

(32) SHELTER IN PLACE/EVACUATION - EVACUATION

Pre-Plan Action	Immediate Action	Follow-Up Action
* Conduct evacuation drills ten (10) per year, two (2) within the first two (2) weeks of school.	* Identify event type(s) and notify students and employees.	* Assessment report.
* Conduct training for all employees.	* Sound the alarm for evacuation.	* Summary of personnel actions and written action plans.
* Evaluate and update evacuation plans after each evacuation drill.	* Confirm appropriate supervision to provide effective communication.	* Complete written report of actions forward to facility services.
* Keep mobile First Aid Supplies convenient.	* Activate parent notification plan if necessary.	* Personnel assets will be evaluated for necessary to repairs and operations.
* Identify various man-made or natural occurring events that may require emergency evacuation drills, including those specific to the school site.	* Contact District personnel: Public Information Officer, Area Superintendent, and Office of Public Safety.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Conduct pre-plan scenarios/drills with the input from local police, fire department, and EMS.		* Critique incident.
* Support Appendix #70 - Chain of Command.		
* Support Appendix #71 - Emergency Phone Numbers.		
* Support Appendix #85 - "Schools as Shelters" Training Materials.		
Refer to Appendix H - Site Evacuation in the "Comprehensive Safety and Health Program" School Board of Brevard County, date July 1, 1997.	Refer to Appendix H - Site Evacuation in the "Comprehensive Safety and Health Program" plan - School Board of Brevard County, dated July 1, 1997.	Refer to Appendix H - Site Evacuation in the "Comprehensive Safety and Health Program" plan - School Board of Brevard County, dated July 1, 1997.