

EVACUATION

1

PREPARE TO EVACUATE

- Line up all children at the door with both adults at the head of the line.
- Use your attendance sheet to count and confirm all children are present.
- As children exit, have the second adult perform a headcount and follow at the end of the line.

2

EVACUATE SAFELY

- Direct children with a calm, firm voice, and guide them out.
- Take only critical items with you

3

FOLLOW EVACUATION ROUTE

- Use the primary evacuation route posted by the door.
- Recount children twice at the evacuation area and check against the attendance sheet.

4

CHECK-OUT PROCESS

- Once outside, all children are accounted for, and you've received the all-clear from a staff member, begin the check-out process.
- Do not release children to parents until they have checked out properly.

SHELTER IN PLACE

1

MOVE INSIDE AND LOCK DOORS

- Bring children inside from hallways or outside. Lock doors and move away from windows (close blinds if possible).
- Use your attendance sheets to count and confirm all children are present.

THREAT ON CAMPUS

- Use closets if needed: Move children into any available closet or storage space.

2

THREAT IN AREA

- Continue the instructional program and listen for announcements or further instructions.

3

REMAIN QUIET AND STAY PUT

- Instruct children to stay quiet.
- Do not exit until cleared by staff.
- Do not evacuate if the fire alarm goes off unless there is obvious smoke or fire danger