

Evacuation Drill

- Will be indicated by fire alarm and/or intercom announcement and is considered appropriate for, but not limited to, the following emergencies: **fire, bomb threat, threat of explosion, earthquake, and other unsafe building occurrences.**

All staff and students report to the baseball field/tennis courts:

- Bring class **attendance sheet, yard stick with your name, and emergency backpack.**
- Make sure you know the **planned** route from your room to the field/turf.

Departure from your classroom:

- **Close and lock all windows and lock your classroom door (remove magnet).**
- Place a **red** (emergency) or **green** (all clear) card on the outside of your door.
- Students and staff should take coats and purses with them IF they can grab them without delaying their departure. Student backpacks should be left in the room.
- One of the responsible students identified should lead the class out to the field/courts with your yard sign.
- The teacher should **exit last** making sure the room is empty.
- Be sure to stay on the right-hand side of the street going to the field. Staff should be on the yellow line. Please ask your students to walk briskly to the field. **We would like to practice what we would want to see if a real event were to occur.**

Procedure for lining up:

- Line up in a single file line according to **2nd period class**. See evacuation field/courts map.

Attendance procedures:

- Staff will collect attendance up on the field. Do **NOT** send students with attendance sheets.
- At the end of the evacuation, a staff member will dismiss classes row by row. Do not dismiss your class until directed to do so.
- Students and staff should walk on the same side of the street returning to the building as they did leaving the building.