EVACUATE
A Location may also be given

EVACUATE TO A LOCATION
Evacuate is called when there is a need to move people from one location to another.

Most often, evacuations will be necessary when there's a heating/ventilation system failure, gas leak, or bomb threat in the area. In those cases, people will be allowed to bring their personal items with them. An evacuation drill is very similar to a fire drill.

PUBLIC ADDRESS
The public address for Evacuate is: "Evacuate! To a Location" and is repeated twice each time the public address is performed. For instance, "Evacuate! To the lobby."

"Evacuate! To a location.
Evacuate! To a location."

ACTIONS
The Evacuate Protocol demands students and staff move in an orderly fashion. In a tactical response, students and staff should be prepared to follow specific instructions given by first responders.

First responders may ask students and staff to place their hands on their heads or use different evacuation methods, i.e. run, crawl, cover mouth and nose, etc.

INCIDENT COMMAND SYSTEM
The Incident Command System should be initiated.

RESPONSIBILITY
Safety personnel or a first responder is responsible for initiating an evacuation.

PREPARATION
Evacuation preparation involves the identification and marking of facility Evacuation Points using consistent signage, as well as student and staff training for both normal and tactical evacuations.

EVACUATION ASSEMBLY
The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Staff are instructed to take roll or record names and account for any missing or extra staff or students after arrival at the Evacuation Assembly Point.

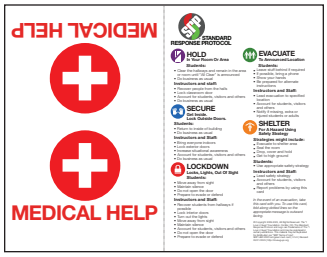
DRILLS
Evacuation drills should be performed twice a year, or as mandated by the state. Fire drills constitute a valid evacuation drill. (Note: Fire Codes often mandate more frequent fire drills.)

CONTINGENCIES
Students are trained that if they are separated from their class during an tactical evacuation, then joining another evacuated group is acceptable. They should be instructed to identify themselves to a staff member after arriving at the Evacuation Assembly.

RED CARD/GREEN CARD
This is for use in an Evacuation Assembly to do a quick status assessment. It is not for classroom use during a Lockdown or Drill. Choose to use the one that's best for your environment.

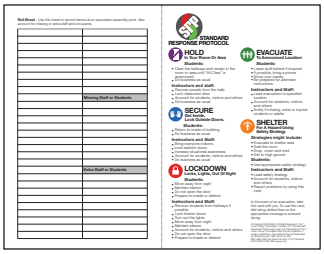
After arriving at an Evacuation Assembly and taking roll, the Red/Green Cards are used for administration or first responders to quickly, visually identify the status of the teachers' classes after an evacuation.

- Green Card (OK) - All students accounted for, No immediate help is necessary
- Red Card (Help) - Extra or missing students, or vital information must be exchanged





- Red and White Cross (Medical Help) - Immediate medical attention is needed





- This includes a roll sheet for users to record who is in their group.





- The Alert card is used to indicate there is a problem in your group and you need assistance.