athletic fields on the North Campus, the stairs to the tennis court allowing egress to Whittle Avenue. Although school gates are generally locked to limit access from outside, they are all equipped with panic bars to allow immediate exit in case of emergency.

Students will be instructed to walk in pairs on the sidewalks and will be instructed to stay out of the parking and travel lanes to allow emergency and other vehicles to pass. If Lincoln Avenue is impassable to pedestrians, students will use Whittle and Fruitvale Avenues to walk to the off-campus meeting place.

See “Off-Campus Evacuation Assembly Areas” maps below, which show the pedestrian evacuation routes and locations of off-site evacuation/reunification locations.

Special Rules for K-5 students and Disabled Members of the Community

Personnel assigned primarily to the Lower School and 3 additional staff members will be assigned in an emergency to assist with the pedestrian evacuation of students in the K-5 grades. Three staff members will be designated to assist with the evacuation of staff or students with physical disabilities. If individuals with physical disabilities are not capable of a pedestrian evacuation, they will be transported by vehicle to the designated off-campus assembly area. During an emergency pedestrian evacuation of the school, the school community shall be instructed to stay on sidewalks where they exist and to stay out of parking or travel lanes.

Alternative Bus Evacuation Plan

If time permits, students in Grades K-2 and any disabled members of the community will be evacuated by the school’s

(6) mini-buses which each seat 7 persons. If a return to campus by vehicle is possible and if time permits, these mini-busses will return to campus to shuttle students in Grades 3-5 to the offsite evacuation area. Both the Whittle Gate and the Upper Gate are equipped to be opened manually if the campus loses power.

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

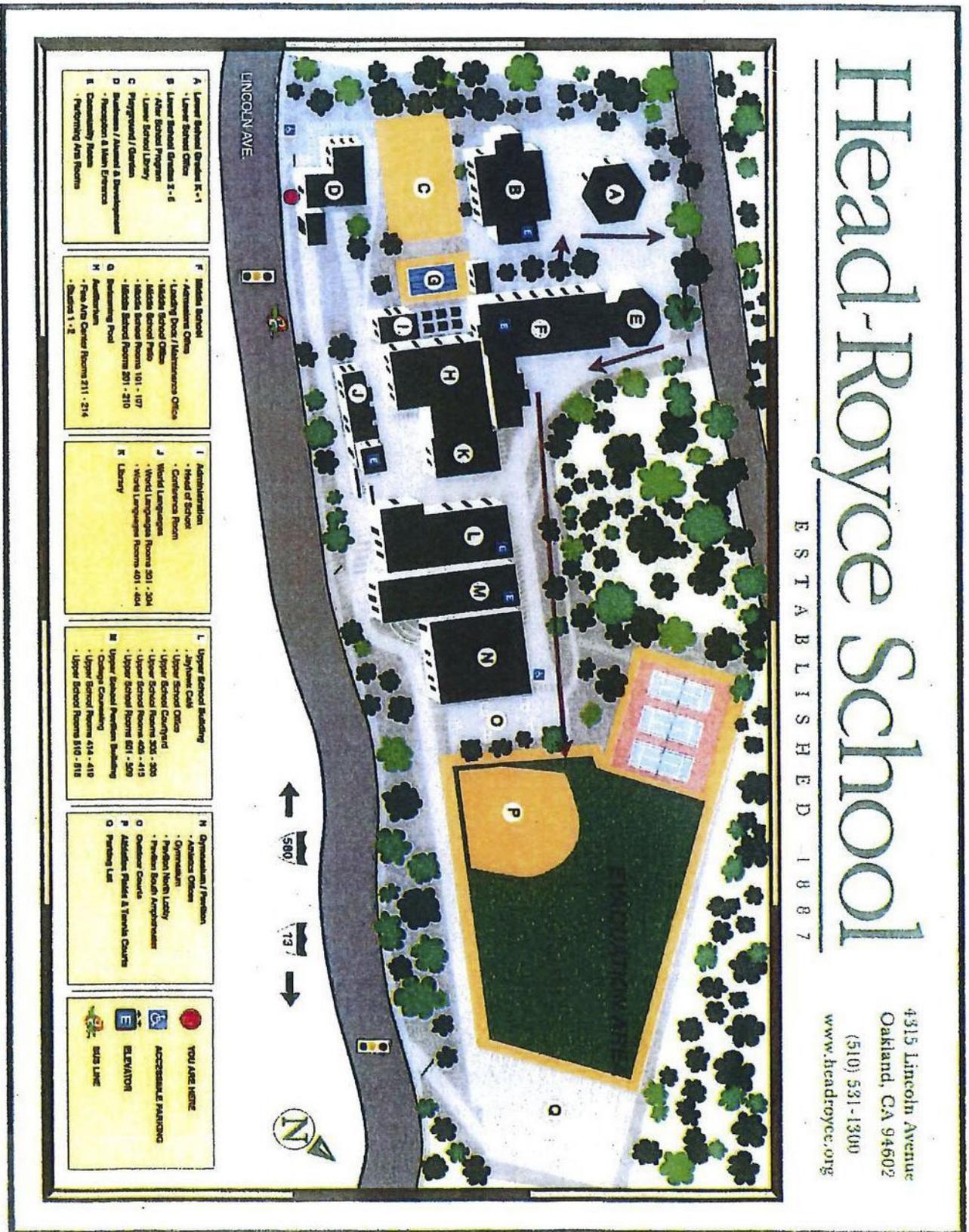
While sheltering in place, whether on campus or off campus, we should expect pressure from parents and students to move to the reunification phase as quickly as possible. However, it is important to keep in mind that Lincoln Avenue is a crucial pathway for emergency vehicle access/egress in addition 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.

Evacuation Map Flow



Attendance Area Stations/Use alternate during 2021-2022



Emergency Teams Locations

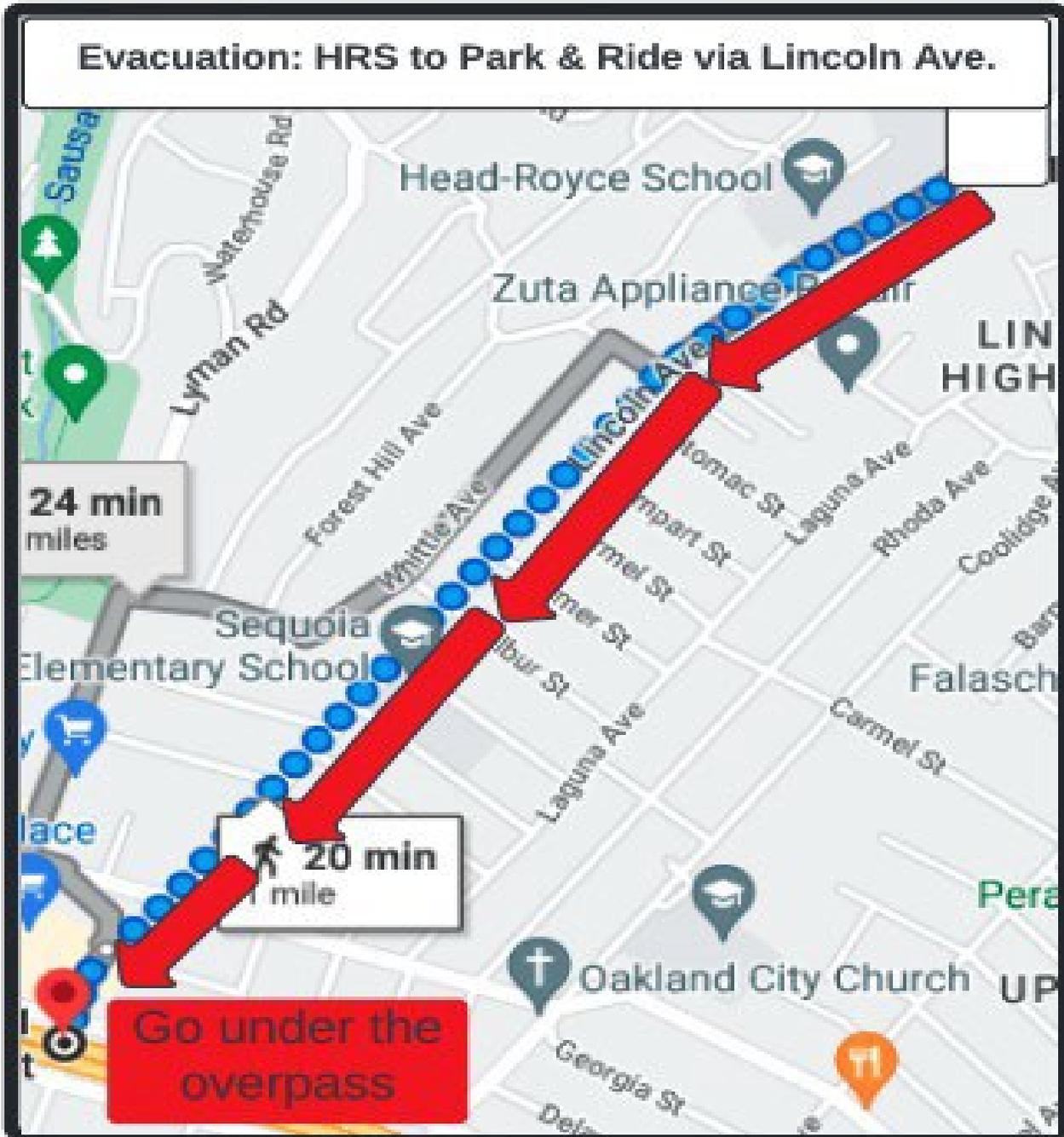


Student Reunification Area (On-Campus)



OFF-CAMPUS EVACUATION ASSEMBLY AREAS

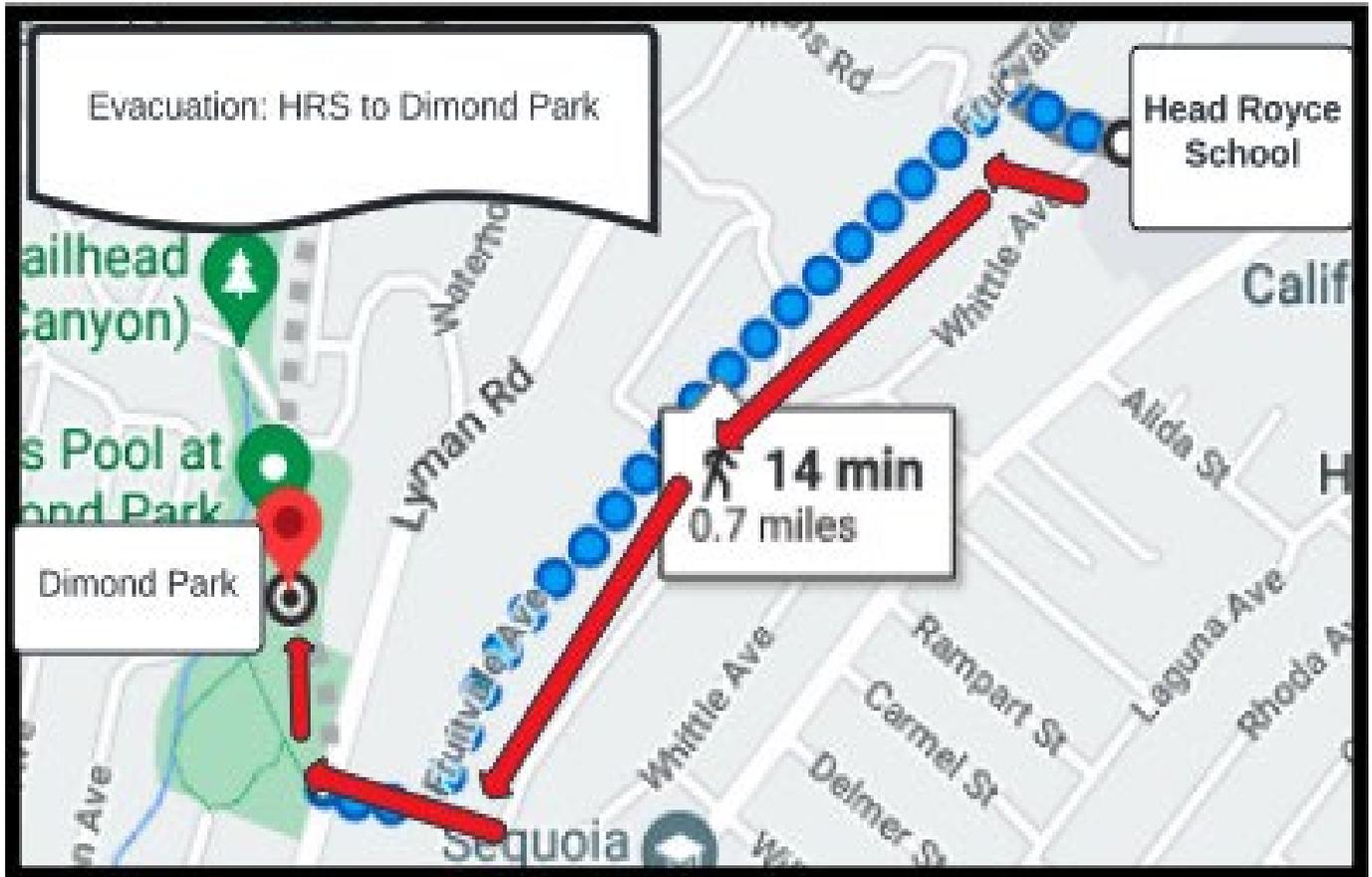
EVACUATION TO 580 PARK & RIDE



Path: Exit campus at Lincoln Avenue exits and proceed directly down Lincoln to Park & Ride parking lot under 580 overpass, across from CVS and Farmer Joe's

OFF-CAMPUS EVACUATION ASSEMBLY AREAS

EVACUATION TO DIMOND PARK



Path: Exit campus at Whittle gate one block on Funston then left on Fruitvale. Follow Fruitvale to Dimond Park tennis courts and adjacent green space.