



Public Charter High School

**FIRE PROCEDURES &  
EVACUATION PLAN  
UPDATED: AUGUST, 2016**



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## ***PART 1—GENERAL EVACUATION PROCEDURES***

### **INTRODUCTION**

The purpose of this Fire Procedures & Evacuation Plan is to provide protection to students, staff, and visitors by relocating them to a safe location in the event of an emergency such as a fire or bomb threat. It provides an explanation of Evacuation Diagrams that are posted in each room of the building. These diagrams show where all building occupants are to go in the event of an emergency evacuation.

The most important component to any Evacuation Plan is a trained and well-prepared building population. To that end, we will practice this emergency evacuation plan regularly. All staff members have a role to play in the safe management of a crisis. Please learn your duties so that you can perform your role as expected.

Please note the following:

- ***This is a living document and subject to change and amendment—you are responsible for reviewing and following subsequent versions or memos that amend this plan.***
- This manual constitutes part of an ongoing initiative to implement the DC Charter School Emergency Response Plan; you can learn more about this comprehensive plan by contacting us.
- Your feedback is welcome and will help improve emergency preparedness at Thurgood Marshall Academy—please send observations or ideas to me via e-mail.

Thank you for your participation in this critically important effort!

David Schlossman  
Chief Operating Officer

Nora Moore  
Assistant Director of Operations

## SECTION 1: EVACUATION PROCEDURES

### General Instructions

In the construction and renovation of the Thurgood Marshall Academy building, modern methods and materials were used to assure a safe environment for its student, staff, and visitors:

- In addition to incorporating fire resistant materials to inhibit the spread of fire, the building is protected by state-of-the-art systems to detect the presence of fire and minimize the spread of smoke. Smoke detectors within the building will sound automatically. This alarm will indicate the need to evacuate immediately but in an orderly fashion. Simultaneously, an alarm message is transmitted to a remote monitoring station that will notify the District of Columbia Fire Department.
- There is a sprinkler system to minimize property damage.
- Fire Alarm Pull Stations are located at the entrance of each stairwell, in the front office, at the security desk, and at the front entrance. Please familiarize yourself with the Pull Station closest to your classroom or office.
- Fire extinguishers are accessible near stairways, in kitchens, and in labs—*note, however, that fire extinguishers are designed to fight only small fires.*
- Fire Alarm Pull Stations and fire extinguishers cabinets in public areas have tamper-determent alarms—if you hear a localized, high-pitched, continuous tone, please investigate and discipline students found tampering with safety equipment. The tamper-determent alarm can be silenced by replacing the cover/door. In case of an actual incident, note that the tamper-determent is a local alarm and does not evacuate the building or summon the fire department.

In most instances, when a fire alarm sounds the Fire Department will arrive at the building within five to eight minutes of notification. By the time the Fire Department arrives, all occupants of the building must be safely evacuated to Designated Assembly Areas:

- § **Assembly Area #1** is on the sidewalk along the Howard Road fence. Evacuees are to form a single line along the fence if possible. Please note that this location is narrow and next to a busy road.
- § **Assembly Area #2** is on the sidewalk, along Martin Luther King, Jr. Avenue in the first block between the Thurgood Marshall Academy and Talbert Street. Do not cross Talbert Street.

In both assembly areas, students should form single-file lines (to the greatest degree possible) and remain calm and quiet. This is important not only to maintain order, but also to ensure that information can be communicated quickly and clearly. Teachers and staff must both foster and model calm and quiet evacuation.

*Please refer to Appendix D: Exterior Assembly Areas.*

Each room in the building has an **Emergency Evacuation Diagram** posted near the door. In advance, all staff and faculty are to familiarize themselves with the **Primary Exit Route** for their location and the **Secondary Exit Route** which is to be used if the Primary Route is obstructed. Each Emergency Evacuation Diagram directs evacuees to one of two Assembly Areas as cited above. *Note that routes neither lead out of nor cross in front of the main door, which is reserved for first responders.*

Please review *Appendix C: Sample Evacuation Diagram*. This diagram is an illustration of Primary and Secondary Evacuation Routes terminating in one of two Assembly Areas.

### Reporting An Incident/Threat

Never hesitate to report an incident.

- If you recognize an immediate threat to life or limb (e.g., you see a fire), **pull a pull box handle** (this sounds the alarm and automatically notifies the fire department); *Activating the school's fire alarm requires two steps:*
  1. Remove the clear plastic cover—an alarm will sound *only from the plastic cover*; this is a tamper deterrent, not the alarm;
  2. Pull the handle on the red pull station—alarms and strobes will sound throughout the building—this is the fire alarm that evacuates the building and alerts the fire department.
- If you suspect a hazardous situation (e.g., you think you smell smoke or see a suspicious person),
  - **call security at extension 116**
  - **call Carla Saxton, Security Site Manager, on her cell phone**  
*Note that Officer Saxton may appear in cell phone contact lists under "Security"*
  - **in the unlikely event that both lines are busy, call the main office at x100**
  - **call the Assistant Director of Operations at 181 or on her cell phone**
- In the unlikely event you receive a threat (e.g., bomb threat)
  - remain calm;
  - note the caller ID phone number, if possible;
  - notify security at extension 116 immediately;
  - do not pull the fire alarm—security will manage evacuation of the building, if necessary; and/or
  - turn written threats over to security immediately.

### Announcement of Evacuation

Evacuations for fire incidents will always be announced via the activation of the fire alarm system, which consists of an audible alarm and strobe lights. In the case of a bomb threat or in the unlikely event that the alarm system is out of service, evacuation will be

announced by security guards and/or school leaders. Unless otherwise indicated via announcement by (a) the telephone/cell phone, (b) security guards, or (c) DC emergency personnel, the complete building is to be evacuated whenever the alarm system activates or an evacuation is ordered.

When an evacuation is announced or an alarm is sounded, all staff and students are to evacuate the building in a calm and orderly manner. Staff and faculty who have students in their charge are to direct and lead students out of the building to the assembly area on the evacuation map in their room. Once out of the building, they should proceed to the assembly area and help ensure that students form a single-file line and remain calm and quiet. In some cases evacuation leaders may lead occupants to a location other than the assembly areas if they determine that other location is safer or more appropriate.

### Sequence of Events

The following describes the sequence of events during an evacuation.

The **Person In Charge** will be stationed on the front walk of the building where she or he will act as liaison with District of Columbia emergency personnel. S/he will be assisted by **Gate Monitor(s)** who helps guide students to the correct routes and a **Staff Attendance Monitor** who accounts for Non-Teaching Staff. Once all possible danger is removed, DC emergency personnel will inform the Person In Charge, who will in turn communicate with staff that they may reenter the building. The Person In Charge works with the **Attendance Monitors** and **Assembly Area Supervisors** to account for all students and staff. If a person is not accounted for, the Person In Charge will call the **Evacuation Supervisor, Floor Captains**, and/or the other Assembly Area Supervisor with names and descriptions of those not present for Assembly Area attendance.

The **Evacuation Supervisor** is to move throughout the building as needed to supervise evacuation and the operation of any equipment that must be operated prior to evacuation. This person will manage the emergency evacuation by coordinating the duties of all Emergency Team members.

**Floor Captains** will report to their assigned floors. They will aid in the calm and organized evacuation of staff, students, and visitors. They search for missing persons and communicate with Stair Monitors assigned to their floor. Once a floor is clear, the Floor Captain must dismiss the Stair Monitors by verbally informing them, "You are released, please evacuate."

**Stair Monitors** will go to their assigned stairway landings. They will direct evacuees to the closest stairway and will assure that there is no running or pushing in the stairwells. As soon as the Floor Captains release the Stair Monitors, they immediately leave the building, go to an assembly area, and assist in maintaining a calm, quiet environment among students.

Two **Assembly Area Supervisors** will be stationed outside the building. One monitor is assigned to Assembly Area #1, the other is assigned to Assembly Area #2. They are to direct evacuees to Assembly Areas. Assembly Area Supervisors work with **Attendance Monitors** to canvas Teachers for student attendance information. If a student is determined to be missing, the Assembly Area Supervisor is to immediately contact the Person In Charge by phone giving the name of the student, a brief description, and the student's last known location.

When an alarm sounds, **Teachers (including for the purposes of this plan any staff members with students under their supervision)** shall:

- 1) Get their attendance sheet, grade book, or other method by which they keep track of students and keep it with them throughout the evacuation
- 2) Lead students in evacuating the building in a quiet, calm, single file line
- 3) Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the class to one of the two assembly areas without requiring the class to cross in front of the building
- 4) Upon leaving the building, each Teacher will be handed a folder from a staff member stationed at the exits—**all folders are identical** and contain
  - a. OK signs
  - b. Help signs
  - c. Supplies (which may include paper, pens, and detention slips)
- 5) Upon reaching the Assembly Area, classes will line up in **single file in the order in which they evacuated** or whatever logical order presents itself
  - a. The Teacher must keep his or her class together and not allow it to mingle with other classes
  - b. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line
- 6) After lining up, the Teacher will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the Assembly Area Supervisor that it can be put away
  - a. **If all students are present and in good health, hold up the OK sign**
  - b. **If a student is missing or ill, hold up the Help sign**
  - c. **If a student was present but pulled out of class hold up a Help sign (exception—hold up an OK sign if a student was sent to ISS and all other students are present and in good health, as ISS maintains a roster)**
- 7) **Teachers on planning periods or otherwise without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Attendance Monitor/Assembly Area Supervisor);** they should assist those supervising students in keeping order.
- 8) Students in the care of **service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists**—will stay with the support provider; they should report to



the Assembly Area Supervisor or Attendance Monitor in the Assembly Area to which they evacuate.

- 9) Attendance Monitors will record responses to the OK/HELP signs and send help if needed.
- 10) When the “All Clear” is sounded, Teachers should return the signs to the folders and return the folders as they re-enter the building

**Non-Teaching Staff members** are those neither in charge of students *at any time* nor assigned an Emergency Team role. They should leave the building as soon as an evacuation is announced, assisting Teachers in maintaining quiet, calm, single-file lines of students. Non-Teaching Staff should follow the evacuation route from the area in which they are working when an alarm sounds to the Assembly Area indicated on the evacuation map, checking in with the Staff Attendance Monitor along the way, and help Teachers maintain order.

**When students and teachers begin to return to the building, Non-Teaching Staff and Teachers without students to supervise should stand at wide intervals along the route to assist in an orderly process.**

## SECTION 2: EMERGENCY TEAM ROLES & RESPONSIBILITIES

Please refer to the following appendices at the end of this manual:

*Appendix A: Evacuation Flow Chart*

*Appendix B: Duty Locations*

*Appendix C: Sample Evacuation Diagram*

*Appendix D: Exterior Assembly Area Map*

If you have any questions about your role or emergency incidents in general, contact the persons designated as Person In Charge or Evacuation Supervisor in Appendix A: Evacuation Flow Chart.

### Coordination

The **Person In Charge** has the overall responsibility for supervising the implementation of this plan. The Person In Charge decides whether an evacuation is to be ordered (usually in concert with other school leaders). This person is the main point-of-contact with DC emergency personnel and is responsible for declaring whether the building is safe for re-entry. The Person In Charge coordinates efforts by other Emergency Team members to account for all persons in the building at the time the evacuation was announced. The Attendance Monitors report to Assembly Area Supervisors who report to the Person In Charge. If an Assembly Area Supervisor reports that a student is missing, the Person In Charge will call the Evacuation Supervisor and the other Assembly Area Supervisor who will organize a search for that specific student in their respective areas.

*Note:* The Person In Charge and other roles involved in evacuation of the interior of the building cannot be occupied by teachers.

### Evacuation of the Interior of the Building

**Evacuation Supervisor** reports to the Person In Charge. This person directs and coordinates all evacuation activities. Floor Captains report to and remain in contact with the Evacuation Supervisor.

**Floor Captains** report to the Evacuation Supervisor. When person-power permits, there is one Floor Captain assigned to each of the three floors in the building; otherwise, Floor Captains move throughout the building. Floor Captains are to provide guidance in the orderly evacuation of all persons. They search the floor entering each room to confirm that all persons have evacuated the floor. They also coordinate the activity of Stair Monitors assigned to their floor. Floor Captains will report the complete evacuation of their floor to the Evacuation Supervisor. If safe to do so, they remain on the floor until told by the Evacuation Supervisor, “You are released—please evacuate.” Until this time, they stand by to search for anyone not accounted for at the Assembly Areas, reporting back to the Evacuation Supervisor the results of their search. Once released, they exit the building and take up position with the Person In Charge. Similarly, Floor Captains *must* inform Stair Monitors at the point when the Stair Monitors should evacuate.

**Stair Monitors** report to Floor Captains. When person-power permits, there is one Stair Monitor per landing on each of two staircases per floor—one at the front of the building and one in the back. Please refer to *Appendix B: Duty Locations*. There is also one Stair Monitor stationed in the courtyard. Stair Monitors are to assure that staff, students and visitors are directed to the closest staircase and that stairs are used safely.

**Gate Monitor(s)** and the **Staff Attendance Monitor** stand in front of the building with the Person In Charge. The Gate Monitor(s) ensure that no class crosses in front of the front entrance and that classes stay together. The Staff Attendance Monitor accounts for Non-Teaching Staff.

### Assembly Areas

**Assembly Area Supervisors** report to the Person In Charge and communicate with the Attendance Monitors. There is to be one Assembly Area Supervisor assigned to each of the two Assembly Areas. Please see *Appendix D: Exterior Assembly Area Map*. Assembly Area Supervisors guide evacuees to their respective Assembly Areas. As soon as possible, Assembly Area Supervisors will work with Attendance Monitors to canvas Teachers for attendance results. If it is determined that a student is missing, Assembly Area Supervisors will work with the Attendance Monitor to confirm that the student was present in the building, then will contact the Person In Charge with the name, description and last known location of the missing student. The Person In Charge will in turn call the Evacuation Supervisor this information.

The **Attendance Monitors** report to the Assembly Area Supervisors but may be queried directly by the Person In Charge. They are responsible for (1) bringing the current day’s

attendance to the Assembly Areas and (2) working with the Assembly Area Supervisors to account for all students and staff.

**Teachers** report to Assembly Area Supervisors. *Any staff member supervising students at the time of an incident is treated as a Teacher for purposes of evacuation.* Teachers are to guide students out of the building by the evacuation route provided on the Evacuation Diagram posted near the door of each room. Once their student group is safely evacuated to an Assembly Area, Teachers are to take attendance for their group by referring to their classroom grade book/roster. If a student is determined to be missing, Teachers are to immediately notify their Assembly Area Supervisor.

**Non-Teaching Staff** are staff *not* supervising students at the time of an evacuation. Non-Teaching Staff first go to the Staff Attendance Monitor at the front gate and check in quickly. They then immediately evacuate to one of the two assembly areas and assist Teachers in maintaining a calm evacuation. They should refrain from assisting in attendance gathering efforts unless it is clear a Teacher is unable to do so (e.g., due to incapacitation). If appropriate, Non-Teaching Staff may talk quietly with visitors, but when doing so they should ensure that they have been accounted for by the Staff Attendance Monitor.

**Students** must be instructed to remain calm and quiet, in a single-file line (to the extent possible) and to follow instructions. Students at lunch should be accompanied to the appropriate assembly area by the lunchroom supervisors.

## SECTION 3: SAFE EVACUATION OF PERSONS WITH DISABILITIES

### Visitors With Disabilities

If persons with disabilities are in the building at the time of an evacuation, the Floor Captain on their floor will guide them to the Stair Monitor by the elevator if that location is safe, and by the main stairs (parallel to Martin Luther King) if the back stair/elevator area is unsafe. The Stair Monitor and disabled people will shelter-in-place in this assembly area until either the Floor Captain summons assistance or the incident is cleared. In the event that the incident is a drill, the Evacuation Supervisor will inform the Floor Captain, who will advise the disabled person of the drill and the fact that assistance in exiting the building would have been provided in an actual emergency.

### Students and Staff With Disabilities That Affect Evacuation

Just as the school is committed to meeting the educational requirements of students with physically disabilities, Thurgood Marshall Academy is committed to developing individualized plans to evacuate students and/or staff members with disabilities that hamper their ability to evacuate during an emergency event. Every staff member and student with a disability who would be adversely affected during an evacuation will have

a Plan for Emergency Evacuation of an Individual (PEEI). Specifics of plans will vary. Procedures for developing a PEEI are available from the Chief Operating Officer, who will lead the effort to develop PEEIs as the need arises. Should students or staff with disabilities that affect evacuation participate in programming at the school while their PEEIs are under development, follow the procedures described above for visitors.

Note that any staff members with a disability that might affect their ability to either evacuate safely or supervise students during an evacuation (e.g., persons adversely affected by strobe lights used in the fire alarm system) should report their needs confidentially and in writing to the Chief Operating Officer.

## SECTION 4: EVACUATIONS OUTSIDE OF CLASS TIME

### Near-Class-Time Evacuations

A “Near-Class-Time Evacuation” is a need to evacuate the building—announced in most cases via the fire alarm—that occurs during a passing period, a lunch period, an assembly, or at another time in close proximity to class. (A “Far-From-Class-Time Evacuation” is one before school or during an evening or weekend activity.)

*All faculty and staff must treat every alarm/evacuation as an actual incident. Remember that the building is relatively large, that fire and other threats may not be immediately visible, and that they can spread rapidly—remain calm, but never assume that an alarm constitutes a drill or a “false alarm.”*

The goal of a Near-Class-Time Evacuation—as in all evacuations—is for all occupants to exit the building as quickly, calmly, and safely as possible, and to account for all occupants. Accounting for occupants must take place outside the building, and one should rarely-if-ever delay rapid evacuation from the building.

### Evacuation

In the event of an evacuation near class time, procedures are as follows:

- 1) The evacuation follows the procedures that take place during a “normal” evacuation as closely as possible.
- 2) As in any evacuation, when exiting the building all occupants should leave through the nearest exit (as designated on evacuation maps or indicated via exit signs), then proceed to the nearest assembly area.
- 3) Occupants in the cafeteria should all exit toward the MLK Ave. assembly area by going up the stairs leading to the “gym” exit door.
- 4) Faculty and staff assume the same roles as during a class-time incident—as reviewed below.
- 5) The only staff who should remain in the building are those with roles clearing the building (spelled out in the Evacuation Procedures section and reviewed here)—all others should evacuate immediately:

- a. The **Building Engineer** and **Security** (who occupy the roles of *Evacuation Supervisor* and *Floor Captains*) will canvas the building and ensure that everyone evacuates.
  - b. **Security will also locate** disabled students (if any) requiring assistance evacuating, and supervising their evacuation. Security staff members will use their judgment regarding whether these students should evacuate or hold-in-place in a safe area inside the building until first responders effect a rescue. If students stay in the building, a security guard will remain with them and stay in communication with the Person In Charge.
  - c. **Staff members designated as *Stair Monitors*** in the Evacuation Plan Appendix A Flow Chart remain in the building and maintain order among students as they exit the building. They exit the building as soon as all students leave.
- 6) Staff with logistical roles in the drill report to their stations as soon as an evacuation begins:
- a. **Nora Moore** will serve as the *Person In Charge*, with **Richard Pohlman** and then **Melanie Sala** serving as substitutes if Ms. Moore is not available; all three proceed to the front gate when an evacuation begins.
  - b. **Zabrina Ames** reports to the front gate with, respectively, the evacuation folders to serve as *Gatekeeper* and the staff roster to serve as the *Staff Attendance Monitor*; during the incident they cooperate to account for all faculty/staff/contractors.
  - c. **Byron Johnson, Stacey Stewart, Keisha Hutchinson, and Renee Short** report to their respective assembly area, serving as *Assembly Area* and *Attendance* supervisors as during a class-time evacuation. **Therion Baker** goes to whichever Assembly Area appears to need assistance.
- 7) **Non-teaching Staff** without assigned duties in the Evacuation Plan exit the building immediately and form a loose “chain” of staff along MLK and Howard Road, assisting in keeping order; this is the procedure for all evacuation but is particular important during a Near-Class-Time Evacuation when students are not in class groups.
- 8) **Teachers:**
- a. Evacuate immediately;
  - b. If possible, take with them attendance materials, but should not unduly delay their exit from the building to do so (e.g., if they are far from their office/classroom, they should not attempt to “wade” through the evacuating students/staff to retrieve attendance materials);
  - c. As they exit, assist with maintaining order among students;
  - d. Report to the nearest assembly area;
  - e. Arrange themselves in alphabetical order by last name, with names beginning with “A” closest to the building.

### **Accountability**

Once at the Assembly area:

- Students report to the teacher who taught *the last class the student attended prior to the evacuation*.

- Each assembly area will have a set of period-by-period rosters (alphabetical by teacher) that will be used to assist the process of accounting for students.
- Teachers account for students based on class rosters from the last period before the evacuation.
- Any “extra” students will be accompanied to the front of the assembly area and placed in the care of the Assembly or Attendance Supervisor who will coordinate attendance with the other Assembly area; similarly, teachers report “missing” students to the Attendance Supervisors.
- Except in the unlikely event that the gym is also evacuating (or the school is taking shelter in the gym), students whose prior class was PE/Health will need to be escorted to the front of each assembly area where they will be supervised/accounted for by the Assembly Area supervisor or someone to whom the supervisor delegates that responsibility.
- No one—neither students, teachers, nor non-teaching staff—can leave the scene during an incident; everyone must remain on site and return to the building; only following the incident can parents sign students out, or can teachers/staff depart for scheduled appointments.

### **All Clear**

Re-entry into the building at the conclusion of a Near-Class-Time Evacuation follows procedures similar (if not identical) to those in “normal” evacuations:

- No one should re-enter the building until the alarm is turned off and the “all clear” is announced (the school has procedures in place for shelter in the case of evacuations during inclement weather; the Person In Charge implements them).
- Operations cannot turn off the alarm until the DC Fire Department grants permission.
- Only the Person-In-Charge can announce the “all clear” and re-entry to the building.
- Once the “all clear” is announced, teaching staff await incident managers’ instructions in order to manage an orderly return to the building.
- Once the “all clear” is announced, non-teaching staff members maintain “chains” along MLK Ave. and Howard Road to the gate to assist in keeping order; they wait until all students/teachers have re-entered the building before returning themselves.

### **Far-From-Class-Time Evacuations**

***Evacuation of Afterschool Programs is covered in Part 2, below. This section covers an evacuation that is both (i) well outside class time and (ii) not supervised by the Programs Department*** (e.g., students returning from an evening game, a weekend study group, etc.). Procedures are as follows:

- 1) Students accompany the staff or teachers supervising them to the Assembly Area indicated on the map in the room in which they are working.
- 2) All staff and teachers not supervising students go to the appropriate Assembly Area.

- 3) The Person In Charge and Evacuation Supervisor, assisted by security, make every effort to account for those in the building at the time of evacuation.
- 4) If no person designated in this plan as Person In Charge is on site at the time of the evacuation, the chain of command is:
  - a. Security Supervisor
  - b. Building Engineer
  - c. Security Guard
  - d. Any Thurgood Marshall Academy Employee
- 5) All staff, students, and visitors should take direction from whichever most-senior person on this list is on site.
- 6) Executive Director Richard Pohlman, Chief Operating Officer David Schlossman, and Assistant Director of Operations Nora Moore must all be notified of the incident.

## SECTION 5: PROCEDURES FOR OTHER INCIDENTS

### Lock-Down

Lock-Down procedures are covered in a separate plan.

### Hazardous Materials

Department heads are responsible for ensuring that employees in their department who must use hazardous materials in the course of their work (e.g., science teachers and cleaning staff) are trained in proper handling, emergency procedures, and disposal for the materials.

Hazardous materials incidents must be reported immediately as described earlier in this manual and consistent with the training received by the staff member handling the materials (i.e., either call security or pull an alarm, depending upon the severity of the incident and the safety of a general evacuation in proximity to the hazard). In some cases, it may be more prudent to notify security rather than pull an alarm (security personnel, for instance, may initiate a shelter in place—in concert with administrators—rather than stage a full evacuation).

## ***PART 2: EMERGENCY PREPAREDNESS PLAN FOR AFTERSCHOOL ACTIVITIES***

This document provides emergency procedures for participants in Thurgood Marshall Academy's Afterschool Programs Activities. It supplements the school's Part 1: General Emergency Procedures and other emergency policies. Employees should note that, except as amended below, all existing policies and procedures remain in place after school as well as during the school day.

### **ROLES AFTER SCHOOL**

**Person in Charge ("PIC")**—TMA Faculty/Staff member that is in charge of all of the activities that are going on. For example, typically during afterschool this would be the Director of Programs, Programs Manager, or Athletic Director. *As soon as possible during or immediately following an Afterschool emergency the Person In Charge (or her/his delegate) should notify the Executive Director, Chief Operating Officer, and Assistant Director of Operations, providing as much detail as available.*

**TMA Staff/Faculty Advisors**—members of TMA's staff/faculty that are supervising/advising an afterschool activity.

**Volunteer Club Advisors**—outside volunteers running a club or activity and who are alone with students.

**Volunteers**—outside volunteers that are in programs that are supervised by TMA Staff/Faculty.

### **LOCKDOWN AFTER SCHOOL**

In the instance of a shooting/incident outside of school, follow these procedures:

- The **Person in Charge** should immediately alert adults in building by making an all-call on the intercom system that the school is in a lockdown (training on the all-call is available from the Assistant Director of Operations).
- **PIC**, all **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** move all students into classrooms with an adult and *lock the door*. Make sure students are away from windows and the door. If working near the building entrance, move students into rooms 101 or 103 if available. Move **Volunteers** along with students.
- Have adult in each room make a list of all students that are in the room.



- Hold students in room until the Metropolitan Police Department (“MPD”) releases lockdown. *Do not end lock-down* before MPD has given the formal “all clear.”
- Once lockdown is over, the **PIC** will coordinate sending a letter home through Connect Ed to *all* parents explaining the event and if there were any injuries. Seek approval of the message from the Executive Director if possible, but communicate promptly. Communicate facts only; avoid speculation.

## MEDICAL EMERGENCY AFTER SCHOOL

- If someone is injured or seriously ill, the **Person In Charge** determines whether an ambulance is needed and, if so, assigns one person to call 911; that person makes the call and *stays on the line until told to hang up by the emergency dispatcher*. (An ambulance should be called unless clearly unnecessary.)
- The **Person In Charge** assigns a specific person to wait outside the school and guide EMTs to the person who is ill.
- Secure the student/adult who is having the emergency—the **Person In Charge** determines steps that need to be taken on a case by case basis but this usually entails ensuring that immediate needs (e.g., first aid) are met, that first responders are notified, and that the injured person’s privacy is protected as much as possible (e.g., by moving students to another room). Perform first aid if necessary and *only if trained*.
- Hold all students in classrooms/library, etc. The **Person In Charge** will have someone walk around to each class to inform **Advisors** to hold students until further notice.
- Once injured/ill person is secure and 911 has been called, collect medical information from/about the ill person to the degree possible. In the case on an injured student, have an adult print the student’s profile from FAWEB, get her/his medical file from the Nurse’s office, and get the student’s Emergency Contact sheet from Main Office. Give these records to first responders (EMT, paramedic, DCFD, etc.) as soon as they arrive.
- Call Emergency Contact listed for student, or—in the case of an ill adult, the person they designated as their contact. If first contact does not answer, go down the list until you reach someone.
- If the person is under 18, someone must ride with him or her in the ambulance to the hospital; the **Person In Charge** will assign the person who rides in the ambulance and exchange cell phone numbers with him/her.
- The **Person In Charge** will file an incident report once everyone has been taken care of.

## EVACUATION AFTER SCHOOL

The following describes the sequence of events during an evacuation.

The **Person In Charge** will be stationed on the front walk of the building where she or he will act as liaison with District of Columbia emergency personnel. Once an incident is resolved and they determine it is safe to occupy the building, DC emergency personnel will inform the **Person In Charge**, who will in turn communicate with staff that they may reenter the building. The **Person In Charge** works with the **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** to account for all students and staff.

When a fire alarm (bells and strobes) sounds, **TMA Faculty/Staff Advisors and Volunteer Club Advisors** shall:

1. Get their attendance sheet and keep it with them throughout the evacuation.
2. Lead students in evacuating the building in a quiet, calm, single file line.
3. Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the students and Advisors to one of the two assembly areas without passing in front of the building.
4. Upon leaving the building, each **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will be handed a folder from a staff member stationed at the exits—**all folders are identical** and contain
  - a. OK signs
  - b. Help signs
  - c. Supplies (which may include paper, pens, and detention slips)
5. Upon reaching the Assembly Area, students and Advisors will line up in **single file in the order in which they evacuated** or whatever logical order presents itself.
  - a. The **TMA Faculty/Staff Advisor and Volunteer Club Advisor** must keep his or her group together and not allow it to mingle with other groups.
  - b. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line.
6. After lining up, the **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the Person in Charge that it can be put away
7. **If all students in a are present and in good health, the Advisor holds up the OK sign**
8. **If a student/adult is missing or ill, hold up the Help sign**
9. **Advisors/Volunteers without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Assembly Area Supervisor);** they should assist those supervising students in keeping order.

10. Students in the care of **service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists**—will stay with the support provider; they should report to the Assembly Area Supervisor in the Assembly Area to which they evacuate.
11. Person in Charge will record responses to the OK/HELP signs and send help if needed.
12. When the “All Clear” is sounded, **TMA Faculty/Staff Advisor and Volunteer Club Advisor** should return the signs to the folders and return the folders as they re-enter the building.

## RECORD KEEPING AFTER SCHOOL

- In all types of incidents, the **Person In Charge** should assign a **Record Keeper**—a specific person the task of taking notes throughout the incident. This person should, as best circumstances will allow, record steps taken as much factual information as possible, including but not limited to
  - the names of those involved,
  - telephone numbers/contact information for victims, volunteers, school officials, students, first responders, etc., centrally involved in the incident
  - badge or ID numbers of first responders
  - events, their timing, and their location
  - next steps and their fulfillment (by way of example only—“Person in Charge stated that ill students’ parent would be called; PIC called parent at 7:00 pm”)
- The **Record Keeper** should pass on all notes to the **Person In Charge** before leaving the scene.
- The **Person In Charge** should use the notes to compile as complete an incident report as possible; a draft of the report should be shared with the Executive Director and the COO and filed with Security.
- When composing incident reports, make only factual statements:
  - Fact (right): Students and advisors returning from after school sports witnessed a man (not a TMA student, employee, or volunteer) fall on the school front steps and appear to lose consciousness.
  - Inference (unsuitable for incident report): Students and advisors returning from after school sports witnessed a drunk pass out on the front steps.

## **CONTACTS**

The following Thurgood Marshall Academy Staff/Contractors are available to advise (as circumstances allow) during an emergency.

### **ADMINISTRATORS**

The **Person In Charge** or the most senior TMA employee on site during an emergency *must provide detailed information as soon as possible to all of the following:*

- 1) *Executive Director,*
- 2) *Chief Operating Officer, and*
- 3) *Assistant Director of Operations.*

Never fail to inform these administrators, as they must take immediate steps, such as contacting insurance companies and communicating to the school community.

Contacts are as follows:

- Richard Pohlman, Executive Director, 202-538-4903, [rpohlman@tmapchs.org](mailto:rpohlman@tmapchs.org)
- David Schlossman, Chief Operating Officer, 202-276-4722, [dschlossman@tmapchs.org](mailto:dschlossman@tmapchs.org)
- Nora Moore, Assistant Director of Operations, 202-607-0204, [nmoore@tmapchs.org](mailto:nmoore@tmapchs.org)

### **AFTERSCHOOL PROGRAMS DEPARTMENT**

Note the contact for Programs Department administrators (one of whom will likely be on site during Afterschool activities):

- Kea McKoy, Director of Programs, 202-270-3225, [kmckoy@tmaphcs.org](mailto:kmckoy@tmaphcs.org)

### **SECURITY & FACILITIES PERSONNEL**

Building/security staff can provide support during both emergencies and minor incidents:

- Carla Saxton, Security Site Manager, 202-489-8939, [csaxton@tmapchs.org](mailto:csaxton@tmapchs.org)  
*Note that Officer Saxton may appear in cell phone contact lists under "Security."*
- Security, desk extension 116, [security@tmapchs.org](mailto:security@tmapchs.org)
- Building Engineer, 202-905-1289, [engineer@tmapchs.org](mailto:engineer@tmapchs.org)

***Note:** In some cases staff contacts change during the course of the school year; faculty, staff, and regular building users are responsible for knowing the contact information for incumbents.*

## ***APPENDICES***

The pages that follow provide charts and illustrations that supplement the information provided in this manual.

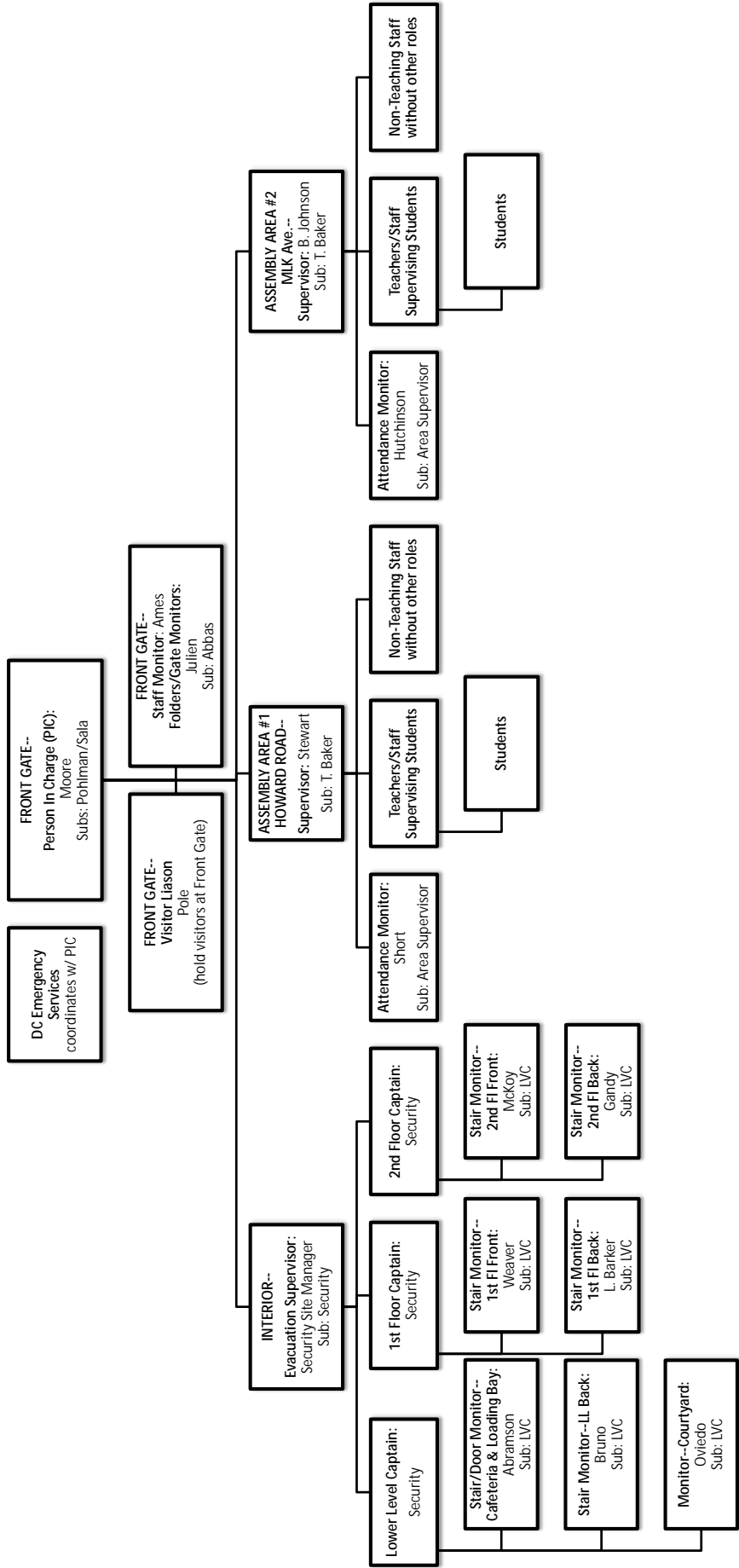
*Appendix A: Evacuation Flow Chart (school-day only, not Afterschool)*

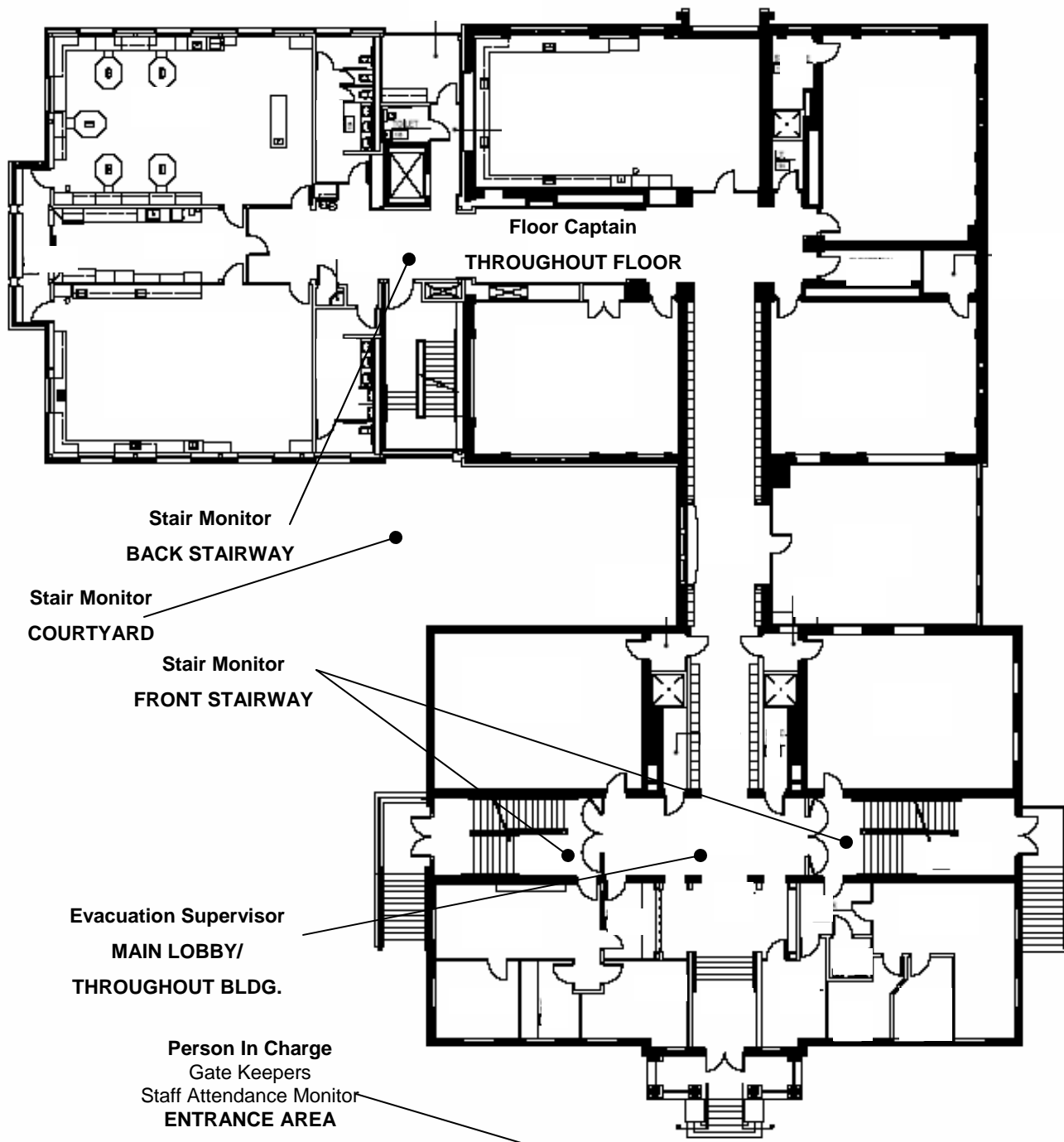
*Appendix B: Duty Locations (school-day only, not Afterschool)*

*Appendix C: Sample Evacuation Diagram*

*Appendix D: Exterior Assembly Area Map*

THURGOOD MARSHALL ACADEMY EVACUATION PLAN--  
 APPENDIX A: EVACUATION FLOW CHART  
 (updated 8/2015)





Stair Monitor  
**BACK STAIRWAY**

Stair Monitor  
**COURTYARD**

Stair Monitor  
**FRONT STAIRWAY**

Evacuation Supervisor  
**MAIN LOBBY/  
 THROUGHOUT BLDG.**

Person In Charge  
 Gate Keepers  
 Staff Attendance Monitor  
**ENTRANCE AREA**

**ASSEMBLY AREA #1**

**ASSEMBLY AREA #2**

←

Assembly Area Supervisor #1  
 Attendance Monitor  
 Teachers/Students/Staff

→

Assembly Area Supervisor #2  
 Attendance Monitor  
 Teachers/Students/Staff

**Instructions:**

**RED**

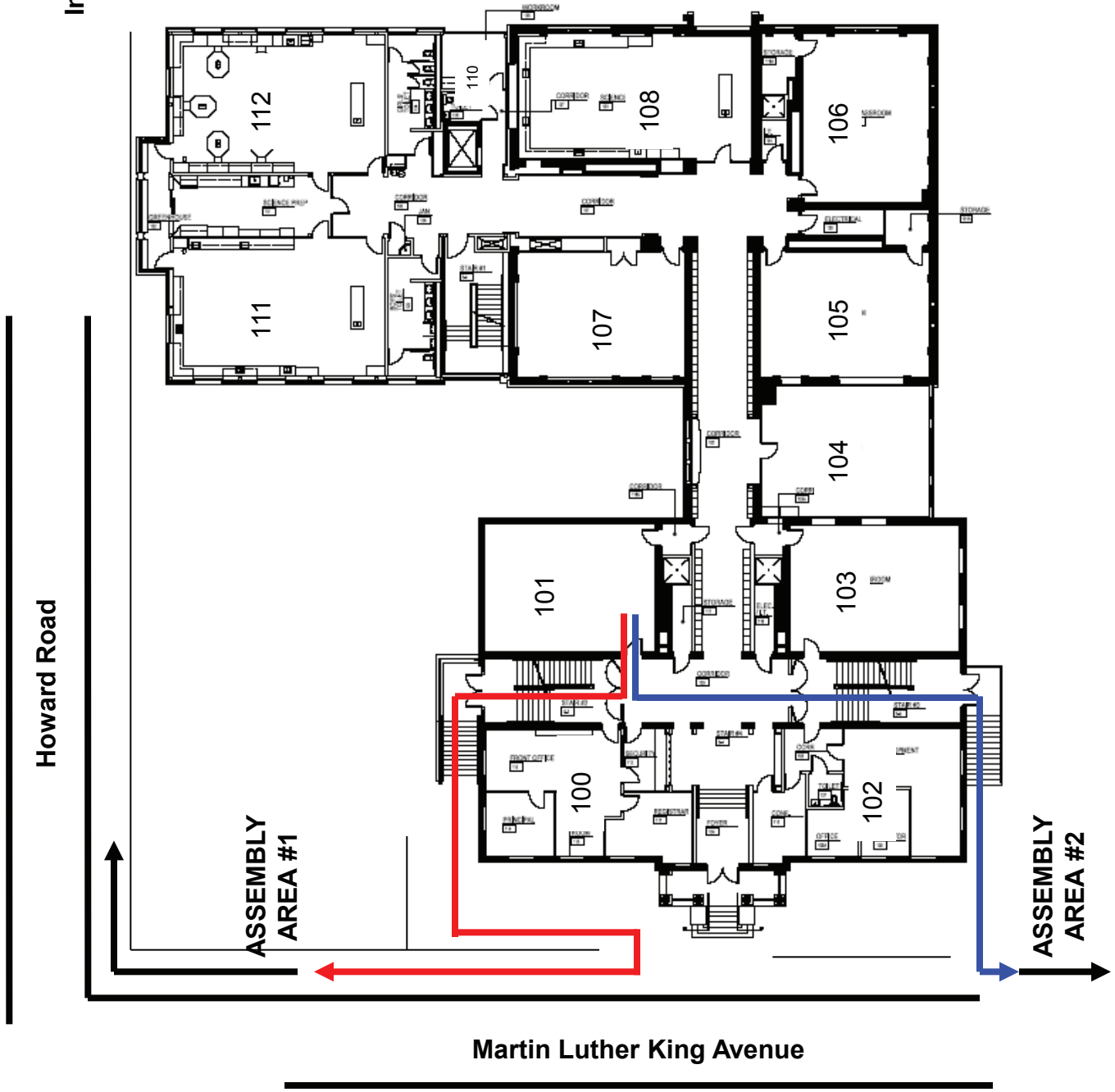
**PRIMARY ROUTE:**

- Exit Room
- Turn Right and walk down one flight of stairs
- Exit building by door straight ahead
- Walk straight to MLK Ave.
- Turn Right on MLK Ave.
- Turn Right on Howard Road
- Form a single line along the fence (Assembly Area #1)

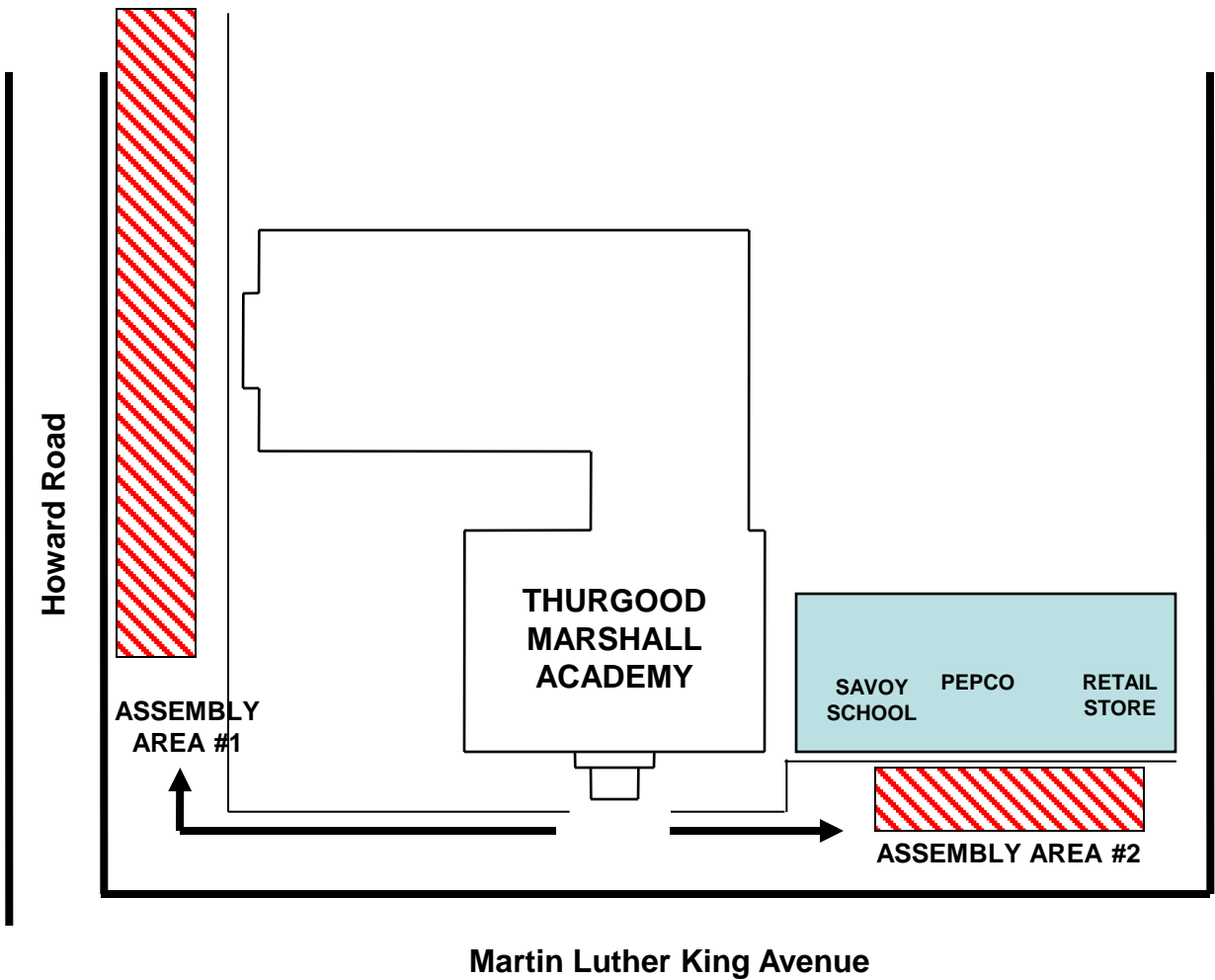
**BLUE**

**SECONDARY ROUTE:**

- Exit Room
- If stairs to Right are blocked, turn Left crossing Main Lobby
- Walk down one flight of stairs
- Exit building by door straight ahead
- Turn Left on MLK Ave.
- Line up within first block (Assembly Area #2)







Martin Luther King Avenue



TMA Main Building (adjacent)

**Appendix D-2  
Inclement Weather  
Assembly Area**  
If shelter is needed during an evacuation,  
staff and students shall assemble (as  
guided by administrators) in the gym.

**Thurgood Marshall Academy—  
Athletic Center**  
(co-location w/ DCSP's Savoy Elementary)

