# Sample Evacuation/Reunification Plan for Concurrent Enrollment Students

# CONCURRENT ENROLLMENT STAFF:

**Evacuation (w/ reunification and/or accountability process at home school/district)**

**DIRECTOR:**

1. Notify home school districts for busses to meet at evacuation site. *(This should be pre-established and communicated with all parties beforehand*.)
   1. School district contacts list here, to include safety/security and transportation.

|  |  |  |
| --- | --- | --- |
| District/School Name | Contact Name and Role | Phone |
| *e.g. Mountain School District* | *e.g. Joe Smith, Security Director* | *e.g. (303)555-1256* |
|  |  |  |
|  |  |  |

1. Request home school district to notify parents of evacuation and reunification plan that will be completed at home high school.
   1. School district contacts list here, safety and security and Public Information Officer

|  |  |  |
| --- | --- | --- |
| District/School Name | Contact Name and Role | Phone |
| *e.g. Mountain School District* | *e.g. Joe Smith, Security Director* | *e.g. (303)555-1256* |
|  |  |  |
|  |  |  |

1. Proceed to evacuation site with rosters and contact information. These may be in a hard copy emergency contact binder or in an electronic device.
2. Meet faculty and students as they arrive. Compare rosters to daily attendance roster (provided by faculty members) to ensure no students are missing. Alert campus safety and/or emergency responders if any are missing.
3. In consultation with campus leadership and campus safety, determine if students will be released to travel to home school by personal vehicle, by foot and/or by district transportation.
4. Communicate with all staff and students in the evacuation site, as to the nature of the release.
5. Coordinate with evacuation site staff to ensure needs of students are met while awaiting district transportation. It may be helpful to co-locate students from different classes into groups by their home school/district.
6. Remain at evacuation site until all students are on busses and all rosters have been documented *(consider photographing of rosters or other electronic means of documentation)*. Provide copies of rosters to district staff who are travelling with students on the busses or via electronic means to district staff
7. If students are to be released to travel in personal vehicles or on foot to their home schools, ensure that they are signing out on the attendance rosters and that this is being documented and transmitted to district staff as well.
8. Notify Dean and home school districts that all students were accounted for and have left the site, upon completion.
   1. If any students are not accounted for, work with Campus Safety and emergency responders to locate the student.

**DEAN or other campus administrator:**

1. Coordinate communication to home districts with Director.

2. Follow campus evacuation protocol, keep in touch with Director to monitor evacuation process.

3. Contact VP and Public Information Officer to provide updates and final recap upon completion.

**Concurrent Enrollment Staff:**

1. Administrative Assistant
   1. Assume duties of Director if Director not on campus.
   2. Determine if any concurrent enrollment programs are off-campus for field trips or other events. Notify off-campus instructors of campus evacuation, communicate that all students are to return directly to home high schools at conclusion of event to check in with Attendance Office Staff or District Reunification Team.
   3. Assist in documenting and verifying of rosters throughout process and upon completion.
2. All other Concurrent Enrollment Staff
   1. Assist Director or evacuation site staff in comparing rosters to ensure accountability of all students.
   2. Assist evacuation site staff in managing students as they wait for district transportation
   3. If students are being allowed to leave in personal vehicles or on foot, assist Director in documenting sign out rosters

**Equipment/Resource Needs:**

* Accurate rosters of all concurrently enrolled students, hard copy and electronic.
* Contact Lists for home school & district to include: Superintendent *(or designee),* Safety/Security Director, Public Information Officer, Transportation Director, Concurrent Enrollment Administrator.
* Map of campus with key locations annotated to include: evacuation site or assembly area, secondary site or area, bus pickup location and ingress/egress routes for district transportation resources.