

**This sheet provides guidance in the event of a school evacuation.**

## **DEFINITIONS**

**EVACUATION** - is the immediate and urgent movement of all students, staff and visitors out of the school.

**FIRE DRILL SITE** - is the temporary location outside the school where teachers take their students, record attendance and await further direction from administration.

**EVACUATION SITE** - is the approved location off school grounds where the entire school population can be moved when reoccupying the school is not an option. If early closure is implemented dismissal of students will happen from the evacuation site.

---

## **Classroom Grab & Go Kit**

Use a backpack, label it for easy identification and place it near the door of each classroom so it can be quickly accessed when evacuating.

### **CLASSROOM GRAB & GO KIT**

- Laminated class list and clipboard
- Pen and notepad
- Fluorescent arm bands
- List of teacher's roles and responsibilities (index card)
- Emergency contact list
- Water and snacks (optional)
- School/class keys

While exiting the building, be observant and report any unusual items, situations and safety hazards immediately to the principal.  
Close the classroom door when everyone is out.