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R 8420 EMERGENCY AND NON-FIRE EVACUATION PLAN

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

An emergency evacuation plan will be prepared for each school building and facility in accordance with the following rules.

1. Each Building Principal and facility supervisor will prepare a detailed plan for the quick evacuation of pupils and staff members in the event of an emergency. The plan will include, as a minimum:
 - a. A map or diagram of the school building, including:
 - (1) All offices, classrooms, workshops, labs, gyms, auditoriums, storage places, public rooms, hallways, restrooms, faculty lounges, and the like;
 - (2) All entrances and exits to the building;
 - (3) The exit routes to be followed by pupils and staff members from every location in the building, including alternative routes to be used in the event that an exit is blocked;
 - (4) The locations of emergency equipment, such as fire extinguishers; and
 - (5) The location of fire alarms, main electrical switches, main gas and water valves, and any other utility device.
 - b. A building procedure for the conduct of fire and safety drills at a minimum this will include the following procedure (as set forth herein and summarized in the District Emergency Response Guide located in each classroom):



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- (1) Procedures in the Event it is Determined a Non-Fire Evacuation is Warranted
 - i. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
- (2) The Principal or designee will:
 - i. Immediately call local law enforcement officials;
 - ii. Immediately call the Superintendent of Schools;
 - iii. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - iv. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - v. Allow local enforcement officials to control the scene upon their arrival.
- (3) School staff members, upon receiving notice the school needs to be evacuated, will:
 - i. Direct pupils to gather personal belongings in the classroom or within their immediate area;



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- ii. Instruct pupils not to use any electronic communication device until instructed otherwise;
 - iii. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;
 - iv. Take the pupil roster and the day's attendance;
 - v. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - vi. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - vii. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - viii. Not speak to the media or permit media to interview any pupil.
- (4) Procedures After it is Determined the School Building Can be Reoccupied
- i. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.
 - ii. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined pupils will be released for the day, the Principal or designee, in consultation with the Superintendent of



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Schools, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.

- iii. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
 - c. Procedures for the safe evacuation of large assemblies of people in such locations as the auditorium and gymnasium;
 - d. The identification and telephone numbers of the fire and police departments;
 - e. A parent call chain (rapid call out) by which parent(s) or legal guardian(s) can be quickly notified of the evacuation of pupils; and
 - f. A location near the school in which evacuated pupils may be kept until they can be removed to their homes and the provisions that will be made for pupils who are kept there.
- 2. The evacuation plan will be reviewed and updated annually.
 - 3. A copy of the evacuation plan will be filed with the Superintendent.
 - 4. The evacuation diagram of each building will be prominently displayed in appropriate locations in the building. The regular and alternate evacuation routes appropriate to that room will be prominently displayed in each room in the school.
 - 5. Each staff member assigned to the building is responsible for knowing the evacuation plan. In particular, each teaching staff member must understand the evacuation route to be taken by the pupils assigned to him/her and be prepared to effectuate the plan immediately and under any circumstances.
 - 6. When exiting the building, staff members should bring the Emergency Response Guide (located in each classroom/room) with them.
 - 7. There may be a time when a Reverse Evacuation or an Evacuation to a relocation site is needed. Procedures are as set



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forth in the District Emergency Response Guide.

Critical Incident Response Procedures for School Administrators, Faculty and Staff –
The New Jersey Office of Homeland Security and Preparedness and the New Jersey
Department of Education – 2010.

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