



Reminders	Scenario	Instructions & Explanations	
<p>➔ Read the Purpose section on reverse side</p> <p> Safety Warning see Hazards table on reverse side</p> <p> Pre-Checks See reverse side</p> <p> Post-Checks See reverse side</p> <p>i₁₋₃ See Special Notes table on reverse side</p> <p><input type="checkbox"/> 1-4 Picture/info on right</p> <p> 1-2 Picture/info on reverse side</p> <p> Additional Persons required, see reverse side</p> <p> See Tools & Materials table on reverse side</p>	<div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>1 For all evacuation events</p> <p>i₁ ➔ </p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3</p> <p> 1 </p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p>2 Consider this procedure for the following events i₁-</p> <p>i₃ <input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3 </p> </div>	<p>1.1 When alarm sounds safely and quickly evacuate the students from the classroom. Assist any person(s) with special needs or disabilities with the evacuation.</p> <p>1.2 Follow instructions on evacuation map located at every classroom exit.</p> <p>1.3 Call 911 if needed</p> <p>1.4 Take roll sheet or device with attendance on it</p> <p>1.5 Turn off lights and close classroom door after all students have evacuated the classroom.</p> <p>1.6 Assist students to designated safe area.</p> <p>1.7 Once students are in safe area take roll to account for any missing or extra students in your group. Report any missing students to administration immediately.</p> <p>1.8 While taking roll ensure no students are in need of medical attention.</p> <p>1.9 Do not allow any person(s) to re-enter the room until it has been cleared for re-entry by administration or someone appointed by administration.</p> <hr/> <p>2.1 Any disaster</p> <p>2.2 Fire</p> <p>2.3 Fallen aircraft</p> <p>2.4 Chemical release (unless instructed to shelter in place)</p> <p>2.5 Bomb threat</p> <p>2.6 Emergency drill.</p>	<p><input type="checkbox"/> 1 Fire Alarm Pull Station</p> <div style="text-align: center; margin: 10px 0;"> </div> <p><input type="checkbox"/> 2 Evacuation Route</p> <p><input type="checkbox"/> 3 Account for all students</p>



EVACUATION

→ Purpose

To equip our classrooms with a guideline tool to use in the event classroom evacuation is necessary.

People (required or to be notified)

- School Site Nurse
- School Principal
- School Vice Principal (where applicable)
- Parent or Guardian (to be contacted by administration)
- CUSD Superintendent (to be contacted by administration)

✓ Pre-Checks (before starting this procedure)

- Secure the scene. Ensure scene is safe for you to enter

✂ Tools & Materials

Quantity & Description	Scenario
<input type="checkbox"/> First Aid Kit	1&2
<input type="checkbox"/> Fire Extinguisher	3

i Special Notes

i₁ California Health and Safety Code Section 1799.102 says, “No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission.”

i₂ Use extreme caution when approaching a downed or non-responsive person. Look over the area to ensure there are no hazards that can cause harm to you, the victim, or others.

i₃ Maps of evacuation routes shall be location at every room exit to assist any person(s) in the event of a necessity to evacuate the room.

#1 CUSD Contact List

Bret Harte:
 Office – (559) 992-8881
 Principal – Elizabeth Mendoza (ext. – 2222)

John C. Fremont:
 Office – (559) 992-8883
 Principal – Ed Ochoa (ext. – 3223)

Mark Twain:
 Office – (559) 992-8882
 Principal – Mike Anderson (ext. – 4223)

John Muir:
 Office – (559) 992-8886
 Principal – Dave Whitmore (ext. – 5106)

Corcoran High School
 Office – (559) 992-8884
 Principal – Antonia Stone (ext. – 6205)

Kings Lake
 Office – (559) 992-8885
 Principal – Keith Airheart (ext. – 7012)

District Office: (559) 992-8888

#2 School Nurse Contact List

CUSD Nurses List

Annex: Kerri York (Head Nurse) – (559) 246-7447

Bret Harte: Stephanie Grimmus – (559) 801-4151

John C. Fremont: Shelby Eidson – (559) 901-3589

Mark Twain: Ana Alcantar – (559) 772-2472

John Muir: Lorraine Renteria – (559) 836-1248

Corcoran High School: Jennifer Garcia (559) 936-9616 & (559) 469-2783

Counselor/Health Services: Maria Sanchez – (559) 936-1669

✓ Post-Checks (after finishing this procedure)

- If classroom evacuation was necessary ensure you can account for all evacuated students once help arrives for relief.
- Prepare a report detailing the time line of events leading up to and including the incident. Also document post incident efforts and suggested preventative measures to avoid future incidents.

📄 Reference Documents/ Sources

California Health & Safety Code; 1799.102 (Good Samaritan Law)
 California Education Code; Section 32280-32289 (Comprehensive Safety Plan)
 National Fire Prevention Agency (Glossary of Terms; Incipient Stage, Incipient Fire Fighting)



EVACUATION

POG-011

CUSD Universal