

Sample Assembly Areas Worksheet

An Assembly Area should minimize exposure staff and students to dangers or hazards in and around the campus. The School District/School needs to take into consideration the following criteria when selecting Assembly Areas:

1. For incidents like tornadoes, designate an inside Assembly Area for students and staff for Sheltering in Place.
2. Examine floor plans and maps for your school district/school grounds and surrounding neighborhood.
3. Determine primary and secondary exits for each room in the building.
4. Consider factors such as: gas, sewer, power lines, chain link fences (electrical hazard), facilities containing toxic or radioactive material, water towers, multiple story buildings (vulnerable to collapse), transformers, balconies (which may fall from buildings), etc.
5. Designate Assembly Areas for the following:
 - a. Command Post
 - b. Staging for emergency vehicles
 - c. Primary Students and Staff Assembly Area
 - d. Triage and Treatment
 - e. Heli-spot Landing Area for Air Medical
 - f. Psychological First Aid Area
 - g. Parent/Guardian and Student Reunification
 - h. Media Area
 - i. Potential Morgue
 - j. Mental Health Respite Area/Psychological First Aid
6. Designate Alternate Students and Staff Assembly Area within Walking Distance – In inclement weather, or for security reasons, rather than using the Primary Assembly Area.
 - a. Examine maps and site plans for possible Alternate Assembly Area in the immediate vicinity of the school district/school property.
 - b. Consider factors such as highly traveled roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
 - c. Coordinate planning with nearby schools, community centers, businesses, churches, etc. to explore their facilities for a possible site. Establish Memorandum of Understandings with the facilities chosen. The Memorandum of Understandings, locations, point of contact, and 24 hour numbers should be kept with the Primary Assembly Area information.
7. Designate Alternate Students and Staff Assembly Area requiring Transportation – There may be certain instances where it is safer to evacuate staff and students to an off-site location requiring transportation.
 - a. Contact Director of Transportation to coordinate and plan for transporting students and staff to the off-site Assembly Area.
 - b. Examine local area maps for primary and secondary evacuation routes.
 - c. Consider factors, such as highly traveled roadways for potential traffic gridlock and other potential hazards.
 - d. Coordinate planning with other schools, community centers, businesses, churches, etc. to establish Memorandum of Understandings for a possible site. The

Memorandum of Understandings, locations, point of contact, and 24 hour numbers should be kept with the Primary Assembly Area information.

8. Place copies of floor plans and evacuation routes, highlighted as appropriate, in the Response Section of the School District/School All Hazard Plan. They should also be posted throughout the building. In addition, this information should be given to municipal emergency management and first responder organizations to expedite response efforts.
9. Communicate Parent/Guardian Reunification procedures to students' families.