**CODE BLACK: Evacuation off campus**

***DO NOT:* *DO:***

**\*Turn on/off lights \*Follow same route as fire evacuation**

**\***Use walkie talkies/radios **\*(do not come through the building)**

**\*PANIC! \***Do a head count of all students in line

**\***Use cell phones **\*Report any students missing from**

**your line to supervising adult at park.**

**\*Wait until signal to return to campus**

***Evacuation Procedures***:

In the event an off site building evacuation is ordered, an announcement will be made over the PA system. At that time, please follow evacuation procedures. This should be done quickly and orderly. Lock your classroom and report to Pines Trail Park.

**\*There will be no one allowed in the building.**

**\*A Parent Reunion Station will be set up at Pines Trail Park.**

**\*No students/staff members are to use phones-report any concerns to the supervising adult.**

**\*Mrs. Rodriguez will communicate any issues with the Command Center and Parent Reunion Center.**

***Evacuating Campus***

***Teachers:***

\****MAKE SURE TO TAKE YOUR ID BADGE***

**\* Specials, Speech and ESE classes canceled until school resumes normal operations**

\*Students are to take their backpacks with them.

\*Walk quietly in a single file line.

\*Find your location in the park and stay with your class.

\*Team captains will display signs indicating your designated area.

\*5th grade will be the furthest away from the school – (Cluster students will be closest)

\*Once you arrive at your location at the park **immediately do a headcount and display the *Green Card.***

\*If any students are missing from your class **– immediately display *Red Card*** and notify your captain.

\***No students** will be released until they arrive at the evacuation site.

**\*Paras/teachers stay with their class.**

\*\***If this was not a planned drill, and students were in specials or lunch, the Students will remain in whatever area they are in and evacuate from that location.**

***Gates:***

\***Do not secure gates when we evacuate.**

**\*No parents walking on campus.**

***Cafeteria Personnel***

\*Please report to Parent Reunion Station with Mrs. Rodriguez

***Office:***

**Allyson** - **\*Put phones on service/parent command center**

**Terri** - Lock front door/Monitor Park Entrance/Runner

**Karen G. - Bring Crisis Cart to parent command center/Runner**

**Terri**  - Notify North Area Office and SIU when we leave for drill/First Aid Center

**Christine –** Place grade level signs and Greet parents at park (parent reunion center)

**Terri -** Parent command center/back-up for first aid

**Levine-** Greet parents at park entrance (parent reunion center)

**Nurse**  – Bring over first aid

***ALL OFFICE STAFF TAKE RADIOS & ID BADGE***

***Supervising adults are as follows*:**

PreK/ESE: Davis

Kindergarten: Olson

First grade: Steiner

Second grade: Collins

Third grade: Poulard

Fourth grade: Morgenstein

Fifth grade: Garcia

***S.A.F.E. Team Assignments:***

School Incident Commander: Redshaw

First Aid Coordinator: Nurse

Student Supervision Coordinator: Collins/Davis

Facility and Maintenance Coordinator: Alexander

Student-Parent Reunion Coordinator: Morgenstein

School-Based Crisis Team Coordinator: Rodriguez

School-Based Crisis Coordinator Assist: Steiner

***Runners*: (to pick up students for dismissal once at the park)**

PreK/ESE: McCarthy

Kindergarten: Elsemiller

First grade: Dillon

Second grade: Caldararo

Third grade: Honeyager

Fourth grade: Bernstein

Fifth grade: Castillo

***Parent Buffers*:**

**Radio parent reunion station notifying that parents are picking up their child**

\*Morgenstein: parent parking lot

***Returning to Campus***

**Procedure:**

**\*Do a head count – make sure all students are accounted for.**

**\***Teachers and students will proceed back to school using the same route.

\*Walk quietly in a single file line.

\*Monitor students at all times.

\*Return to your classroom and lock your door.

\*We will follow **Code Yellow procedures** when we return for recovery.

\*Grade level Captains will report all clear and call the front office when all students

are in their classrooms and accounted for.

\*Teachers report all concerns or issues to your grade captain.

\***Once given the all clear an announcement will be made to resume normal activities.**

***CRISIS BOX***

**\*Today’s Attendance: Lenz**

**\*Medication: Nurse**

**\*Emergency Dismissal: McKenzie**

**\*Medical Concerns: Nurse**

**\*Staff Emergency Info: McKenzie**

**\*10 copies A-Z student list: Lenz**

**\*3 boxes of pens**

**\*Bullhorns**