

EVACUATE

EVACUATE TO A LOCATION

- To provide safety from threats inside the building
- Examples include fire, compromised structural integrity, toxic or chemical release, civil disturbance/violence, etc.

ACTIONS

- Grab the GO BAG, as you exit.
- Close locked doors. Turn off lights and EVACUATE building in accordance with the established route
- Students shall leave their belongings
- Ensure special needs persons in the immediate area are provided assistance by designees
- Remain alert to potential hazards. Seek alternate route if necessary
- Take attendance
- No one shall reenter the building until instructed

PUBLIC ADDRESSES

- The public address to initiate an EVACUATION is:
 - Evacuate! To [a location].
 - Evacuate! To [a location].
- The public address to release an EVACUATION is:
 - The EVACUATION is released. All clear.
 - The EVACUATION is released. All clear.

MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time], students and staff at [school name] were ordered to evacuate due to the report of [hazard]. Questions regarding the EVACUATION can be directed to the school or district.