## Sample Evacuation/Reunification Plan for Concurrent Enrollment Students

# FACULTY (who have a concurrent enrollment student present):

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

**Faculty:**

1. Gather daily attendance roster from beginning of class, and note if any changes have occurred (e.g. student left class early or went to another class.)
	1. If possible and/or at law enforcement direction, students/faculty will bring their personal belongings.
2. Lead all students to nearest safe exit, then to evacuation site.
3. Using daily attendance roster, verify all students are safely assembled and report to the evacuation site leader. Immediately notify evacuation site leader if any students did not make it to the evacuation site or assembly area.
4. Allow students to text parents to notify them to pick students up at their home high school. All students should return to their home high school or district after evacuation regardless of the method of release. *(This decision will be made by campus administrators, based on the nature of the incident.)*
5. Remain with students until you are relieved by evacuation site staff or all students have been released.
6. Based on the method of release decided upon by institution and district administrators, proceed to one of the below listed methods:

**District Transportation Release**

1. Notify home school districts of location and numbers of students who need to be picked up by district transportation resources*. (If this has not been done by evacuation site staff.)*
2. If the home school or campus administrators have requested that all students take the bus, keep all students together until a district bus arrives. Students will take the bus to their home high school where parents can pick them up after checking in with Attendance Office staff or District Reunification Team.
3. As students board busses:
	1. Note bus number on daily attendance roster
	2. Take a picture of your roster, and send picture to evacuation site leader and/or give original daily attendance roster to evacuation site leader
4. When all students are safely on the busses, they can return students to their home high schools to check in with Attendance Office staff or with District Reunification Team.

**Personal Vehicle Release**

1. Students leaving in their own cars to return to their home school must sign out on daily attendance roster. (*They may take any students who rode to campus with them, but these students must also sign out on roster and indicate who they are riding with.)*
2. Students go directly to their cars and follow direction of Campus Safety to leave campus. Students report immediately to home high schools and check in at attendance office or with District Reunification Team.
3. Students not leaving campus in private cars will be taken to evacuation site or assembly area to be picked up by district busses.
	1. Follow District Transportation Release steps, for these students

**On Foot/ Community Release**

1. Students leaving on foot to return to their home school must sign out on daily attendance roster.
2. Students follow direction of Campus Safety to leave campus. Students report immediately to home high schools and check in at attendance office or with District Reunification Team.
3. Students not leaving campus on foot will be taken to evacuation site or assembly area to be picked up by district busses.
4. Follow District Transportation Release steps, for these students