

Lassen View Off-Site Evacuation Plan

Location: Crain Ranch

**Address: 10660 Bryne Ave.
Los Molinos, CA 96055**

Directions from School:

- 1. Turn RIGHT out of school parking lot on Hwy 99**
- 2. Take the first LEFT on LeClaire Ave. LeClaire will lead to a 3-way stop sign.**
- 3. Turn right on Bryne at stop sign in front of Crain Walnut Shelling.**
- 4. Continue on Bryne around the sharp turn to the left past the entrance to Hunter's Resort Senior Living Mobile Home Park.**
- 5. 10660 Bryne Ave. is on the left and is the main office for Crain Walnut. There is a large Red A on the parking lot side of the building. The building is directly across the street from the mobile home park.**

****** If you are driving south on Highway 99 toward school (from Red Bluff direction), you will make a RIGHT on LeClaire Ave. All the other directions are the same.**

Plan for Student Evacuation

- The buses will drop off students at break room/lunch area at Crain Walnut. The bus will turn left directly after the office building and drive between office and warehouse building. Once past the building, the bus will turn right and stop. Students will be evacuated into lunch room area. There are glass double doors leading to the lunch room. Once full, additional students will go upstairs. Bathrooms are both upstairs and downstairs in the building. If necessary, a storage room in an adjacent building will be used for students who cannot fit in building. An employee from Crain Walnuts will assist. The bus will circle the building and return to school for additional student evacuation.

Parent Pick-Up

- Parents will park in the gravel employee parking lot. Once arriving at 10660 Bryne Ave., parents will turn BEFORE the main office and into the parking lot. Employees from Crain Walnut will be available to direct traffic to the parking lot.
- School staff will have a table in front of the glass double doors to check out students as quickly as possible.

Responsibility of School Staff

- Students will need supervision inside buildings by school staff.....staff should bring their radios with them and transport with classes by bus

- Any additional school staff will be used to assist in parent-student reunification

Protocol for Student Release

- Parents will check in at the checkout table.
- If the school staff member is familiar with parent/adult, he/she will make a note on class list of who picked up student and the time of pick-up.
- If the adult is unknown, the school staff member will ask for identification and check the contact list for the student.
- The adult will either make a radio call for student and/or give name to staff member to locate student inside building. *If the adult picking up student(s) is unknown and does not have identification, a school staff member will check with student to make sure the student knows the person before letting the child go with the adult.*

All students being checked out will be noted on the class lists of who picked up child and what time it happened.

If school staff at reunification table is unsure of the adult picking up a child, all available staff members who know the child will coordinate to allow pick up. That could be classroom teacher, aide in the class, office staff, the principal, etc.