OFF CAMPUS AND/OR COMMUNITY-WIDE EVACUATION PROCEDURES

An off-campus evacuation may be short term or long term and may involve only our campus or can be community-wide. Campus specific evacuations may occur due to an extended power outage or a localized gas leak, for example. Procedures for evacuating students and staff to a safer or more comfortable area include:

2. Administrative staff will make the decision to evacuate and arrange for transportation using OSD and OSSB busses and vans to OSSB or Columbus Colony Housing.
3. Evacuation departure sites will be announced through message net.
4. Minimum levels of staff supervision on vehicles allow the most number of students to be evacuated quickly so employees not supervising students should follow in their own personal vehicles.
5. In rare circumstances, staff may be directed to start walking to a designated off-campus pick up location along with students.

Community-wide evacuations REQUIRE coordination with local and state Emergency Management Agencies, which can take extra time to arrange. Directions about boarding locations and time for boarding will be provided via message boards, PC alerts, personal communication devices, and in person from supervisory staff. Final destinations may be determined by local and state Emergency Management Agencies.

1. Be prepared to <u>wait</u> for evacuation instructions and to wait at the final destination location until essential employees can be notified; help students to be calm and tolerant of waiting.
2. Student Life and/or School supervisors or designees need to take parent contact information to the evacuation site.
3. SHS personnel need to take medical supplies and students' medicines to the evacuation destination.
4. Food Service staff will take sufficient food and beverage supplies for students and staff.
5. OSD Administration will notify parents about evacuation plans and when and where parents may pick up students.