

Evacuation Drill Procedures

(fire, earthquake, disaster)

Follow these evacuation procedures for all fire, disaster, and earthquake drills and real happenings.

(Do NOT follow these procedures for armed intruders, lockdowns, or shelter-in-place)

Earthquake and Disaster Procedures

Students and staff should “Duck and Cover”. This means go under the nearest solid, steady surface such as a desk or table. They should bring their knees to their chest and place their hands over the back of their necks or head. They need to remain in that position until the shaking has stopped and debris has stopped falling. Safely and carefully exit the building while looking for falling debris. Do not take your belongings. Leave the door unlocked and open. Line up in a single file line outside the room and walk with the teacher out to the designated area. Sit down in a single file line and do not talk. Teachers will take attendance and turn it into the principal at the Command Center. Once all staff and students are accounted for and it’s safe, they will walk back to class in a single file line. There will be an “All Clear” given to signal that it is safe to return. In the event of a real emergency, parents will receive an email, text, or call providing parents with next steps for reuniting with their child. If the earthquake or disaster occurs during lunch or recess, students should report to their classroom designated area on the field/blacktop and line up.

Fire Procedures

Students and staff should exit the room and close the door behind them. Safely and carefully exit the building while looking for falling and/or hot debris. Do not take your belongings. Leave the door unlocked and closed. Line up in a single file line outside the room and walk with the teacher out to the designated area. Sit down in a single file line and do not talk. Teachers will take attendance and turn it into the principal at the Command Center. Once all staff and students are accounted for and it’s safe, they will walk back to class in a single file line. There

What if scenarios:

A: The student should walk directly to their designated classroom area on the field/blacktop. If the student does not see the teacher or know where to go, then the student should report to the principal at the Command Center.

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