**Roll Sheet** - Use this sheet to record names at an evacuation assembly point. Also account for missing or extra staff and occupants.

account for fillipoing of oxfra cital and cocapatito.	
	Missing Staff or Students
	Future Chaff ou Chindonts
	Extra Staff or Students





# In Your Room Or Area

### Students:

- Clear the hallways and remain in the area or room until "All Clear" is announced
- Do business as usual

## Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



### Students:

- Return to inside of building
- Do business as usual

### **Adults and Staff:**

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



- Move away from sight
- Maintain silence
- Do not open the door

### **Adults and Staff:**

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



### Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

### Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



# Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

### Students:

Use appropriate safety strategy

### Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.

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