

P.K. Yonge Developmental Research School

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# Protocol For Total Campus Evacuation

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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)

## Total Campus Evacuation

This document contains the protocols and procedures to be implemented in the event of an emergency situation requiring the total evacuation of the P.K. Yonge (PKY) campus. A total campus evacuation will only be utilized when there is a critical threat to the safety, health or lives of students and staff. Emergency services will be required the University Of Florida Police Department (UPD) and other agencies as needed, such as the Alachua County Sheriffs Office (ASO), Alachua County Fire and Rescue (ACFR) and/or the City of Gainesville Police Department (GPD).

The primary objective is the safety and care of the 1150 students of the school and the orderly, systematic transfer of students to their parent(s) or guardian(s).

1. The PKY Director or Administrative designee will order the total campus evacuation and notify UPD.
2. PKY Faculty and Staff will implement and direct the evacuation as planned and prescribed in the P.K. Yonge Critical Incident Response Plan.
3. Evacuation site: Shands Hospital Support Facility field at 1120 SW 6<sup>th</sup> Street
  - a. The North campus (Baby Gator, Performing Arts, H-Wing, I-Wing, and the Business Office) evacuates to SW 11<sup>th</sup> Street, then to Depot Avenue, eastward to SW 6<sup>th</sup> Street, then southward to evacuation site. 375-400 people.
  - b. The South campus and the Elementary Building (Secondary School and the Elementary Building) evacuates east through the Faculty Parking Lot, cross SW 6<sup>th</sup> Street to the evacuation area.
4. Faculty and Staff maintain order and supervision of students in their assigned class area. Await Administrative directions and prepare for orderly transfer of each student to a parent or guardian.
5. An organized and controlled system will be utilized to release each student to a parent, guardian or contact as listed on the student's current Emergency Information Form. The parent/guardian/contact must provide proper photo identification for verification before a student is released to their care.
6. University Police Department will provide assistance in the following ways:
  - a. Detour traffic off Depot Avenue from SW 11<sup>th</sup> street to SW 6<sup>th</sup> Street and off SW 6<sup>th</sup> Street from Depot Avenue Southward to SW 16<sup>th</sup> Avenue.
  - b. Provide support personnel to assist with the orderly movement of young children from Depot Avenue (North Campus) to the SW 6<sup>th</sup> Street evacuation site.
  - c. Upon completion of the evacuation, provide support personnel at the evacuation site for student safety, parental control and order during the transfer of students to parents or guardians.
  - d. Coordinate response and activities with the PKY Director, i.e. a command post.

- e. Contact and enable other resources/agencies as needed.
- f. Emergency/Crisis management as required.

### **Total Evacuation - First Response**

1. The PKY Director or Administrative designee will order the total campus evacuation and notify UPD.
2. PKY Faculty and Staff will implement and direct the evacuation as planned and prescribed in the P.K. Yonge Critical Incident Response Plan.
3. Evacuation site: Shands Hospital Support Facility field at 1120 SW 6<sup>th</sup> Street
  - a. The North campus (Elementary School) evacuates to Depot Avenue, eastward to SW 6<sup>th</sup> Street, then southward to evacuation site. 375-400 people, mostly children age 5-11.
  - b. The South campus and the Elementary Building (Secondary School and the Elementary Building) evacuates east through the Faculty Parking Lot, cross SW 6<sup>th</sup> Street to the evacuation area.
4. Faculty and Staff maintain order and supervision of students in their assigned class area. Await Administrative directions and prepare for orderly transfer of each student to a parent or guardian.

### **Evacuation Site Management**

1. Assembly/Organization of Students
  - a. Division Administrators (AP's) will supervise, coordinate and organize the placement and arrangement of their students and faculty/staff in assigned area.
  - b. All Faculty and Staff will participate and perform duties as assigned by an Administrator
  - c. All students will be accounted for and grouped by division/grade/teacher.
  - d. (?? water, restroom ??)
2. Materials Required
  - a. Emergency Information Cart (Clinic) contains Student Emergency Information forms, student rosters and checklists, student driver decal information
  - b. First Aid kit and Medical supplies
  - c. Radio communicators – Administrators and all others as issued
  - d. Megaphones
  - e. Office supplies (paper, poster board, pens, markers, tape, etc.) for signs and check-out needs
3. Student Check Out Stations

- a. Set up five (5) stations manned by PKY personnel to administer the release of students through the verification and identification of parents and/or guardians.
  - b. The stations will be grouped alphabetically by student last name :  
A to C ; D to I ; J to M ; N to S ; T to Z.
  - c. The current Emergency Contact Information form on record with the school will be utilized to verify parent /guardian eligibility to take custody of each student.
  - d. PKY personnel must be extremely diligent and accurate in assessing the verification, identification and eligibility of a parent/guardian prior to releasing any student into someone's custody.
  - e. Have the student confirm the adult is their parent/guardian prior to release.
  - f. Do not be rushed or pressured. Seek assistance if there is any doubt.
  - g. Read *Parental Pick Up* below for additional information
4. Parental Pick-up
- a. The current Emergency Contact Information form on record with the school will be utilized to verify parent /guardian eligibility to take custody of each student.
  - b. Students will only be released to the custody of an adult clearly listed and identified on the student's current Emergency Contact form on file.
  - c. Parents/guardians must provide valid photo identification and be verified by responding correctly to queries about information contained on the student's Emergency Contact form.
  - d. Upon verification, the student will be sent for and asked to verify the adult as their parent/guardian and then released to the parent/guardian.
5. Student Drivers
- a. Students who drive personal vehicles to school will participate in the evacuation and remain in the care of the school.
  - b. All vehicular traffic within and around the school campus will cease. The police will close all entrances and exits until the emergency has been resolved and parking areas have been released by the authorities.
  - c. Student drivers may also be released by Parental pick up procedure as stated above.
  - d. An Administrator will contact a parent of a student driver for parental consent prior to releasing a student to drive their vehicle. The Administrator will document and record the action.

### **University Police Department and Emergency Responders**

1. University Police Department will immediately provide road closures adjacent to the PK Yonge campus and detour traffic off Depot Avenue from SW 11<sup>th</sup> street to

SW 6<sup>th</sup> Street and off SW 6<sup>th</sup> Street from Depot Avenue Southward to SW 16<sup>th</sup> Avenue.

2. UPD will provide support personnel to assist with the orderly movement of young children from Depot Avenue (North Campus) to the SW 6<sup>th</sup> Street evacuation site.
3. UPD will provide support personnel at the evacuation site for student safety, parental control and civil order during the transfer of students to parents or guardians. (See Evacuation Site Management :: Parental Pick Up)
4. UPD will provide traffic control at the intersections of SW 6 Street and Depot Avenue and SW 6 Street and SW 16 Avenue.
5. In the SW 6 Street area, UPD will regulate and control the flow of parents and vehicles arriving to pick up students.
6. Coordinate response and activities with the PKY Director or Administrative designee, and establish a command post.
7. UPD will contact and enable other resources/agencies as needed; i.e. GPD, ASO, ACFR.