

## **EMERGENCY EVACUATION PLAN**

An emergency evacuation plan will be prepared for each school building and facility in accordance with the following rules.

1. Each building principal and facility supervisor will prepare a detailed plan for the quick evacuation of pupils and staff members in the event of an emergency. The plan will include, as a minimum:
  - a. A map or diagram of the school building, including:
    - (1) All offices, classrooms, workshops, labs, gyms, auditoriums, storage places, public rooms, hallways, restrooms, faculty lounges, and the like;
    - (2) All entrances and exits to the building;
    - (3) The exit routes to be followed by pupils and staff members from every location in the building, including alternative routes to be used in the event that an exit is blocked;
    - (4) The locations of emergency equipment, such as fire extinguishers; and
    - (5) The location of fire alarms, main electrical switches, main gas and water valves, and any other utility device.
  - b. A building procedure for the conduct of fire drills;
  - c. Procedures for the safe evacuation of large assemblies of people in such locations as the auditorium and gymnasium;
  - d. The identification and telephone numbers of the fire and police departments;
  - e. A parent call chain by which parent(s) or legal guardian(s) can be quickly notified of the evacuation of pupils; and
  - f. A location near the school in which evacuated pupils may be kept until they can be removed to their homes and the provisions that will be made for pupils who are kept there.
2. The evacuation plan will be reviewed and updated annually.
3. A copy of the evacuation plan will be filed with the Superintendent.

# Regulation

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4. The evacuation diagram of each building will be prominently displayed in appropriate locations in the building. The regular and alternate evacuation routes appropriate to that room will be prominently displayed in each room in the school.
5. Each staff member assigned to the building is responsible for knowing the evacuation plan. In particular, each teaching staff member must understand the evacuation route to be taken by the pupils assigned to him/her and be prepared to effectuate the plan immediately and under any circumstances.

Date Adopted: 10/05  
Date Revised: