NEW HAVEN PUBLIC SCHOOLS

School Evacuation

State law requires that a Fire/Emergency Evacuation Drill be held on a monthly basis. The signal for a fire drill or actual fire alarm is the continuous sounding of the building fire alarm. Students should remain with their teacher/staff member during the evacuation.

Evacuation Plan

Note: All teachers should be taking attendance during the first few minutes of each class every day. All references to attendance throughout here assume Powerschool cannot be accessed. Teachers must take an emergency folder of current rosters with them in the event of an emergency evacuation.

In the event of an evacuation order:

Teachers take their emergency hard copy roster and immediately escort their class to their designated evacuation safe area. Once there, the teacher is to take attendance and stay with his or her class at all times. Teachers should be prepared to have that attendance called upon should the need arise.Any discrepancies between classroom attendance and evacuation attendance MUST be noted.

While in route to their closest emergency exit, any staff that is not physically engaged in escorting students will visually inspect surrounding areas to ensure all persons are evacuating the building. Once safely outside the facility at their designated safe area, the staff member will report to the principal or designee anyone unable or refusing to evacuate. Any fireman or police officer in the safe area, or while en route to the designated safe area, is to be notified immediately as well. This report should include the identification or description of the person and the last location where they were seen.

Visitors and/or contractors are directed to evacuate to East Rock Park. Lisa Garrett (main office) is to take any visitor sign-in sheets as they exit the facility and take attendance at the park with any school guests who have signed-in.

All staff (e.g., custodial, food service, security, teachers with no classes) not escorting a class or specifically assigned to other evacuation duties are to gather at the tennis courts or the park. The assigned group will immediately report to the principal or his designee any problems that they have encountered.

LIVEWORKSHEETS

The principal or her designee is to remain in front of the school lobby or at an alternate designated location to receive all student, staff, and visitor evacuation reports from both evacuation locations. This information is to be immediately relayed to the Emergency Incident Commander (highest ranking fire or police service member on the scene).

Shortly after evacuation, two possibilities exist:
Move to a new location
Return to the building

Moving to a new location (per order of emergency responder):

Once gathered, students in each area (park & tennis courts) will walk to Worthington Hooker School and East Rock School respectively. At each school teachers will take final attendance of their students. Any discrepancies will be reported to the designated staff and administrators supervising the designated location. Information about dismissal adjustments will come from the principal or his designee.

Returning to the building:

Students and teachers are to return to the class they were in when the evacuation occurred. Teachers are to take a second attendance and report any discrepancies to the main office as soon as possible.

The principal or his designee will make an announcement over the PA / with Bullhorn informing teachers and students of any changes to the schedule.

Important Evacuation Reminders:

Staff/students that are physically challenged should be placed in a safe area on each floor at the top of designated stairwells. Please inform administrators and fire personnel as soon as possible.
All staff members must carry their emergency attendance rosters registers. This is in case Powerschool should go down.
No one is allowed to go to his or her lockers or anywhere else during an emergency. Students and staff are expected to exit the building as quickly and safely as possible.
Students exiting to the front of the building should be moved quickly as possible to safe areas.
All Students and Teachers Must Remain Together at ALL Times
Once outside in your designated area, all teachers are responsible to take student attendance. Missing names must be entered on the Emergency Attendance Form (See below and keep a copy in a folder on your desk at all times) and submitted to the main office clerk immediately upon return.

LIVEWORKSHEETS

Designated School Counselors teachers will take staff attendance by department and submit Emergency Attendance Form to the main office clerk immediately upon return. Ms. Ann Brillante will circulate to check on the status.

Fill the blanks with the correct answer:

1. Fire/Emergency Evacuation Drill be held on a _____ basis.
2. The signal for a fire drill or actual fire alarm is the continuous _____of the building fire alarm.
3. Students should _____ with their teacher/staff member during the evacuation.
4. Teachers take their emergency hard copy _____and immediately escort their class to their designated evacuation safe area.
5. The students must be route to their _____ emergency exit.
6. Once evacuated building, the teacher is to _____ attendance and stay with his or her class at all times.
7. Any _____ between classroom attendance and evacuation attendance MUST be noted.
8. *Shortly after evacuation, two possibilities exist: _____ to a new location or _____to the building.*
9. If *Moving to a new location (per order of emergency responder):* Once gathered, students in each area (park & tennis courts) will _____ to Worthington Hooker School and East Rock School respectively.
10. If *Returning to the building:* Students and teachers are to return to the class, they were in when the _____ occurred.
11. Teachers are to take a _____ attendance and report any discrepancies to the main office as soon as possible.
12. The principal or his designee will make an announcement over the PA / with Bullhorn informing teachers and students of any _____ to the schedule.

LIVEWORKSHEETS