



Valley High School Evacuation Drill Procedures



Please follow the following four steps:

Step One: PREPARATION - Teachers - teach evacuation procedures to each of their classes

- Explain to the students what to do:
 - As class is being conducted – Current Class
 - Before school – Homeroom
 - During passing period – Previous Class
 - At lunch - Homeroom
 - After school - Assemble On the Black Top (i.e. Basketball Courts)
- ❖ Ask students what they would do in each situation.
- ❖ Explain exit route and where to meet in the assembly area.
- ❖ Guide them to the proper answer; *in all scenarios the evacuation assembly is in the designated areas.*
- ❖ Explain alternate routes if one exit is blocked; *which way would be the best and why?*
- ❖ Make sure all students know where the emergency backpack is located in your classroom; *designate a student to bring it to the assembly area.*
- ❖ Update your student's information and place in backpack whenever you get a new student in your class. (All class rosters including Homeroom)

Step Two: EXECUTION - All evacuate

ALARMS SOUND!

- All duck and cover under desks
- All evacuate to assembly area when directed over PA (see assembly area map for destination)
 - ❖ Designated students bring backpack.
 - ❖ Teachers check with *Buddy Teacher* to ensure all have evacuated.
 - ❖ All use evacuation routes previously discussed.

Step Three: ASSEMBLY - All at evacuation assembly sites

- Teachers take attendance; *as task is complete instruct your students to sit or crouch down* (this will indicate to **Evacuation Drill Leader** that class has been accounted for).
- Teachers fill out the *Missing Student Form* for any students not accounted for in the assembly area.
- Teachers send a student with the *Missing Student Form* to the **Evacuation Drill Leader** for tallying data on students not in your class.
- Teachers instruct your students to listen for further instructions

Step Four: COMPLETION of Evacuation Drill- All Clear

BELLS SOUND ALL CLEAR

- Classes are dismissed by **designated administrator.**