



2013-2014

RCHS

EMERGENCY EVACUATION

PROCEDURE

GUIDE

Rockcastle County High School

Name	Title	Home #	Cell #
Jennifer Mattingly	Principal	(606)256-2101	(606)308-3824
Barry Noble	Ass't. Principal	(606)256-0008	(606)308-3174
Becky Smith	Ass't. Principal	(606)256-8916	(606)392-9250
Janice Miller	Guidance Counselor	(606)758-9208	(606)308-5162
Morrissa Hayes	Guidance Counselor	(606)758-4051	(606)308-5915
Jessie Mahaffey	Youth Services Coordinator	(606)256-0006	(606)308-4865
Floyd Bell	Custodian	(606)256-2553	(606)308-2617
Coy Taylor	Custodian	(606)758-9220	(606)308-4866
Tim Reynolds	Custodian	(606)256-4253	(606)308-3425
Danny Lunsford	Custodian	(606)758-8232	(606)308-1099
Dearl McKinney	Custodian	(606)758-8967	(606)308-4151

Rockcastle Co. Area Technology Center

Name	Position	Home #	Cell #
Ralph Baker	Principal	(606)758-9724	(606)308-1687

Central Office Staff

Name	Position	Home #	Cell #
David Pensol	Superintendent	(606)256-2739	(606)308-1637
Chris Cornelius	Bldgs & Grounds Transportation	(606)256-5159	(606)308-3572
Jason Coguer	Curriculum	(606)256-3512	(606)308-5033

CAMPUS EVACUATION PLAN

ROCKCASTLE COUNTY HIGH SCHOOL

Address: 1545 Lake Cumberland Highway

Phone: (606)256-4816

Enrollment: 850 (approximate #)

Number of staff members: 91 (74 instructional members, 6 custodial members, 1 grounds monitor and 10 cafeteria staff members)

PRIMARY

OFF SCHOOL GROUNDS EVACUATION SITE

Community Trust Bank-Mr. Mike Blount- Lake Cumberland Highway

Community Trust Bank- (606)256-5141

School members will be directed to proceed to the back student parking area where they would then be escorted to the property owned by Community Trust Bank. This would provide a safe location for gathering of the school members, without having to cross the Lake Cumberland Highway.

SECONDARY

OFF SCHOOL GROUNDS EVACUATION SITE

Rockcastle County Middle School and Rockcastle County Academy

Rockcastle Co. Middle School: (606)256-5118

Rockcastle Academy: (606)256-3846

School members will be directed to proceed to main school gated entrance, then cross Lake Cumberland Highway at the direction of school staff. Members would then proceed downhill onto Jerri Lane until Jerri Lane intersects with Main Street. Members would then take Main Street until it intersects with the drive to RCMS. School members would be placed in the buildings occupied by RCMS and The Academy. School staff members will aid in crossing of all highways and roads.

In case of school evacuation, school office employees should confiscate and carry with them, the following:

Item	Location	Responsible Party	
Student Emergency Cards	Nurse's Office	Nurse/Instructional Ass't.	
Student medication	Nurse's Office	Nurse/Instructional Ass't.	
First Aid kits (orange bags)	Records Room	Secretary	
Evacuation Materials Bag (red bag)	Records Room	Secretary	
AED	Front Office Wall	Secretary	

School Staff Member Responsibilities

Duties	Staff #1	Staff #2	Staff #3
Incident Commanders	Jennifer Mattingly Principal	Barry Noble Assistant Principal	Becky Smith Assistant Principal
Incident Recorders	Janice Miller Counselor	Morrissa Hayes Counselor	Jessie Mahaffey YSC Coordinator
Facilities	Floyd Bell Custodian	Coy Taylor Custodian	Chris Cornelius Bldgs & Grounds
Media Communications	Janice Miller	Morrissa Hayes	
First Aid	School Nurse Nurse's assistant	Building Athletic Coaches	Allene Cornelius
Nutrition Services	Jeanine Parsons Food Services Dir. (606)256-2125	Dorothea Bradley Cafeteria Manager (606)453-4508	

Classroom Teacher Responsibilities During Evacuation

- ____1. Teachers are encouraged to remain calm and to attempt to keep the students quiet so all instructions from Incident Commanders (Principals) can be communicated.
- ____2. Teachers are to keep all students within the classroom, classroom door locked, classroom window and exterior windows covered. Students should be required to sit below the lowest level of the window until the evacuation begins.
- ____3. Classroom rosters/attendance book should be in the teacher's possession. Teacher should get an accurate count of all students in case an evacuation should be required. Personal belongings that would impede the process of an evacuation should be left behind.
- ____4. Should an evacuation be required, teacher should order students to remain with them, while exiting the building in a quiet and orderly fashion. Should someone in the classroom be physically unable to evacuate themselves (i.e. wheelchair bound, crutches, etc.) assign a student(s) to aid those that will need the assistance.
- ____5. Teacher should appoint a student to aid in leading the evacuation from the building, by informing them of the correct exit to take. The teacher should be the final one to exit the classroom to make sure all students have exited.
- ____6. Once outside of the building, teacher should attempt to locate an administrator/INCIDENT COMMANDER. The teacher should direct students to the final evacuation spot (**Community Trust Bank #**) and inform the class to follow the direct route. ALL evacuation routes to final site should stay as clear as possible from the school building.

Secondary evacuation location: **ROCKCASTLE COUNTY MIDDLE SCHOOL**

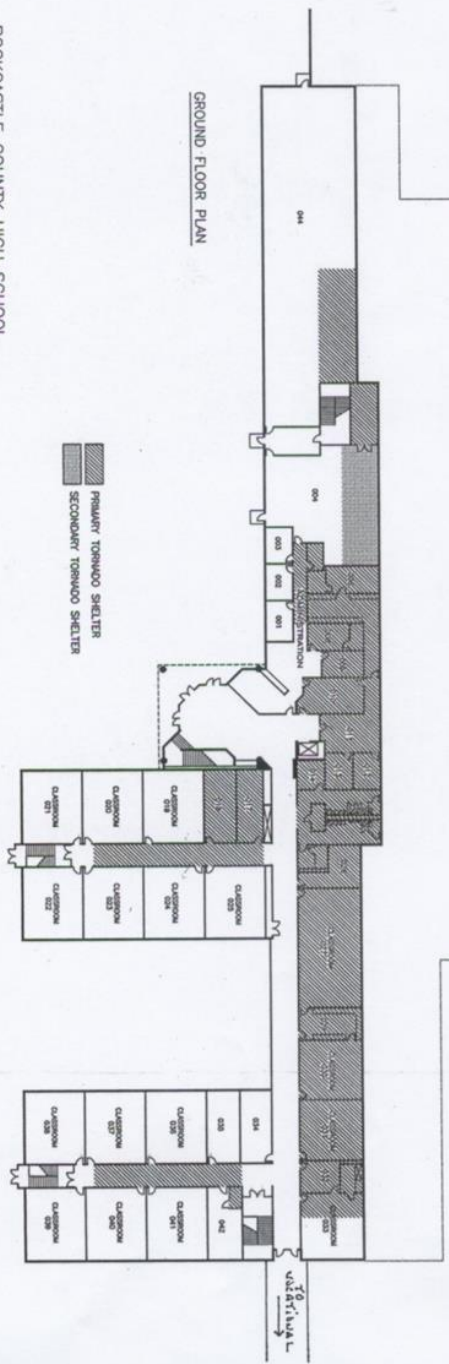
On Site Procedures Following Evacuation

- _____1. Students will be gathered with their teacher based upon which period school was evacuated.
- _____2. Teachers will check attendance and notify the Incident Commanders (administration) if any students are absent following the transition to the evacuation area.
- _____3. Teachers will also report any injuries sustained before or during the transition.
- _____4. One of the Incident Commanders will make contact with the person in charge of the site in which the school members have been evacuated to.
- _____5. School nurse will designate an area to be used for triage unit for treatment of any injuries sustained.
- _____6. Once attendance is checked, teachers will be responsible for forming a perimeter around the school members to ensure that no one leaves the perimeter, nor no one enters the perimeter. Perimeter will be surveyed by the teachers to look out for safety concerns.
- _____7. Incident commanders will appoint staff members to control traffic at the entrance of the evacuation site, to allow a free flow of any possible needed emergency vehicles.

OUTLINE OF FIRST FLOOR PLAN

GROUND FLOOR PLAN

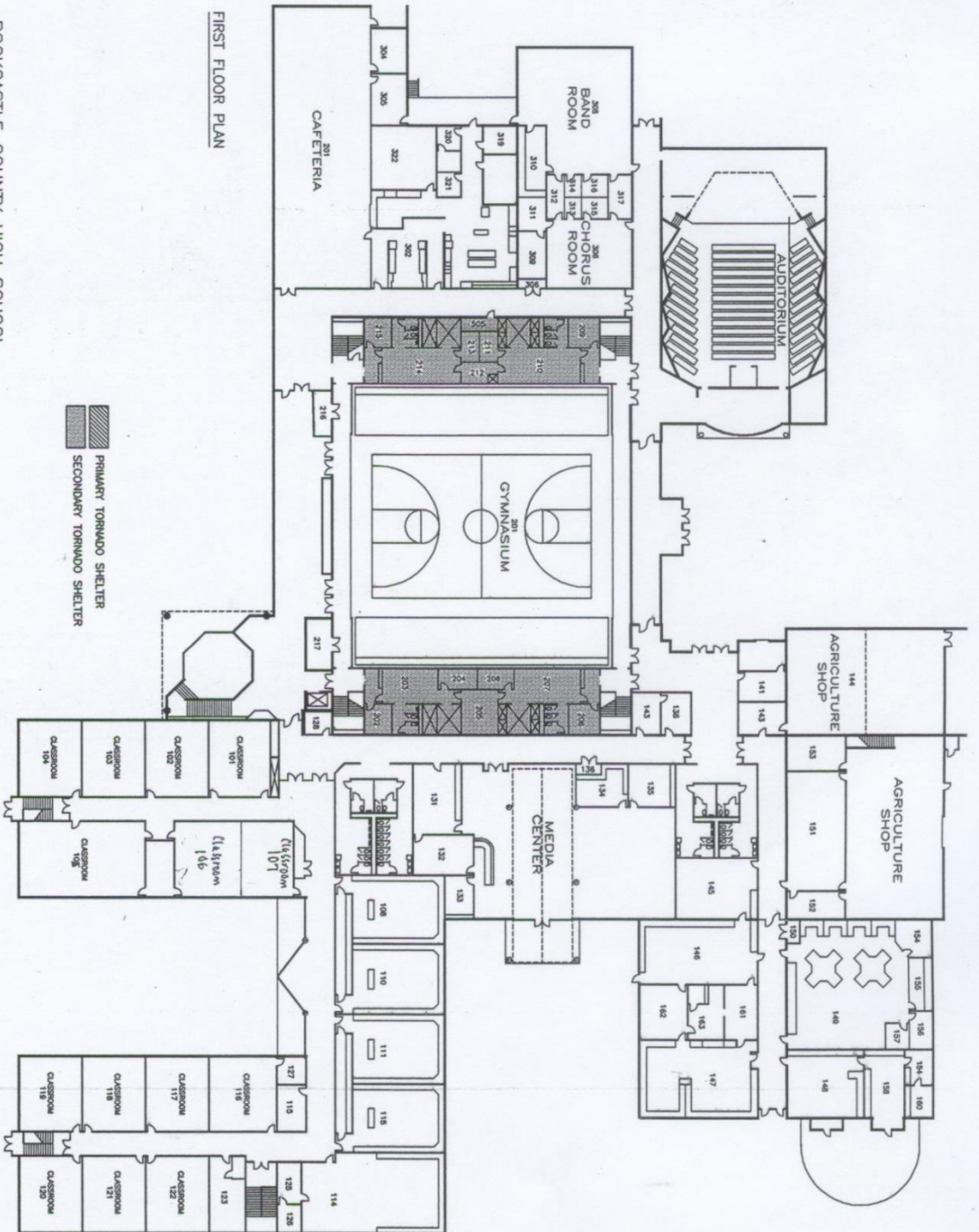
PRIMARY TORNADO SHELTER
SECONDARY TORNADO SHELTER



ROCKCASTLE COUNTY HIGH SCHOOL

ROCKCASTLE COUNTY HIGH SCHOOL

FIRST FLOOR PLAN



LOCKDOWN

___1. When hearing the word “LOCKDOWN” over the school’s public address system. Immediately lock your classroom door and double-check that any outside access door to your room is shut and LOCKED as well.

___2. Make sure that ALL students are present and accounted for.

___3. Slide the appropriate door hanger (white or green) into the glass window area of your classroom door, before using your cover to block the window from inside your classroom.

GREEN= ALL “OK”

White w/ red= Someone missing

___4. Order all students into an area of the classroom that is less visible by anyone attempting to look into your classroom through the window of your classroom door. If your classroom has windows, make sure all students are below the lowest level of each window.

___5. Turn classroom lights OFF. Secure all windows and close the window blinds.

___6. If a student left your classroom and has yet to return to your classroom after the LOCKDOWN was announced, please call the front office at extension 2600 to report the students missing and also report the destination in which the student left your class for.

___7. If a LOCKDOWN is announced, students must stay in the area of the building in which they are located once the LOCKDOWN is announced. However, if they are in the hallways, they are to remove themselves from the hallways immediately by entering a restroom, gym, or the front office, whichever is the closest for the student. Once entering that area they are to seek cover.

___8. Keep everyone from the site of someone that may attempt to look through your classroom door window.

___9. If an evacuation is ordered, please listen closely for the evacuation route to take. We will announce to either use the FIRE EVACUATION PLAN or the closest outside exit. We would also announce the meeting location (baseball and softball field entrance area) for all students and staff.

[illegible]