



## Evacuation Procedures

### What is the Purpose of an Evacuation?

To provide protection to Faculty, Staff, Students and Visitors at the North Carolina School of Science and Mathematics (NCSSM) in situations where the interior of the school building may not be safe. Conditions such as fire, interior gas leak, or bomb threat, may make it necessary to evacuate the building. The Chancellor generally orders evacuation procedures. Students and staff are notified by announcement over the intercom.

### Evacuation Procedures

1. An Administrator will order an "Evacuation".
2. An Administrator will activate the Emergency Notification System to notify the NCSSM community via text message, voicemail and email.
3. All Faculty, Staff, Students, and visitors must IMMEDIATELY proceed, if possible, to the closest designated assembly points.
4. Remain quiet and calm. DO NOT wander off.
5. An Administrator will ensure that a designated Site Coordinator will be at each of the assembly/evacuation site to supervise the students. If this is not possible, Campus Safety and Security/Administrator will notify 911 and have them assign an Officer to the emergency evacuation site to ensure the safety of the students responding to the site.

At the assembly point, during school hours (8:00 AM to 5:00 PM) the Site coordinator, with the assistance from Staff members, will take attendance of students and staff and turn in to the Command Post.

After school hours, the Site Coordinators will be the on-duty Community Coordinator's and any available staff will assist.

- Bryan/Hill Community Coordinator's will report to Assembly Point -# 1
  - Hunt/Royall Community Coordinator's will report to Assembly Point -# 2
6. Assembly point coordinators will initiate a head count that will be turned in to the Command Post. Additional staff/faculty present at the evacuation site may be delegated tasks by the Site Coordinator to assist with the evacuation process.
  7. At the signal of the Command Post, each assembly point will begin its evacuation on foot to a designated secure evacuation site. If necessary, Durham EMS will be notified to respond to NCSSM to transport injured/immobile students.

8. At the evacuation site, students will be placed in lines according to their Halls and Dorms. (Approximately 23 rows) A final attendance will be taken at this time and turned in to the evacuation site Command Post.
9. All Faculty, Staff, Students and Visitors should remain at the evacuation site until the ALL CLEAR is given by an Administrator.
10. After the ALL CLEAR is given, Faculty, Staff, Students and Visitors can return to NCSSM's campus.
11. Under certain circumstances it may not be possible to immediately return to NCSSM's campus. In such an event, administrators in coordination with Durham Emergency Management and Durham Police Department to establish a reunification location. Notification of the location and pick-up procedures will be communicated to the NCSSM community via text message, voicemail and email
12. Campus Safety and Security /Administrators shall account for the safety of all Faculty/Staff, Students and known visitors immediately after the incident. If any of the previous mentioned are missing, it shall immediately be reported to Law Enforcement.

If an urgent medical condition exists, you may attempt to notify "911"by cell phone of your location and injury.

**Note:** If circumstances warrant, students will be evacuated from the school property by school vehicles to be picked up by parents at an off-campus reunification location. Campus Safety and Security will prohibit anyone except emergency vehicles from entering the campus during such an emergency. Parents are requested not to call or come to the school campus during an evacuation or other emergency. Driving to the school, will cause traffic congestion that could potentially interfere with the arrival of emergency vehicles should they be needed. Parent phone calls, likewise, will tie-up phone lines at a crucial time.

## **Critique**

If an event occurs at NCSSM which requires the implementation of an emergency procedure a critique will be done, as soon as practical, to assess the effectiveness of the procedure used. In addition, counseling will be offered to all involved Faculty/Staff, Students and Visitors.

## **Training**

The evacuation procedure will be taught annually to all Faculty/Staff and Students. In addition, evacuation procedure will be tested annually by conducting a "mock" evacuation drill. The Durham Police Department will be notified of this drill and interested members invited to attend.