

P.K. Yonge Developmental Research School

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# Critical Incident Response Plan

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College of Education, University of Florida  
1080 S.W. 11 Street  
Gainesville, FL 32601  
352-392-1554  
[www.pkyonge.ufl.edu](http://www.pkyonge.ufl.edu)

## **EMERGENCY TELEPHONE NUMBERS**

<b>Ambulance</b>	<b>9-911</b>
<b>Fire</b>	<b>9-911</b>
<b>Police</b>	<b>9-911</b>

**If using campus phones dial 9-911 otherwise 911**

### **Hospitals- Emergency Rooms**

<b>Shands at U of F</b>	<b>(352)265-0050</b>
<b>North Florida Regional</b>	<b>(352)333-4900</b>

### **Police Departments**

<b>U of F.</b>	<b>(352)392-1111</b>
<b>A.S.O.</b>	<b>(352)367-4000</b>
<b>G.P.D.</b>	<b>(352)393-7500</b>

**Critical Incident:** A critical incident can be a physical or psychological trauma, which has severe, immediate impact and likely long term effects on the individuals involved.

**These may include:**

- People made disasters-emergencies
- Natural disasters-emergencies
- Incidents that may involve staff members, students, parents or other people

**EVACUATION PROCEDURES:**

- A. All buildings have Emergency Evacuation Maps with routes to a designated evacuation area.
- B. H-Wing, I-Wing, the Business Office and the Performing Arts Center evacuate to the sidewalk on SW 11<sup>th</sup> Street. Elementary, Middle and High School evacuate to the east Athletic fields
- C. All buildings will be evacuated when the fire alarm is activated, or when instructed by P.K.Y Administrators.
- D. When the building alarm is activated during emergencies, leave by the nearest marked exit and alert all others to do the same. Bring your student roster and make sure all students are accounted for.
- E. Once outside, proceed to your designated assembly area. (know your assembly area) take roll and make sure your students are accounted for.
- F. Do not return to an evacuated building until all clear is given by administration.

## **CAMPUS EVACUATION:**

- A.** Evacuation of all or part of the campus grounds will be determined and announced by the Director or Administration.
- B.** If notification is given to evacuate the campus, teachers, staff and students will evacuate to S.W. 6TH Street, to an area adjacent to the 6<sup>th</sup> Street entrance to P.K Yonge.
  - a. **North** campus (H-Wing, I-Wing, the Business Office and the Performing Arts Center) will to SW 11<sup>th</sup> Street to Depot Avenue, eastward to SW 6<sup>th</sup> ST, southward to the evacuation area.
  - b. **South** campus (including the Elementary Building) will evacuate east through the Faculty Parking lot, exiting campus to the evacuation area.
- C.** All faculty and staff maintain order and supervision of students during the evacuation.
- D.** The University of Florida Police Department and other emergency personnel will provide road closures and assistance with escorting elementary students to the evacuation area.

### **Director's/Principal's Next Responsibilities**

- 1.** Designate a person to meet with the media at the North side entrance of P.K.Yonge. (Act as the Public Information Officer)
- 2.** Designate a person to go to the North side entrance of the school to direct parents to Depot Avenue and S.W. 6<sup>th</sup> Street or to S.W. 16<sup>th</sup> Avenue and S.W. 6<sup>th</sup> Street
- 3.** Designate a person(s) to take names of the person or parent picking up any student
- 4.** Designate a person(s) to help with answering telephones and directing parents where to pick up students

## **What Administrators have to know**

1. Know the buildings emergency routes
2. Assign physical area and workplace layout
3. The various alternate escape routes out of the area
4. Handicapped employees and students in the area who may need extra help or assistance

## **What Administrators do**

1. Attend training sessions. (Monthly Drills)
2. Ensure that teachers and staff are aware of an emergency and the requirements to evacuate
3. Assist in the safety and orderly evacuation of employees and students
4. Check rooms and other enclosed spaces for employees and students
5. Verify that all students and staff has been accounted for

## **What Administrator's DON'T do**

1. Fight fires
2. Endanger themselves

## **CRISIS COMMAND POST**

P.K Yonge will have a specific command post where Response Teams, Police, Fire, can assemble in the event of a crisis situation. The Director or Principal will make this decision of where the command post will be when the time arises.