

BUILDING EVACUATION

General Student and Staff instructions for building evacuation plans

1. Leave everything on or under desk in classrooms, except purses, or valuable items.
2. Remain seated until dismissed by the teacher one row at a time. Each teacher shall select one student who will act as a leader and will lead the way to the proper exit and assembly at each drill.
3. Each class shall leave the classroom and building in single file.
4. No talking or visiting during any type of emergency drill. This will make it possible for staff and leaders to give verbal instructions if needed.
5. NEVER RUN – move rapidly but do not run, push, or shove.
6. Staff members must take grade books for roll check. Leave the classroom door unlocked but closed.
7. All classes must assemble in their designated areas and remain together as a class.
8. Remain in your assembly area until called to return to the building. Then return directly to your original classroom. No stopping at restrooms, water fountains, etc.
9. Each teacher must post emergency procedures in their classroom.
10. Teachers with students who are physically challenged should ensure understanding of proper evacuation procedures.