

FORM F. Assembly Area: *Outdoors–Standard Evacuation*

Instructions

Use this worksheet to plan for evacuation from the building to an onsite or near-site Assembly Area (e.g., onsite football field). This area should minimize exposure of students to dangers or hazards around the school.

Examine floor plans and maps of school grounds and surrounding neighborhood. Determine primary and secondary exits for each room in the building. Consider factors such as gas, sewer, and power lines; chain link fences (electrical hazard); facilities containing toxic or radioactive material; water towers, multistory buildings (vulnerable to collapse); and transformers, balconies (which may fall from buildings), etc.

- Designate each of the following in Assembly Area 1: Normal Evacuation (Fire Drill):

Command Post–Location of Incident Commander _____

Access for emergency vehicles _____

Triage Area _____

Media Area _____

Parent Reunification Area _____

Student assembly areas (by grade level, team, etc.) _____

- Assembly Area 2: 500 feet from the building:

Command Post–Location of Incident Commander _____

Access for emergency vehicles _____

Triage Area _____

Media Area _____

Parent Reunification Area _____

Student assembly areas (by grade level, team, etc.) _____

- Place copies of floor plans and evacuation routes, highlighted as appropriate, in the actual plan section of the Guide and post throughout the building.
- In the event your primary access point for emergency vehicles is blocked, identify alternative access and egress points for emergency vehicles/personnel.
- Identify several potential emergency resource staging areas for commodities and emergency vehicles. Also, identify potential staging areas for positioning media, triage, and reunification.
- Communicate Accounting and Release procedures to parents for all assembly areas.
- If crossing a street is necessary during an evacuation the IC must designate traffic control personnel during crossings.