

REVERSE EVACUATION

A. WHEN

- You observe a potential threat or hazard outside and activate the response action.
- You are notified via CodeRED
- You are notified by the organization's intercom and/or mass notification system
- You are directed to take this action by supervisors or emergency personnel.

B.WHY

Activated when it is necessary for staff, students, and patrons to enter the facility quickly in order to avoid a dangerous or potentially dangerous situation outside the building.

C. RESPONSIBILITIES

- Before:
 - *Staff:* Will undergo incident management training and participate in response action training and drills. Staff assigned to work with students/staff with access and functional needs will undergo in-depth training. Will familiarize themselves with the mass notification systems in use. Register for CodeRED and the organization's mass notification system.
 - *Students:* Will participate in response action training and drills.
 - *Emergency Management and Public Safety Personnel:* Will review and provide input into the plan. Will assist in providing training for staff and participate in exercises.
- During:
 - *Staff:* Announce Reverse Evacuation response action to the staff/students in their area. Take part in the Reverse Evacuation response action when directed.
 - *Students:* Take part in the Reverse Evacuation response action when directed.

D. HOW

a) *Outdoor Procedure:*

- Announce, "Reverse Evacuation!" loudly and warn individuals outside using a whistle or horn if available
- Walk quickly into the nearest entrance.
 - People with disabilities or access and functional needs will be assisted by specific staff who have been trained.
 - Moving infants may involve additional staff to ensure they are safely returned to their designated rooms.
- Notify the Incident Commander/Office/Principal (if the action was not initiated by them).
- Report to your designated location until Incident Commander announced "all clear".

- Check for injuries.
- **Teacher/Floor Warden** will take attendance.
- Await further instructions and prepare for other response actions if needed