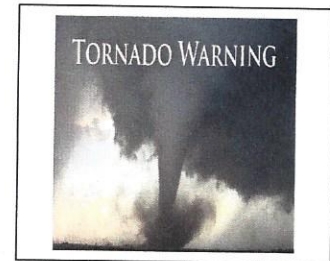
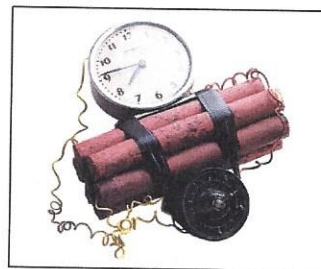


# GADSDEN TECHNICAL INSTITUTE



## Emergency Evacuation Plan



Mission Statement: The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

## The School Board of Gadsden County Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

### 8420 - EMERGENCY EVACUATION OF SCHOOLS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness that shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. embraces a collaborative effort with community emergency responders;
- C. the time necessary for instructional purposes is not unduly diverted;
- D. minimum disruption to the educational program occurs;
- E. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;
- F. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1001.42;
- G. evacuation drills should represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;
- H. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

F.S. 1001.43, 1006.07, 1013.13

© Neola 2004

### GENERAL EMERGENCY EVACUATION PROCEDURES

At the sound ***“attention faculty and staff, this is a General Evacuation Alert.”***

1. All work shall cease instantly.
2. Students shall rise and proceed single file in a quiet and orderly manner.
3. Student shall proceed to the nearest exit or as directed by the teacher.
4. Students and instructors shall proceed to the designated safe area (West Field adjacent to school).
5. Instructors shall take class roll with them.
6. Instructors shall remain with students and maintain order until and ***“all clear”*** is given or authorities give other instructions.

## ALARM RESPONSES

### FIRE ALARM

At the sound of the fire alarm:

1. All work shall cease instantly.
2. Students shall rise and proceed single file in a quiet and orderly manner
3. Students shall proceed in single file to the nearest exit, or as directed by a fire exit map.
4. Students shall not stop within 100 feet of a building or 30 feet of a fire hydrant.
5. Instructors shall take class roll with them.
6. Instructors shall assure that all students are out of classrooms and adjoining restrooms.
7. Instructors shall turn off the lights/fans and close the door prior to following students out of the building.
8. Instructors shall remain with class and maintain order until an **"all clear"** announcement is made or other instructions are given.

### TORNADO WATCH

At the sound **"attention faculty and staff, weather conditions are favorable for the formation of tornadoes within our area; you will be notified of any weather changes."**

1. All outside activities shall cease and students will remain inside buildings.
2. Instructors and students will remain on alert for tornadoes.
3. Tornado watch will be cancelled when conditions dictate.

### TORNADO WARNING

At the sound **"attention faculty and staff, drop and cover, we have tornado alarm."**

1. All personnel and students shall immediately drop to their knees and cover their head with their hands (close to walls or furniture when possible).
2. All personnel shall remain covered until **"all clear"** is given.

### CODE RED LOCK DOWN

At the sound **"attention faculty and staff, we have a code red lockdown"**.

1. Students on the outside of buildings or classrooms shall immediately enter the nearest occupied building.
2. Instructors shall insure that no students are trapped in restrooms or hallways.
3. Instructors shall lock all classroom, library, and cafeteria doors.
4. Instructors shall cover windows to prevent intruders from viewing into room.
5. Instructors shall turn off all lights, required complete silence, and ignore all bells.
6. Instructors shall make a list of all missing students.
7. All personnel shall make a list of students under their control
8. **DO NOT** open your door until the **"all clear"** is given or someone in authority comes to your door.

### BOMB THREAT

At the sound **"attention faculty and staff we have a bomb threat evacuation"**.

1. All work shall cease instantly.
2. Students shall rise and proceed single file in a quiet and orderly manner.
3. Student shall proceed to the nearest exit or as directed by the teacher.
4. Students and instructors shall proceed to the designated safe area (West Field adjacent to school).
5. Instructors shall take class roll with them.
6. Students and teachers,
  - **DO NOT** use two-way radios, cordless or cellular phones.
  - **DO NOT** turn off any electricity.
  - **DO NOT** touch or examine anything
7. Instructors shall remain with students and maintain order until and **"all clear"** is given or authorities give other instructions.

**GADSDEN COUNTY SCHOOL DISTRICT**  
Emergency Evaluation Plan

**Board Policy 8420**

**EMERGENCY EVACUATION OF SCHOOLS**

All terms and conditions as stated in this document are applicable to the Gadsden School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Florida and the existing policies of the this School Board.

I will read the Terms and Conditions for Emergency Evacuation. I understand that the School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning. Furthermore, I will ensure that students receiving instruction from me will have the opportunity to review the Emergency Evacuation Plan in preparation for possible evacuation of the school.

**Faculty/Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_