

### **ANNEX 3: EVACUATION/REVERSE EVACUATION**

#### **PURPOSE**

The purpose of this annex is to describe the provisions that the District has made to ensure the safe and orderly egress or ingress of a District building during emergency conditions.

#### **SITUATION AND ASSUMPTIONS**

This annex assumes that situations could occur that would require evacuation or, conversely, reverse evacuation. Many of these situations would occur with enough time to warn all persons in the affected school(s); however, some situations could arise in which little or no time exists for the decision to be made to evacuate or reverse-evacuate. It is further assumed that, when an evacuation/reverse evacuation is required, all persons in the affected school(s) will be evacuated/reverse evacuated.

#### **CONCEPT OF OPERATIONS**

This section describes the factors that must be considered when planning for an evacuation/reverse evacuation. Factors, including those listed below, will be addressed in appendices to this annex:

- Magnitude, intensity, speed of onset, and anticipated duration of the hazard.
- Impact on the local community.

Evacuations/reverse evacuations may be authorized by the Superintendent, the Assistant Superintendent, or individual building principals. When evacuations/reverse evacuations are required, all persons will evacuate/reverse evacuate using the routes identified in Tabs A through D of this annex, unless the hazard makes one or more identified routes unusable or unsafe. In that event, persons will evacuate/reverse evacuate using the route and exit/entrance nearest to them but away from the hazard location (See Tabs A-D of this appendix).

**CONCEPT OF OPERATIONS (CONTINUED)**

After evacuating the building, teachers shall assemble their classes in the areas assigned in Tabs A through D of this annex and shall have joint responsibility for the students from the classrooms to which they are assigned. (See Tabs A through D).

**1. Special Operations for Evacuation/Reverse Evacuation**

The following procedures shall be followed following evacuation/reverse evacuation.

- Following evacuation, faculty and staff members will proceed, with their classes, to the designated assembly area for that class. No students will be permitted to leave the assembly area unaccompanied under any circumstances. (Note: Procedures for student release are included in Annex 4: Student Release.)
- Following reverse evacuation, faculty members will proceed, with their classes, to their classrooms. No students will be permitted to leave their classrooms unaccompanied under any circumstances. No students will be released to their parents/guardians or otherwise permitted to leave the school building until the Township or County Emergency Management Coordinator determines that it is safe to do so.
- Students having special needs will be provided with the assistance necessary to facilitate their evacuation/reverse evacuation. No special education teacher, classroom aide, or personal aide shall be assigned any other duties during an emergency.

In the event that evacuation of one or more schools is required but that environmental conditions preclude maintaining the outdoor assembly areas, transportation will be provided in accordance with Annex 5: Transportation.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section describes the evacuation/reverse evacuation responsibilities as assigned to District personnel.

### **1. Superintendent**

When notified that an evacuation/reverse evacuation has become necessary, the District Superintendent shall immediately notify local response agencies that an evacuation/reverse evacuation has taken place. Furthermore, the Superintendent shall report additional information that is known about the hazard that caused the evacuation/reverse evacuation requirement and the situation status.

When notified by the Township or County Emergency Management Coordinator that an evacuation/reverse evacuation is necessary, the Superintendent shall immediately notify the principal(s) of the affected school(s).

In either event, the Superintendent shall implement this annex and all related annexes to this plan that are required to effect a safe and orderly evacuation/reverse evacuation and to maintain the health and safety of District students, faculty, and staff. Additionally, the District Superintendent shall maintain communication with, and receive reports from, the principal(s) of the affected school(s) concerning evacuation/reverse evacuation progress and situation status.

### **2. Principals**

To ensure that all students, faculty, and staff are aware in evacuation/reverse evacuation procedures, the building principals shall:

- Provide an orientation to evacuation/reverse evacuation procedures to the faculty and staff at least annually.
- Conduct evacuation and/or reverse evacuation drills at least monthly for the duration of the school year.

When it becomes necessary to order an evacuation/reverse evacuation of one or more District buildings, the principal shall order the evacuation/reverse evacuation first, then notify the District Superintendent.

When notified by the District Superintendent that an evacuation/reverse evacuation is required, the principal shall immediately order the evacuation/reverse evacuation and take all steps required to ensure the health and safety of all students, faculty, and staff.

If an evacuation/reverse evacuation is ordered by the Incident Commander for the on-scene response, that decision shall be made only after notification of the building principal.

Following an evacuation/reverse evacuation, the principals shall take measures necessary to secure the facility.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (CONTINUED)**

**3. Mass Care Coordinator**

When a reverse evacuation is ordered, and such reverse evacuation is expected to continue beyond the end of the school day, the Mass Care Coordinator shall initiate mass care activities in accordance with Annex 6: Mass Care.

**4. Transportation Coordinator**

When an evacuation is ordered and environmental conditions preclude maintaining evacuated persons in the assembly areas, the Transportation Coordinator shall activate transportation resources in accordance with Annex 5: Transportation.

**ADMINISTRATION AND LOGISTICS**

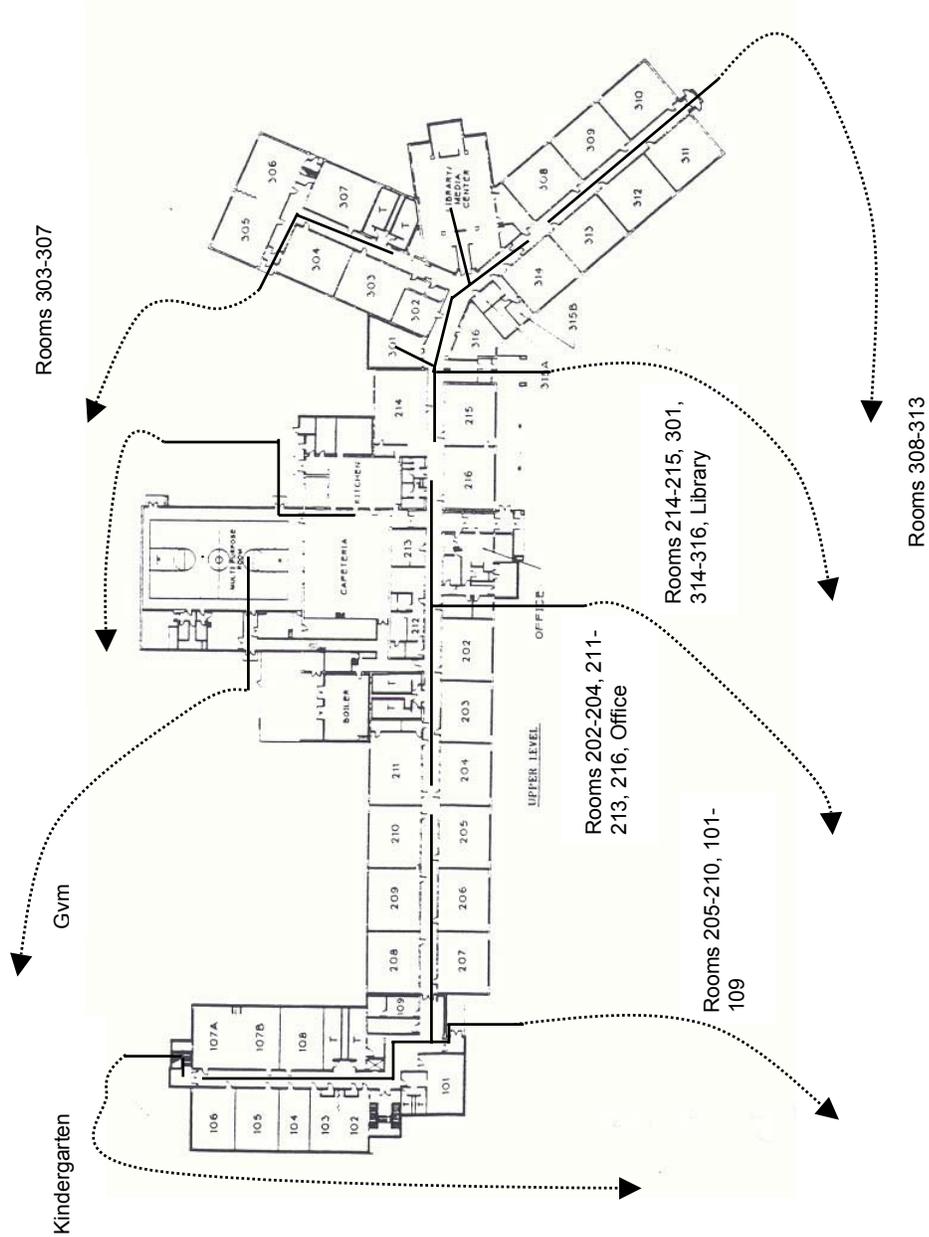
In the event that an evacuation/reverse evacuation is ordered, records shall be maintained to document student accounting, transportation, and funds expended related to the evacuation/reverse evacuation. Funds expenditures shall be documented in accordance with the requirements for school districts established by the Commonwealth of Pennsylvania.

In the event that an evacuation of the Administrative Office is ordered, efforts shall be made, within the limits of the health and safety of District personnel, to retain documents necessary for the continuance of operations.

**ANNEX MAINTENANCE**

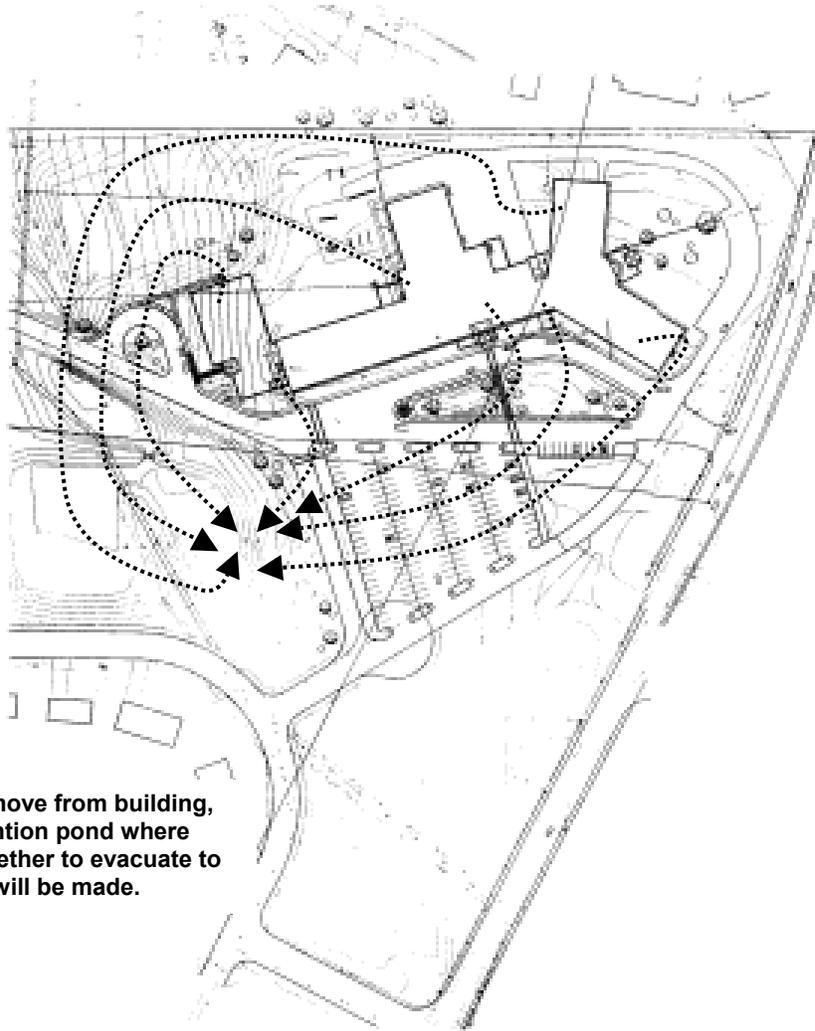
This annex shall be reviewed annually and updated, as necessary, to ensure currency.

TAB A: EVACUATION PLAN: RICE ELEMENTARY



All classes assemble @ detention pond.

**TAB A: EVACUATION PLAN: RICE ELEMENTARY (CONTINUED)**



**Following initial move from building,  
assemble at detention pond where  
determination whether to evacuate to  
another building will be made.**

**TAB A: EVACUATION PLAN: RICE ELEMENTARY (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS**

Evacuation shall proceed to the assembly area with two or more teachers acting as a team to monitor their classes. By working as a team, no class will be unmonitored, even in the event that one teacher is injured. No class shall be unattended in the assembly area at any time.

“Buddy” assignments are shown in the table below<sup>1</sup>.

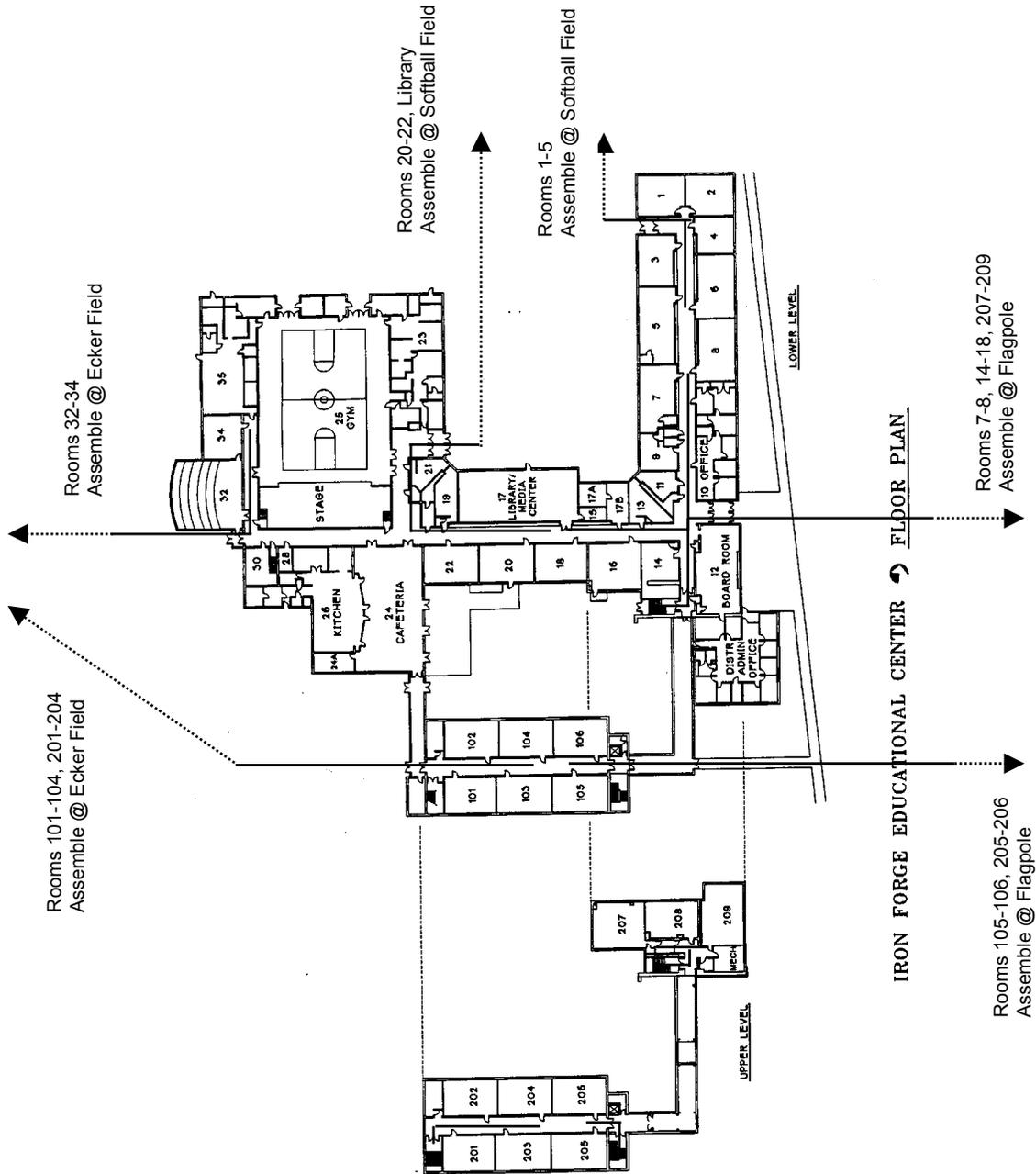
<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM. . .</b>
1 (AM)	2 (AM)
3 (AM)	4 (AM)
2 (PM)	3, 4 (PM)
206	208, 209
205	210
202	203, 204
215	216
304	306
303	305, 307
313	314, 308
312	309
310	311

Note that:

- “Specials” teachers have not been assigned as buddies. Unless otherwise assigned, all “specials” teachers shall report to the building principal for assignment.
- The Life Skills teacher and aides have not been assigned buddies. The Life Skills teacher and aides shall be responsible for evacuating/reverse evacuating Life Skills students only.

<sup>1</sup> Assumes that “specials” teachers will release their classes to their homerooms.

TAB B: EVACUATION PLAN: IFEC



**TAB B: EVACUATION PLAN: IFEC (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS**

Evacuation shall proceed to the assembly area with two or more teachers acting as a team to monitor their classes. By working as a team, no class will be unmonitored, even in the event that one teacher is injured. No class shall be unattended in the assembly area at any time.

“Buddy” assignments are shown in the table below<sup>2</sup>.

<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM(S). . .</b>
3	4
5	6
7	8, 16
101	103, 104
207	208, 209
201	202, 203, 204
205	206
105	106

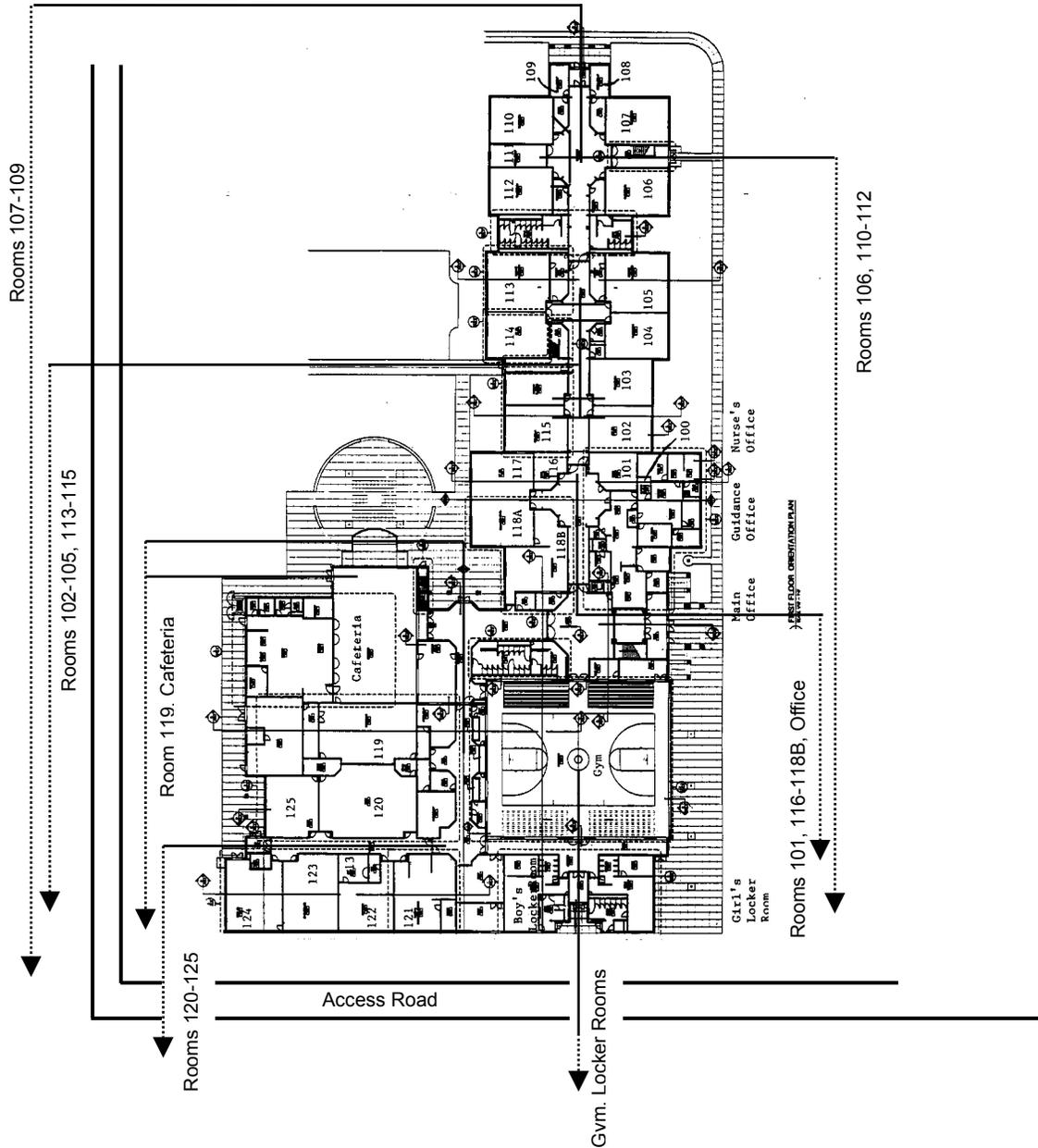
Note that:

- “Specials” teachers have not been assigned as buddies. Unless otherwise assigned, all “specials” teachers shall report to the building principal for assignment.
- The Life Skills teacher and aides have not been assigned buddies. The Life Skills teacher and aides shall be responsible for evacuating/reverse evacuating Life Skills students only.

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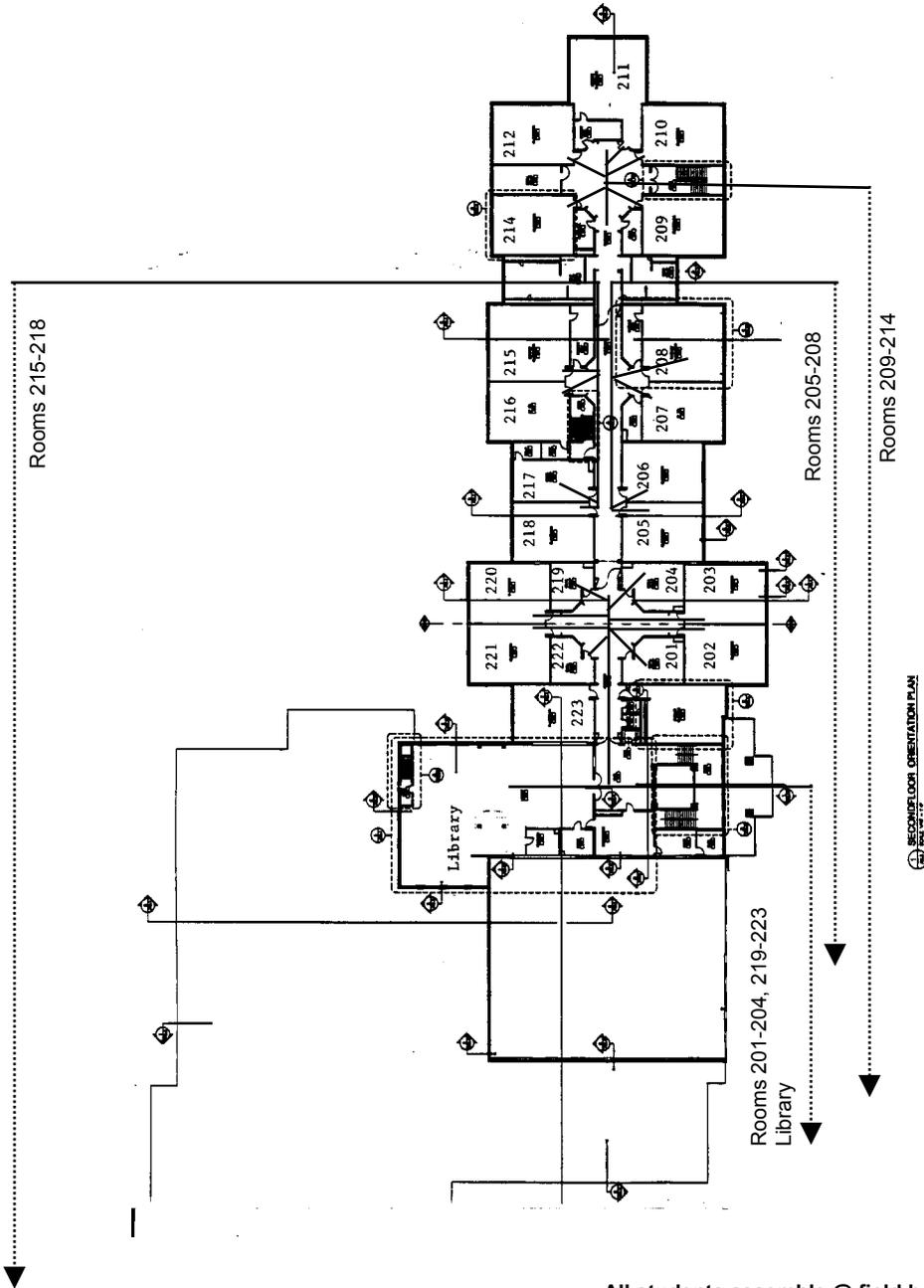
<sup>2</sup> Assumes that “specials” teachers will release their classes to their homerooms.

TAB C: EVACUATION PLAN: YBMS



All students assemble @ field hockey field

TAB C: EVACUATION PLAN: YBMS (CONTINUED)



All students assemble @ field hockey field

**TAB C: EVACUATION PLAN: YBMS (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS**

Evacuation shall proceed to the assembly area with two or more teachers acting as a team to monitor their classes. By working as a team, no class will be unmonitored, even in the event that one teacher is injured. No class shall be unattended in the assembly area at any time.

“Buddy” assignments by home rooms are shown in the table below.

<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM. . .</b>
105	106
107	110
112	113
114	115
206	207
209	210
215	216
202	218
203	208
211	212
220	221

**TAB C: EVACUATION PLAN: YBMS (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS (CONTINUED)**

There may be incidents during which students cannot be returned from “specials” classes (e.g., creative arts, health/physical education) and must evacuate immediately. In these cases, evacuation shall proceed using the “buddy” assignments shown below.

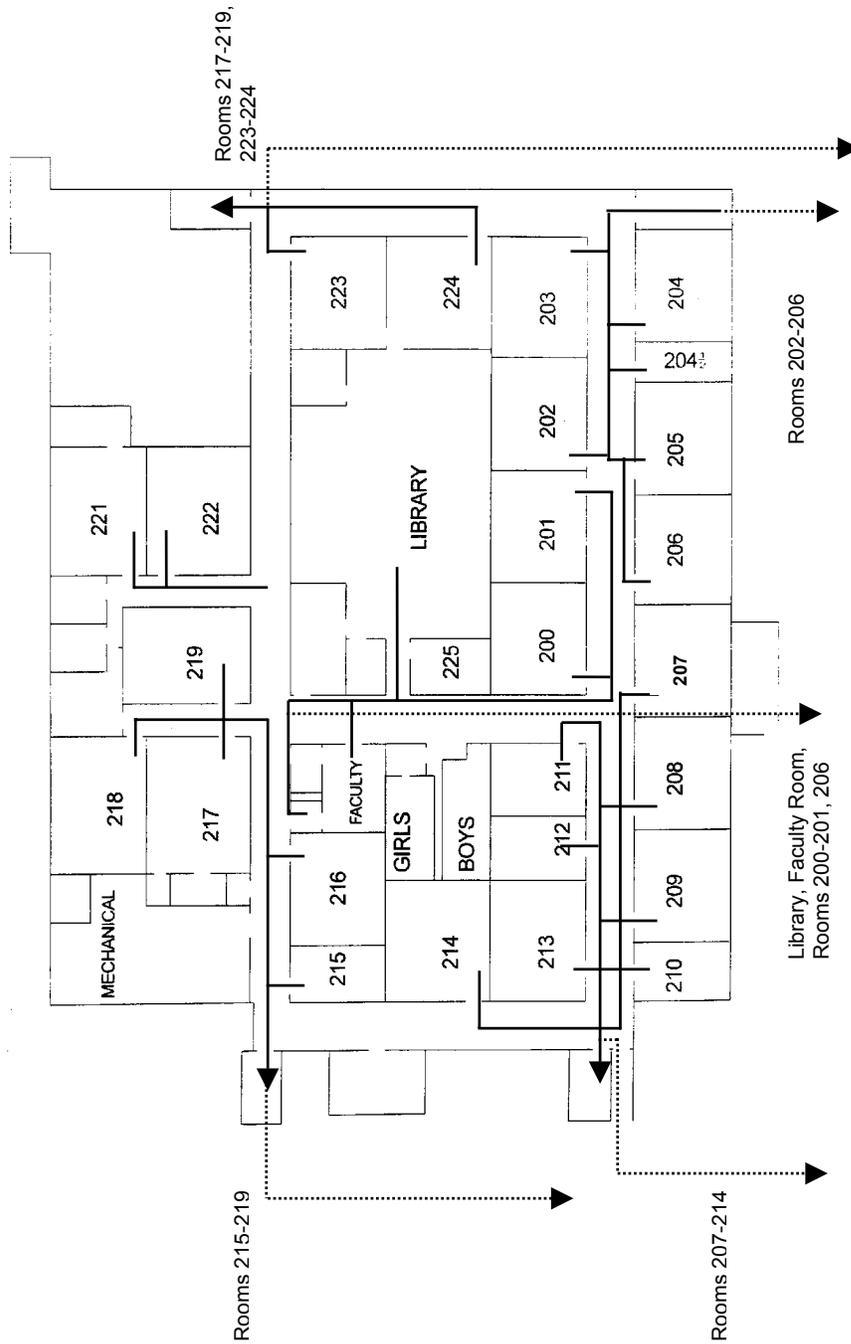
<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM. . .</b>
101	102
118A	118B
103, 108	109, 111
115	117
119	Gym
120	125
123	124
121	122
205	213, 214, 217
223	Library
201	204
219	222

Note that:

- The Life Skills teacher and aides have not been assigned buddies. The Life Skills teacher and aides shall be responsible for evacuating/reverse evacuating Life Skills students only.
- In the event that a Student Release function is required, Room 223 will buddy with Rooms 201 and 204 and assume responsibility for students from the Library. The librarian will report to the Student Release area. (See Annex 4, Tab C.)



TAB D: BSHS EVACUATION PLAN (CONTINUED)



All students will assemble at scoreboard end  
of Ecker Field

**TAB D: BSHS EVACUATION PLAN (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS**

Evacuation shall proceed to the assembly area with two or more teachers acting as a team to monitor their classes. By working as a team, no class will be unmonitored, even in the event that one teacher is injured. No class shall be unattended in the assembly area at any time.

“Buddy” assignments are shown in the table below and on the next page.

<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM. . .</b>
Rec	101 <sup>3</sup> , 102
103	104
105	114
106	107, 108
109	110
112	113
115/116	116B
117	117 <sup>4</sup>
120	121, 121B

<sup>3</sup> Rec office personnel and the classroom 102 teacher shall monitor the class in room 101. shall report to the District Administrative Office for duties as the District Emergency Medical Coordinator.

<sup>4</sup> Two teachers are assigned to room 117.

**TAB D: BSHS EVACUATION PLAN (CONTINUED)**

**EVACUATION “BUDDY” ASSIGNMENTS (CONTINUED)**

<b>ROOM. . .</b>	<b>BUDDIES WITH ROOM. . .</b>
200	201
202	203
204	204½
205	206
207	208
209	210
211	212
213	214
215	216
217	218
219	221, 222
223	224
Gym	Pool

Note that the Life Skills teacher and aides have not been assigned buddies. The Life Skills teacher and aides shall be responsible for evacuating/reverse evacuating Life Skills students only.

## **ANNEX 4: STUDENT RELEASE**

### **PURPOSE**

The purpose of this annex is to describe the procedures developed to ensure that students who are released from District facilities during or following Level 2 or Level 3 emergencies are released to the appropriate parent or guardian and in a way that does not interfere with the emergency response and that ensures the health and safety of students and parents/guardians.

### **SITUATION AND ASSUMPTIONS**

Situations may arise during which parents, guardians, or others may request release of their child/ren during a Level 2 or Level 3 response. Despite the parents'/guardians' concern for the health and safety of their children, the District retains the authority to:

- Determine when conditions are such that student release may be made safely.
- Establish the procedures to be followed to ensure student accounting and release to parents or guardians.

This annex is developed under the assumption that:

- In an emergency, parents will desire to pick up their children.
- Parents desiring to pick up their children may exacerbate the emergency and/or place an additional burden on District and/or response personnel.
- It is in the best interest of the District, the faculty and staff, the students, and the parents/guardians of District students to establish procedures to ensure the safe release of students.

### **CONCEPT OF OPERATIONS**

This section provides the conditions under which students will be released to their parents/guardians during Level 2 and Level 3 emergencies. The section also provides the procedures that will be followed to ensure student accountability and the safe release of students.

Release points for students being released shall be established in accordance with Tabs A through D of this annex. No students shall be released except through the established release points.

Student release shall be accomplished in established Student Release Procedures. No students shall be released except in accordance with these procedures.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The following personnel have responsibilities under this annex:

### **1. Superintendent**

The District Superintendent shall be the sole authority to implement this annex. When the decision is made to implement this annex, the Superintendent shall notify:

- The principal(s) of the affected school(s).
- The media, via immediate news release. Such release will state that an emergency situation exists and remind parents/guardians to follow established procedures for emergency student release.

### **2. Building Principal(s)**

Upon notification of this annex by the District Superintendent, the principal(s) of the affected school(s) shall immediately implement the procedures for student release, as indicated in Tabs A through D of this annex. No students shall be released except using these procedures.

### **3. Student Release Coordinator(s)**

Upon notification by the principal that this annex has been implemented, Student Release Coordinators shall immediately establish the student release points as indicated in Tabs A through D of this annex. No students shall be released except through the established checkpoints. No students shall be released except to his or her parent, legal guardian, or other person as assigned on the student's Emergency Information card.

## **ADMINISTRATION AND LOGISTICS**

Records shall be maintained of all students who have been released. These records shall include the following information:

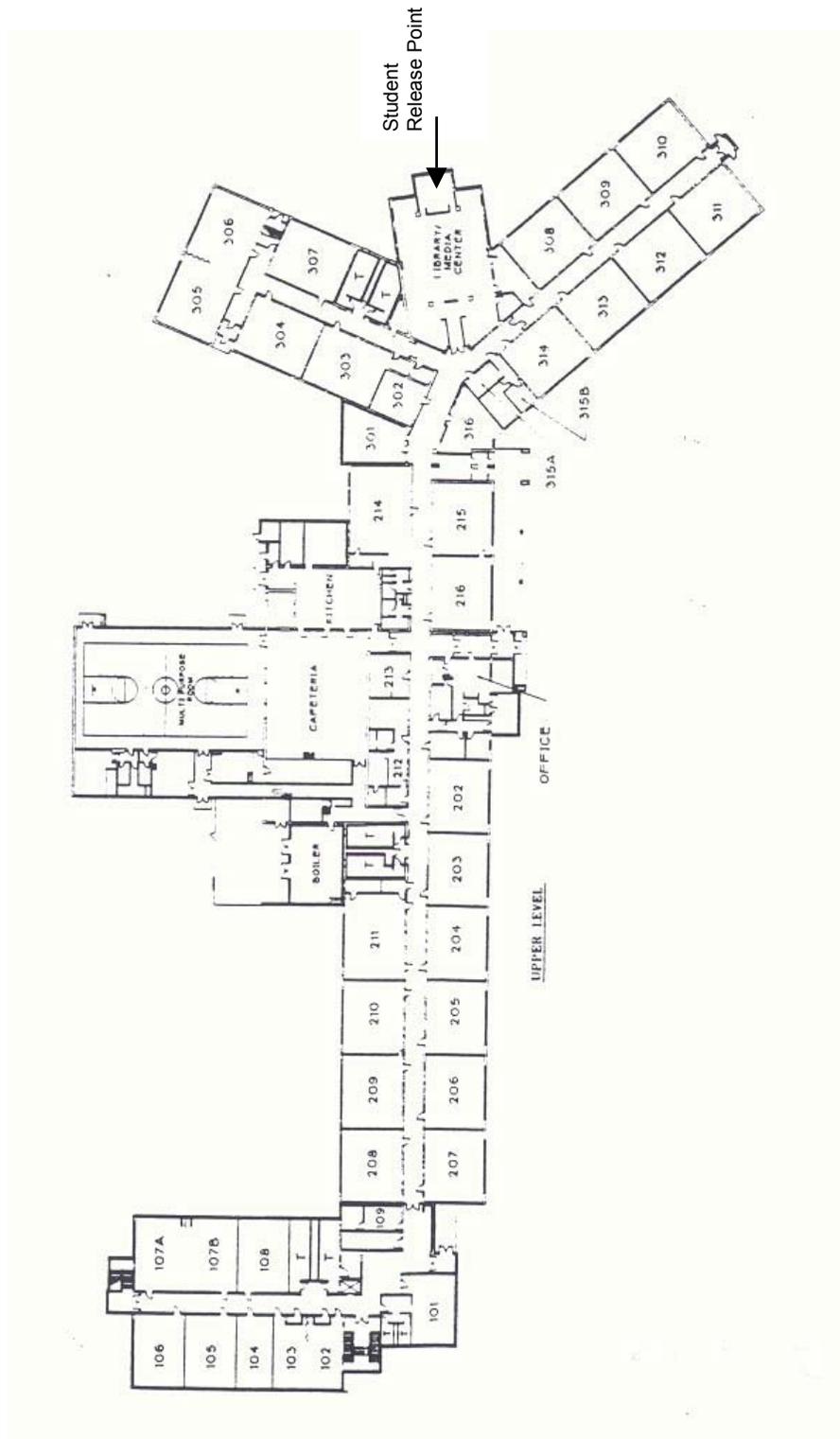
- Student name.
- Grade.
- Date and time of release.
- Person to whom released.
- Signature of individual to whom the student is released.

Records of student release shall be maintained in the District office for such period of time determined by the District Solicitor.

## **ANNEX MAINTENANCE**

This annex shall be reviewed annually and updated, as necessary, to ensure currency.

TAB A: STUDENT RELEASE—RICE ELEMENTARY



**TAB A: STUDENT RELEASE—RICE ELEMENTARY (CONTINUED)**

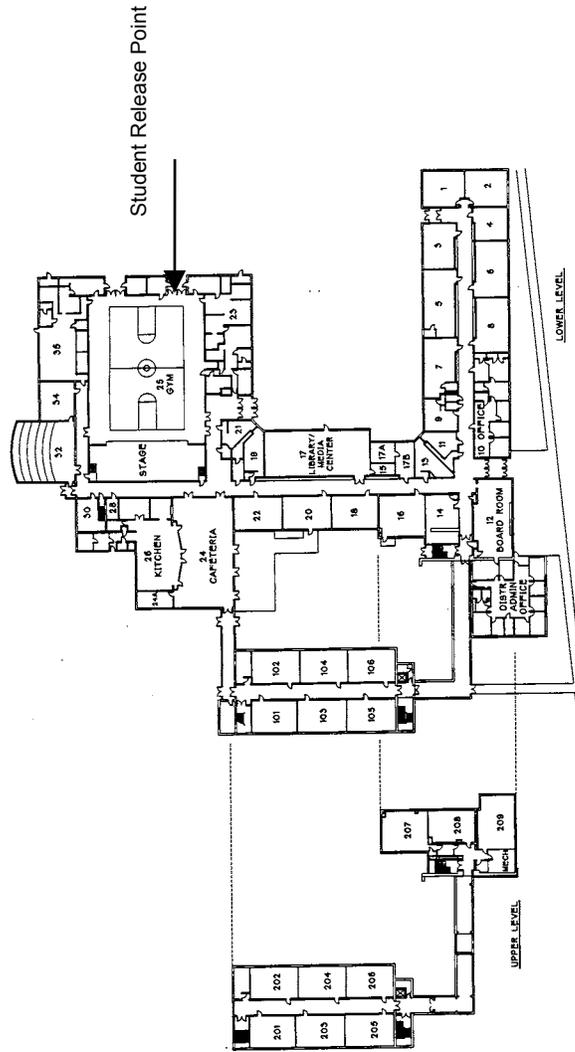
**STUDENT RELEASE TEAM**

The following personnel shall function as the student release team at Rice:

- 
- 

Other unassigned personnel may be assigned to the student release team, as required.

TAB B: STUDENT RELEASE—IFEC



IRON FORGE EDUCATIONAL CENTER FLOOR PLAN

**TAB B: STUDENT RELEASE—IFEC (CONTINUED)**

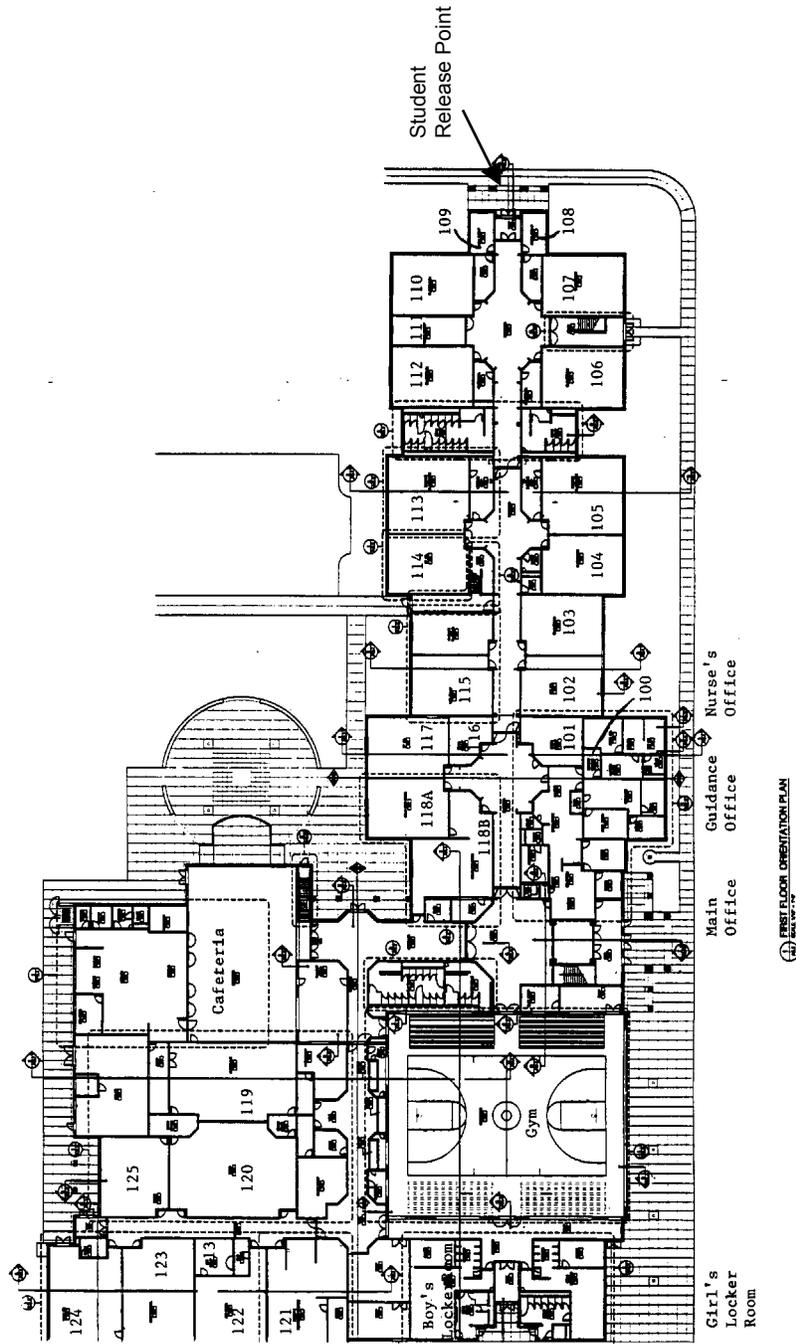
**STUDENT RELEASE TEAM**

The following personnel shall function as the Student Release Team at IFEC:

- 
- 

Other unassigned personnel may be assigned to the student release team, as required.

TAB C: STUDENT RELEASE—YBMS



**TAB C: STUDENT RELEASE—YBMS (CONTINUED)**

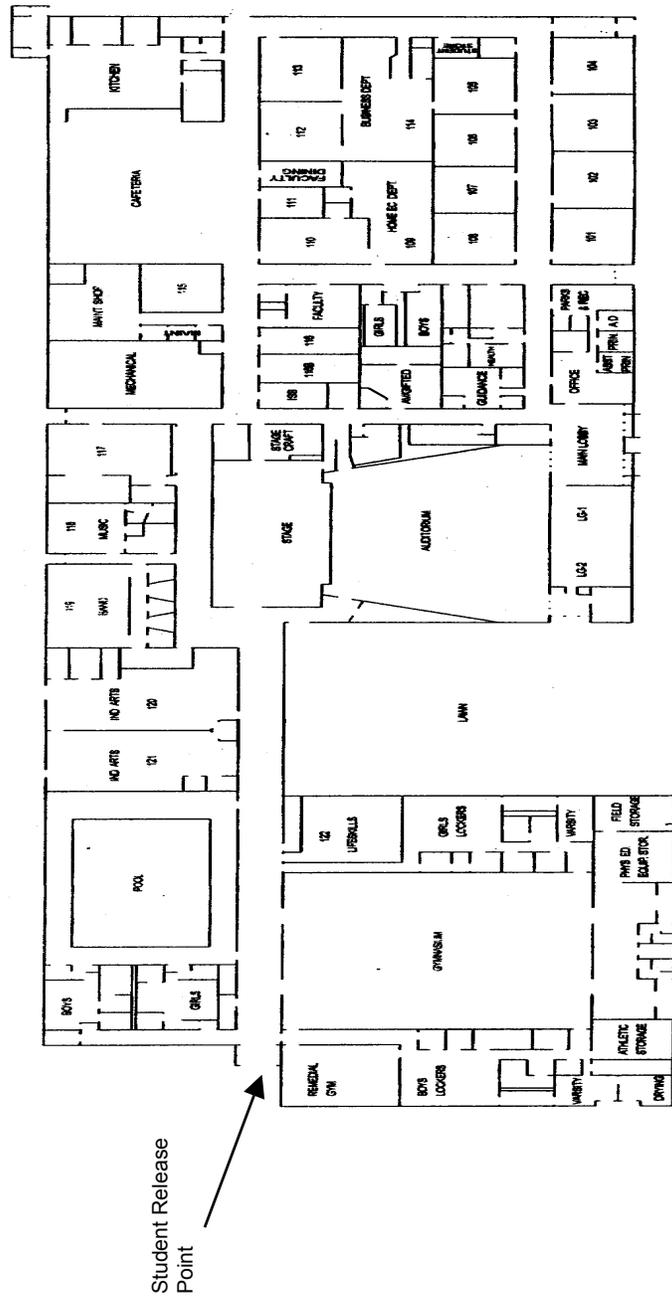
**STUDENT RELEASE TEAM**

The following personnel shall serve as the Student Release Team at YBMS:

- 
- Secretary to the YBMS Assistant Principal

Other unassigned personnel may be assigned to the student release team, as required.

TAB D: STUDENT RELEASE—BSHS



**TAB D: STUDENT RELEASE—BSHS (CONTINUED)**

**STUDENT RELEASE TEAM**

The following personnel shall function as the Student Release Team at BSHS:

- 
- Secretary to the Assistant Principal

Other unassigned personnel may be assigned to the Student Release Team, as required.

**ANNEX 5: TRANSPORTATION**

**PURPOSE**

The purpose of this annex is to describe the procedures that will be followed when it becomes necessary to transport students, faculty, and/or staff during Level 2 or Level 3 emergencies.

**SITUATION AND ASSUMPTIONS**

This annex shall be activated whenever it becomes necessary to transport students, faculty, and/or staff during Level 2 or Level 3 emergencies.

The annex is based on the assumptions that:

- Conditions may exist that require the evacuation of one or more schools into an environment that is unsafe or unhealthy for prolonged exposure.
- Conditions in the outdoor environment are such that District personnel and/or the Township or County Emergency Management Coordinator will be able to determine that an unsafe or unhealthy conditions exists.
- Transportation by contract busses will not be available during Level 3 emergencies. Students, faculty and staff will require sheltering in accordance with Annex 6: Mass Care to this plan.

**CONCEPT OF OPERATIONS**

During Level 2 emergencies, the requirement to transport students, faculty, and/or staff shall be determined by the District Superintendent or determined jointly between the District Superintendent and the principal(s) of the affected school(s).

During Level 3 emergencies, the requirement to transport students, faculty, and/or staff may be determined by the District Superintendent, the Township and/or Country Emergency Management Coordinators, or jointly.

Communication of the transportation requirement shall be made in accordance with Annex 2: Communication to this plan.

Additionally for Level 2 emergencies affecting only Rice Elementary, students shall be transported to BSHS pending notification of parents and transport to their homes. Faculty and instructional staff shall accompany the students to BSHS.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section describes the responsibilities for emergency transport of students, faculty, and/or staff that are assigned to District personnel during Level 2 and Level 3 emergencies.

### **1. Superintendent**

During Level 2 or Level 3 emergencies, the District Superintendent shall be responsible for:

- Determining, individually or after consultation with the principal(s) of the affected school(s) or the Township or County Emergency Management Coordinators, that an unsafe condition exists in the environment and that transportation of students is required.
- Notifying the principal(s) of the affected school(s) of the decision to transport students, faculty, and/or staff.
- Notifying the District Director of Transportation of the need to provide transportation and of the destination.
- Notifying the Township Emergency Management Coordinator or Township Manager of the requirement for and decision to transport students.
- Preparing and disseminating a release of the decision to transport students, faculty, and staff to the media. Such news release shall include: the reason for the decision to transport, the school(s) affected by the decision, the intended destination, and a reminder to parents/guardians of the procedures required for student release.

### **2. Principal(s)**

During Level 2 or Level 3 emergencies, the principal(s) of the affected school(s) shall be responsible for:

- Apprising the District Superintendent of the on-scene status.
- Coordinating the orderly loading and unloading of busses.
- Ensuring the accountability for all students, faculty, and staff.
- Ensuring that student release and other forms required for the emergency are transported with the students.

### **3. Business Manager**

As Director of Transportation, the Business Manager shall be responsible for:

- Notifying the District's contract carrier that an emergency situation exists. Such notification shall include: the type of emergency, the affected school(s), the number of persons requiring transport, the destination, special loading instructions (if needed to avoid blocking access to the site(s) by emergency response vehicles).
- Reporting transportation status to the District Superintendent.
- Maintaining records related to the additional costs incurred as a result of emergency transportation requirements.
- Communicate with the contract carrier and drivers, as necessary (see Tab A).

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**4. Building Custodians**

Until relieved by the North Middleton Township Fire Police, building custodians shall be responsible for directing the ingress and egress of busses and other vehicles in a manner such that they do not interfere with the ingress and egress of emergency vehicles.

**ANNEX MAINTENANCE**

This annex shall be reviewed annually and updated, as necessary, to ensure currency.

**TAB A: TRANSPORTATION CONTACTS**

<b>NAME</b>	<b>MEMBER ID</b>	<b>PHONE</b>
(Supervisor)		
Bus 1		
Bus 2		
Bus 3		
Bus 4		
Bus 5		
Bus 6		
Bus 7		
Bus 8		
Bus 9		
Bus 10		
Bus 11		
Bus 12		
Bus 13		
Bus 14		
Bus 15		
Bus 16		
Bus 17		
Bus 18		
Bus 19		
Bus 20		
SP1		
SP2		
SP3		
SP4		
SP5		
SP6		
SP7		
SP8		
SP9		
VoTech 1		
VoTech 2		

**ANNEX 6: MASS CARE**

**PURPOSE**

The purpose of this annex is to provide information for the establishment of mass care facilities in one or more of the District's school buildings during Level 3 emergencies.

**SITUATION AND ASSUMPTIONS**

Emergency situations may arise during which it becomes necessary to shelter and care for District students, faculty, and staff beyond the end of the school day. Such conditions may result from utility outages, severe weather, or unsafe atmospheres. In these situations, the District has the responsibility to provide shelter for students, faculty, and staff until such time when it is determined that conditions exist for the safe transport of students to their homes.

Emergency situations may arise during which it becomes necessary to shelter and care for residents of North Middleton Township or surrounding areas. This requirement may be in addition to the requirement to shelter District students, faculty, and staff.

This annex is based on the following assumptions:

- That it may be necessary for the District to provide food, shelter, and other mass care services students, faculty, and staff for as long as 72 hours in a Level 3 emergency.
- That in the event that it becomes necessary to shelter residents from North Middleton Township or surrounding areas, notification of the sheltering requirements shall be communicated to the District Superintendent by the Township or County Emergency Management Coordinator or The American Red Cross and that the provision of such shelter shall be accomplished through the District's sheltering agreement with The American Red Cross, dated September 18, 2002.
- That some essential supplies (e.g., blankets) may be required from other sources outside existing District inventories.
- That although the District is responsible for the health and safety of its students, faculty, and staff in a mass care situation, it cannot guarantee the comfort of those whom it shelters.
- That sufficient warning time will be available to ensure the safe movement of District students between YBMS and BSHS, as necessary.

## **CONCEPT OF OPERATIONS**

This section describes the procedures that the District has established to provide for the care of students, faculty, and staff during Level 3 emergencies.

- All schools shall be used to shelter District students, faculty, and staff unless one or more schools is substantially damaged and considered unsafe for mass care or unless the District Superintendent is notified by the County Emergency Management Coordinator or The American Red Cross that YBMS is required for the mass care of the population at large.
  - In the event that one or more schools is substantially damaged and considered unsafe for mass care, the students, faculty and staff shall be transported at the earliest time possible to another building. In that case, Annex 5: Transportation shall be implemented.
  - In the event that District facilities are needed for sheltering of the population at large, students from YBMS shall be moved to BSHS for sheltering. The American Red Cross will have access to YBMS for purposes of providing mass care to the population at large. The District Mass Care Coordinator and the Director, Buildings and Grounds shall facilitate the use of YBMS by The American Red Cross. After the District turns control of the facility over to The American Red Cross, The American Red Cross shall have the sole responsibility for shelter management, as stipulated in its agreement with the District, dated \_\_\_\_\_.
- In the event that sheltering is required for District students, faculty, and staff for reasons other than unsafe atmospheres, the following annexes shall be implemented in addition to this annex:
  - Annex 1: Direction and Control.
  - Annex 2: Communication.
  - Annex 4: Student Release.
  - Annex 7: Health and Medical.
  - Annex 8: Resource Management.
- In the event that sheltering is required for District students, faculty, and staff for reasons of unsafe atmospheres, no students shall be released until the District Superintendent has been informed by the Township or County Emergency Management Coordinator that the atmosphere has returned to safe levels.
  - Strict student accountability procedures shall be maintained during the timeframe in which District schools are used to shelter District students.
  - Mass care services shall be terminated when the Superintendent is informed by the County Emergency Management Coordinator that safe conditions exist for transporting the students to their homes or releasing students to their parents/guardians.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section describes the responsibilities for providing mass care using District facilities during Level 3 emergencies.

### **1. Superintendent**

Upon receipt of notification that conditions exist that require the use of District facilities as shelters, the Superintendent shall immediately:

- Notify the principal(s) of the affected school(s) of the activation of this annex. Furthermore, the Superintendent shall direct the principal(s) to implement all other annexes to this plan as are necessary to address the emergency and will advise the principal(s) of whether student release procedures shall be in effect.
- Notify the District Mass Care Coordinator and the Director, Buildings and Grounds of the implementation of this annex and direct the initiation of Mass Care procedures.
- Notify the Business Manager of the implementation of this annex and advise as to the necessity for emergency transportation.

Throughout the emergency, the Superintendent shall maintain contact with the Township and/or County Emergency Management Coordinator to determine when conditions exist that enable the District to transport students safely to their homes or release students to their parents/guardians. When notified that District buildings are not longer needed for mass care, notify the building principal(s) and direct preparation for student transport.

### **2. Principals**

Upon receipt of notification that this annex shall be implemented, building principals shall immediately:

- Notify all school faculty and staff of the implementation of this annex and provide direction for emergency transportation and student release procedures.
- Initiate procedures for ensuring student accountability.
- Initiate documentation and reporting procedures.

Upon receipt of notification that YBMS will be used for mass care by The American Red Cross, the YBMS principal shall immediately begin preparing YBMS students, faculty, and staff to move to BSHS for sheltering.

Upon receipt of notification that YBMS will be used for mass care by The American Red Cross, the BSHS principal shall immediately clear the gymnasium, auditorium, and other areas as necessary to accommodate YBMS students, faculty, and staff.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (CONTINUED)**

**3. District Mass Care Coordinator**

Upon receipt of notification that District facilities will be used for mass care purposes, the District Mass Care Coordinator shall:

- Report to the board room at IFEC and initiate procedures for providing mass care to District students, faculty, and staff.
- Notify identified suppliers of essential items that an emergency situation exists and schedule delivery of the necessary items.
- Document the receipt of essential items from suppliers and provide such documentation, together with cost information, to the District Business Manager.
- Coordinate the distribution of essential items with the Director Buildings and Grounds.
- Communicate with the Mass Care Coordinators in each building to identify needs and resolve resource issues.

**4. Director Buildings and Grounds**

Upon receipt of notification that District facilities will be used for mass care purposes, the Director Buildings and Grounds shall:

- Report to the board room at IFEC and coordinate with the District Mass Care Coordinator for the provision of mass care to District students, faculty, and staff.
- Coordinate the receipt and distribution of essential supplies with the District Mass Care Coordinator, suppliers, and the custodial staffs at each building.
- Assist the District Mass Care Coordinator in resolving resource acquisition, transportation, receipt, and distribution issues.

Upon notification that YBMS will be used by The American Red Cross for mass care purposes, the Director, Buildings and Grounds shall immediately notify the head custodian at YBMS to facilitate shelter opening.

Upon notification The American Red Cross is no longer using YBMS for mass care, conduct a walk through of YBMS together with the Shelter Manager to document any damage to the facility.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (CONTINUED)**

**5. Business Manager**

Upon receipt of notification that District facilities will be used for mass care purposes, the Business Manager shall immediately:

- Ascertain the need for emergency transportation in accordance with Annex 5: Transportation.
- Coordinate the implementation of standby contracts and other agreements with suppliers of essential items.
- Coordinate with the District Mass Care Director, as necessary, concerning resource needs and take the measures necessary to resolve resource-related issues.
- Maintain such documentation as is necessary for possible reimbursement of mass care expenses. Financial documentation shall be consistent with standard accounting practices required of school districts by the Commonwealth of Pennsylvania.
- Prepare and submit documentation of damages and request for reimbursement to The American Red Cross, in accordance with the Sheltering Agreement between the District and The American Red Cross, dated September 18, 2002.
- Prepare and submit documentation of costs associated with using District facilities for mass care for reimbursement from State or Federal authorities (if a Federal disaster has been declared).

**DOCUMENTATION REQUIREMENTS**

Complete documentation shall be maintained concerning all costs incurred related to the use of District facilities for the provision of mass care. These records shall be retained at the District Administrative Office for the period determined by the District Solicitor.

Complete documentation shall be maintained of all damages incurred to the District resulting from the use of District facilities for the provision of mass care. Separate documentation shall be prepared for damages incurred at YBMS, if YBMS has been used for providing mass care to the general population. Such documentation shall be submitted to The American Red Cross for reimbursement, in accordance with the Sheltering Agreement between the District and The American Red Cross, dated September 18, 2002.

Complete documentation shall be maintained regarding student accountability and student release. Such documentation shall be retained in the District Administrative Office for the period determined by the District Solicitor.

**ANNEX MAINTENANCE**

This annex shall be reviewed annually and updated, as necessary, to ensure currency.