

February 20, 2017

PLAN FOR GRIDLEY HIGH SCHOOL, IN CASE OF AN EVACUATION ORDER:

Plan A:

DISTRICT INCIDENT COMMANDER ISSUES EVACUATION ORDER DURING THE SCHOOL DAY WITH NO IMMEDIATE THREAT:

Administrator follows these steps:

1. Site individual issues "All-Call". Ex "Students at this time we will be evacuating the school due to a county evacuation order. Students follow your teacher to Farmers Hall-WALK TO YOUR DESIGNATED LOCATION!"
2. District sends a robocall to parents to pick up their child at designated school locations. Teachers have their rosters and remain in the pickup zone helping supervise until students are gone. Gridley Police Department and City Public Works will assist with traffic control.
3. District will supply water and supplies to each school site.
4. Students leave. Staff goes home.
5. District issues a robocall to parents with school closure and EMS update.

Plan B:

DISTRICT INCIDENT COMMANDER ISSUES EVACUATION ORDER DURING A NON-SCHOOL DAY:

1. Incident Commander directs Administrators to remain calm and send a communication statement to their teachers and staff describing the evacuation order and potential school closure.
2. A district robocall is sent to parents, staff and teachers.
3. Incident Commander and designated individual work with local and county authorities to evaluate the risk and future steps.

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