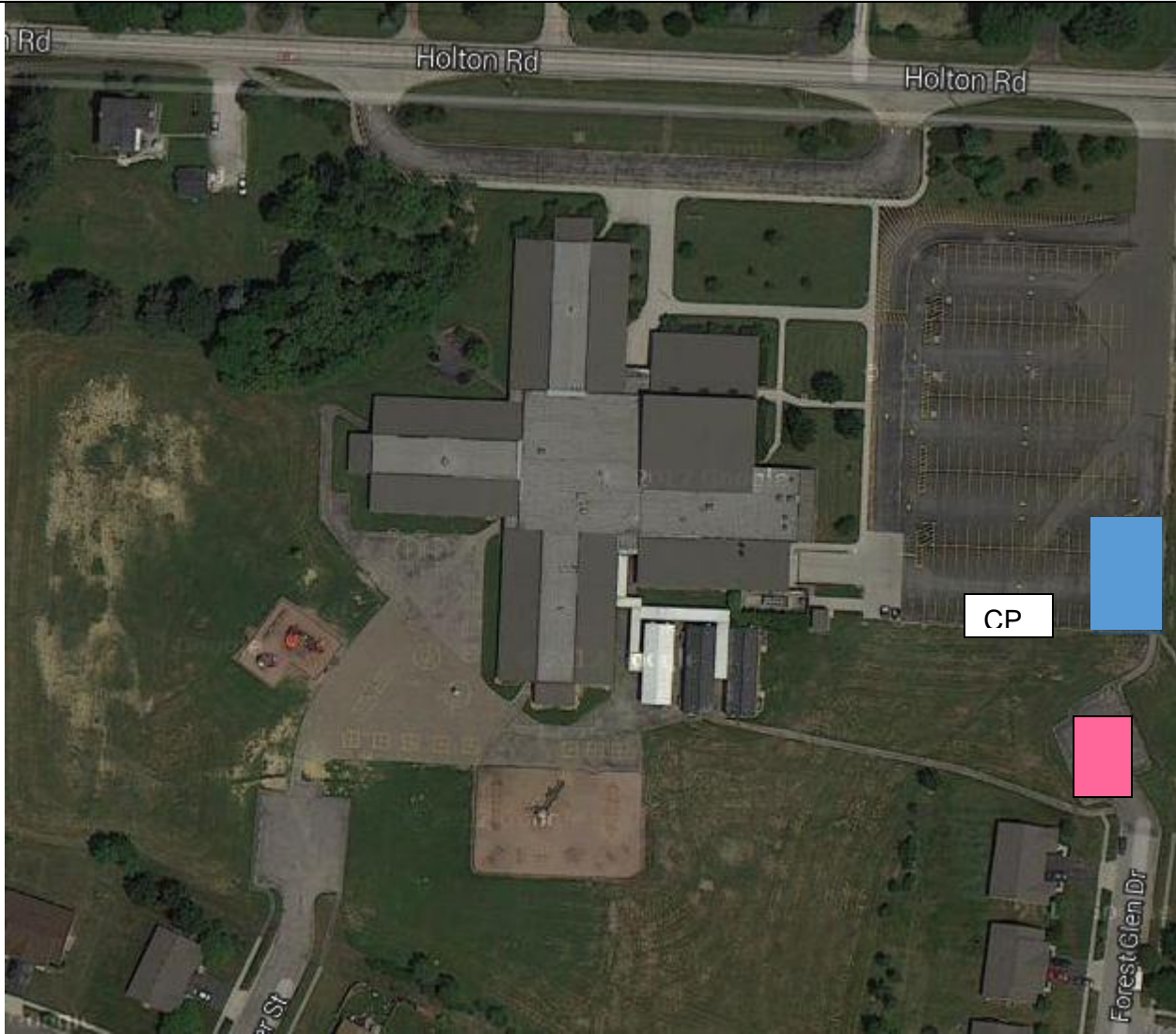


ICS Form 201

Action Plans	1. Incident Name Fire Drill	2. Date Prepared 9/2/2014	3. Time Prepared AM
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4. Map Sketch



Students/Staff/Visitors and all inhabitants will exit the building according to the Fire Evacuation Plan that has been practiced and is posted in each room of Buckeye Woods Elementary. Blue Lot will include Rooms 501, 502, 703, 301, 306, 3012, 308, 101, 102, 108, 109, 105, 106, 107, 103, and 104. Blue leader is Sally Bailey assisted by Sandy Bachman. Pink Lot will include Rooms 305, 304, 303, 306, 307, 206, 208, 201, 202, 205, 204, 203, 206, 207 and Kitchen. Extra staff and visitors will be accounted for before reporting to Command Post leader Jennifer Kauffeld, Principal.

ICS 201 Page 1 of 2	5. Prepared by (Name and Position) Jenniffer Kauffeld, Principal
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Standard Operating Procedures

1. Any Staff member who believes there is a danger from fire, smoke, or a chemical release in the building is authorized to activate the fire alarm to evacuate the building. As soon as possible, the staff member will notify an administrator of the event leading to the evacuation.
2. Staff members in a class will proceed to the nearest exit with their students. Staff members will take their class roster to take attendance. Staff members will take their students to the designated area of the school grounds based on their room location. Staff have a red and green card to hold up that indicates all present (green) or student missing (red). Proper action will be taken and information given to Command Post
3. Staff and students in the cafeteria will evacuate the building to their designated section. One staff member will be the last to leave the area and make sure the cafeteria is vacant. Classes will proceed to their designated section and section leaders will follow procedure.
4. If an alarm is pulled during class change, staff members will clear their classrooms and the hallways, directing students to their designated section.
5. Teachers who are on their Planning Period will exit the building and proceed to where their homeroom is located or to their designated section.
6. Once all students and staff members have exited the building, attendance will be taken by staff members in class at the time of the evacuation. Missing students will be reported to the persons responsible for the area.
7. The custodian will be responsible for checking hallways and common areas.
8. The school nurse/med monitor will remove the medicines from the clinic and take them to the Command Post.
9. No one will be allowed back in the building until given the "All Clear" by the incident commander.
10. An After Action Review will be conducted after each drill to review procedures and recommend changes when needed.

ICS Form 214

UNIT LOG	1. Incident Name Fire Drill	2. Date Prepared 9/2/2014	3. Time Prepared P.M.
4. Unit Name/Designators Robin Parker and Sally Bailey	5. Unit Leader (Name and Position) Jennifer Kauffeld		6. Operational Period 2014-2015 School Yr.
7. Personnel Roster Assigned			
Name	ICS Position	Contact Numbers	
Jennifer Kauffeld	Incident Commander	740.438.2123	
Karen Bentley	Deputy Commander	614.571.8246	
Robin Parker	Resources	614.296.0676	
Sally Bailey	Resources	614.783.7554	
Sandra Bachman	First Aid	614.354.0158	
Tania Schlichter	Student Care	740.505.3761	
Melissa Alexander	Student Care	614.832.2936	
Jill DePriest	Student Care	614.329.7180	
Teresa Grubb	Student Care	614.558.7479	
Jim Brooks	Safety	614.309.2834	
Anna Juenger	Accountability	513.490.5862	
Cheryl Ames	Accountability	614.989.1420	
8. Activity Log			
Time	Major Events		
9. Prepared by (Name and Position) Jennifer Kauffeld, Principal			

Incident Action Plan Safety & Risk Analysis Form, ICS 215A

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name FIRE DRILL			2. Date 9/2/2014	3. Time AM
Area	Potential Hazards			Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Room 501	Mobility			Staff assigned to Room 501 will be accountable and ask Resources for assistance if necessary.	
Room 502	Mobility			Staff assigned to Room 502 will be accountable and ask Resources for assistance if necessary.	
Prepared by (Name and Position) Jenniffer Kauffeld, Principal					