



Evacuation Steps

A controlled evacuation may be necessary in situations where there’s a need to move students and staff from the building to a safer location due to a fire, chemical spill, weather emergency, or other event. To prepare for a calm and orderly evacuation, all staff and students should become familiar with exit routes and emergency procedures through practice drills. During these drills, site coordinators and frontline staff should practice the eight evacuation steps listed below. Also, as part of their safety preparedness planning process, site coordinators and frontline staff should meet to review and customize (as needed) the list of suggested emergency supplies.

Steps to a Calm and Orderly Evacuation

1. Grab the Go-Bag.
2. Close all doors and windows upon leaving the area.
3. Turn off all lights.
4. Look around for hazards or threats.
5. Exit building, quietly and quickly, to assigned location.
6. Take attendance and report to site coordinator (or the person assigned the role).
7. Report any missing or injured staff or students.
8. Wait for additional instructions from the site coordinator. Be prepared to follow the family and student reunification plan.

Suggested Supply Items in Preparation for an Evacuation	
Site Coordinator	Frontline Staff
<p>Items to carry to alternative location</p> <ul style="list-style-type: none"> • Go-Bag • Student roster (and photos) • Emergency contact information, and staff roster (with photos), in the form of a sign-in/sign-out sheet • Directory with emergency phone numbers of local businesses, public buildings, drugstores, etc. • Campus maps with evacuation sites and reunification site • Loud Speaker or megaphone <p>Items to consider storing at alternative location</p> <ul style="list-style-type: none"> • Nonperishable food • Drinking water • Blankets and pillows • Portable toilets, makeshift toilets or garbage bags • Sanitary items (e.g., toilet paper, feminine hygiene products and towelettes) • Work gloves • Plastic sheeting or tarps • Breathing masks • Can opener • Waterproof matches and container • Lighter • Multipurpose tool, wrench, pliers and a knife 	<p>Items to carry to alternative location</p> <ul style="list-style-type: none"> • Jacket or raincoat • Hat, gloves and scarf where applicable • Change of clothes • Nonperishable food • Water • Soap • Bleach/peroxide (well-marked) • Scissors • Tweezers • Candles

