

Emergency Evacuation Checklist

- ☐ Hold and wait- Wait for the office to announce evacuation (unless the teacher/staff member sees flames or smoke and feels an immediate threat).
- ☐ Evacuate the building using the primary route. Know the secondary route if primary is unavailable.
- ☐ Be sure to bring your emergency folder with your class rolls, yellow cards, and other information.
- ☐ Unless stated otherwise, students are to take their backpacks with them.
- ☐ When leaving the classroom, have a student lead the class and the teacher will close the classroom door, pull the magnet out so the door locks, and shut off lights.
- ☐ Walk the students to the grass field (past the gate and wall) and have them line up in a single file line from the wall, moving south. Please ensure students stay in their spot and are not running around, playing catch, etc. There should be NO RUNNING.
- ☐ Take student attendance: Using a yellow card from your folder, write down any student that is missing, then immediately get that card to your **Group Leader**.
- ☐ GROUP LEADERS - quickly collect all of the yellow cards for your assigned group, and take them to your **Branch Director**.
- ☐ Stay with your class and monitor students. (Students need to stay with their class and remain in line)
- ☐ When the All Clear is communicated, Teachers will **Walk** their class back into the building in groups. (to prevent a bottleneck at the gates).

*****If an evacuation has to happen during a class change or lunch, students will report to their PREVIOUS PERIOD teacher/class*****