

GENERAL INSTRUCTIONS FOR EVACUATION SITE COORDINATORS

Prior to the drill:

1. Locate your assigned evacuation site on the map and go to it. Find the evacuation site sign post in the field.
2. Locate the emergency supply cabinet assigned to your evacuation site on the map. Go to it and find it in the field.
3. Know which buildings will most likely evacuate to your site.

During the Drill:

4. Many of the evacuation sites have more than one Evacuation Site Coordinator assigned. Determine amongst yourselves who will be the scenario leader and who will run communications for the site. The communications person will carry the radio and be responsible for communication with command. The scenario leader will run the scenario operation. The communications person will also participate and assist in the scenario.
5. Upon notification and evacuation, go directly to your emergency locker, get your bag and go to your assigned evacuation site. *(Be aware that another coordinator assigned to your site may have already picked up the bag- the manager dispensing bags at the cabinet will inform you of that).*
6. On your way out of the building, open doors and notify people and classes this is a drill and to evacuate. *(you are not required to evacuate the building – this is just on your way out)*
7. At the evacuation site, open the bag and put on your yellow vest and hat, turn on the radio (channel 3) and check in with the command center. “command,... site xx(your site number here) checking in”. Command will acknowledge with a “copy” and ask you to stand by for further direction. When you call command on the radio, always identify yourself as “site xx”. Do not refer to yourself as “evacuation site xx”- just use “site xx” it’s simpler and easier to understand.
8. Command will contact you: “site xx,command”. You will come back “site xx go ahead”.
9. Command will task you with a mission. Acknowledge when you understand your mission with “copy”.
10. **If the mission is a stretcher evacuation, compel 5 other people to assist you.** If you are unable to get 5 others to help, inform command. You cannot do the mission without 6 including yourself. If you do a stretcher evacuation, try to find out the victim’s injuries. Command will ask you to report them over the radio at some point. The victim will be able to help themselves into the stretcher to a certain extent, but may *need some assistance*, depending on their injuries. Be mindful of their injuries when helping them into the stretcher, and when transporting them. The victims are actors and will “stay in character for the entire drill”. Take it seriously and play along. This experience will build your muscle memory for the real thing.

- 11. If the mission is an evacuation chair mission, compel at least 3 other people to help you.** You will be evacuating a full body weight manikin. Be careful of the articulating joints, as they can pinch.
- 12.** Before leaving on your scenario mission, insure there is at least 1 responsible person at the site to watch the bag when you are gone. (Managers are assigned this duty, but YOU need to make sure a manager or other responsible person stays at the evacuation site with the bag while you are away on your mission.
- 13.** When the mission is complete, call command and let them know. Return to your evacuation site to collect your bag.
- 14.** During the mission, if there are difficulties that require additional clarification or direction, call command for support or direction.
- 15.** Channel 3 is the primary emergency channel. A high volume of critical radio traffic is on this channel. Keep your communications short and concise. If a communication becomes lengthy and is holding up other traffic, command may ask you to “go to channel 1” or “meet me on channel 1”. Just acknowledge with a “copy”, and turn to channel 1. When you are on channel 1, say “site 11 on channel 1”. The communication can continue there. (remember to release the mike key when you’re done speaking)
- 16.** There may be photographers/videographers from our marketing department photographing and videoing the action and they may embed with you on your mission. This is so we can learn from the event, and some video may be used for PR and marketing 😊
- 17.** At approximately 10:30, command will notify managers and evacuation site coordinators, (whomever is at the evacuation site at that time) to tell faculty and students and staff they may return to their classes and work spaces). Some scenarios may still be running and that’s ok. When ALL of the scenarios are complete, command will notify all participants that “*Operations are Complete*”.
- 18.** Command will call for a debriefing meeting “probably under the big oak trees” after the event so we can all discuss and learn.
- 19.** Bring your bags to the debriefing- they will be inventoried and collected there.

Please call me with any questions prior to tomorrow’s drill.
Scott Stark cell: 909-253-5811