

UNIVERSAL EMERGENCY RESPONSE PROCEDURE

Evacuation Procedures for Buildings

For Assistance in Developing Site-Specific Information, Call:	
Police, Fire, and EMS Emergency	911
Safety Unit	
Security	
EST Manager	
Other	

Situation Description

Emergency conditions dictate the relocation of all building occupants to locations outside the building. For example, fires, gas leaks, hazard chemical spills and releases within a building, and bomb threats. Conduct evacuations in an orderly manner, with no running and no talking to minimize confusion and allow orders to be heard. The principal or the principal’s designee acting as the IC will be the primary point of contact for District of Columbia Emergency Responders.

Procedures

Evacuation preparation—Building Evacuation Plans should be designed in such a manner as to evacuate an entire building as quickly and safely as possible. Evacuation routes should:

- Take advantage of protective features (fire walls, fire doors, etc.).
- Avoid high hazard areas such as kitchens, boiler rooms, and open stairwells.
- Avoid cross traffic.

Building evacuation floor plans should be posted in each classroom and office. These floor plans should identify the following:

- Primary evacuation route for exiting the building from the posted classroom and/or office. A secondary evacuation route should be identified in case the primary route is blocked.
- If all building exits are not accessible to individuals with mobility impairments, posted floor plans should identify the route to the nearest handicap-accessible building exit.
- Where applicable, routes to Areas of Rescue Assistance should be identified for disabled individuals.

Immediate response—

- Activate the building's fire alarm system at nearest fire alarm pull station (or initiate the Secondary Evacuation Warning protocol if alarm is not functional).
- Students, under the supervision of teachers, should evacuate the building immediately using the designated evacuation routes, areas of refuge, and exits (use secondary route if primary route is blocked or hazardous). Teachers should close (but not lock) classroom doors after the last student has left the room.
- Assist those individuals needing special assistance in exiting the building using the prearranged plans for evacuating individuals with disabilities.
- Students and staff should go to their designated evacuation locations. Do not stop for student/staff belongings.
- Activate the School Emergency Response Team (SERT).
- Secondary evacuation locations of at least 500 feet are to be predetermined for all students and staff. When instructed by the IC or Emergency Responders, students and staff will move to the 500-foot location.
- Assigned staff members should check restrooms, locker rooms, storage areas, and other areas that may be occupied to assure that everyone is evacuating the building. Provide assistance to those individuals needing special assistance in exiting the building.
- Call 911 to alert Emergency Responders that the building's alarm system is sounding, the building is being evacuated, and that followup calls will be made once the nature of the emergency is known. Do not remain in the building to make followup phone calls. DC Emergency Responders will be dispatched to the building. Note: School alarms do not have a direct connection to DC Fire, so you must dial 911.
- The IC will contact the Executive Support Team (EST) for additional assistance if needed, or if it is a Level II or III emergency, as required.
- Administrative staff members and custodians shall report to the designated Command Post (CP) area outside the building. CPs should be located in a lobby, near the main vehicular entrance to the building, or another predetermined location arranged with local fire officials.
- Do not operate any light switches or electrical outlets.

Items to remove from building upon evacuation—

- Designated administrative staff member will exit the building with the Emergency Response Team Go-kit that contains emergency cards for all students and staff members, faculty and staff rosters, and visitor sign-in sheets.
- Each teacher's daily attendance record.
- Students' medications and medical treatments.

Followup response—Once safely outside, execute the following procedures:

- Administer first aid, if necessary.
- Teachers must take roll once their class has reached the outside assembly area and report to the designated Student/Staff Coordinator the names of any missing persons.
- Designated administrative staff members will determine that all staff members and visitors are accounted for and report findings to the designated Student/Staff Accounting.

Remember to use the **School Emergency Procedures Guide** accountability tool according to your accounting procedures:

- Red Side Out – Need assistance/student missing.
- Yellow Side Out – Have additional students.
- Green Side Out – All students accounted for.

- Custodians shall report to the CP to assist Emergency Responders with gaining access to the building and any other building-related information.
- Those individuals with knowledge of the nature of emergency shall report to the CP to provide information to the IC so followup calls can be made to 911.
- No one should re-enter the building until cleared by the District of Columbia Emergency Response Agency in command.
- Individuals may not reenter the building until notified by the principal.
- Followup notifications should be made using the specific Emergency Incident Protocols once the nature of the emergency has been determined.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.