

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, red 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 (nest the gate and wall) and have them
_	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 should not be running around, playing
	catch, etc. There should be NO RUNNING.
	Take student attendance: Using a red card from your folder, write down
	any student that is missing, then immediately get that card to your Group
	<u>Leader</u> .
	GROUP LEADERS - quickly collect all of the red cards for your assigned
	group, and take them to your <u>Branch Director</u> .
	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 <u>Walk</u> 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*****