

## EVACUATE

### Evacuate the Building

This action is taken after the decision is made that it is unsafe to remain in the building.

#### Description of Action

1. The Incident Commander or designee will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.  
  
“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. ADMINISTRATORS/TEACHERS ARE TO TAKE THEIR STAFF/STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STAFF/STUDENTS ARE TO REMAIN WITH THEIR ADMINISTRATIVE STAFF/TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”
2. The Incident Commander will initiate a fire alarm.
3. Administrators/Teachers will instruct staff/students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Administrators/Teachers will take the staff/student roster when leaving the building and take attendance once individuals are assembled in a safe location.
5. Once assembled, administrators/teachers and staff/students will stay in place until further instructions are given.

### Offsite Evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

#### Description of Action

1. The Incident Commander or designee will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. ADMINISTRATORS/TEACHERS ARE TO TAKE THEIR STAFF/STUDENTS TO THE OFF-

SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STAFF/STUDENTS ARE TO REMAIN WITH THEIR ADMINISTRATOR/TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Incident Commander will determine the safest method for evacuating the campus. This may include the use of agency buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Administrators/Teachers will secure the staff/student roster when leaving the building and take attendance once the staff/class is assembled in a pre-designated safe location.
4. Once assembled off-site, administrators/teachers and staff/students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Incident Commander may authorize administrators/students and staff to return to the office building/classrooms.