**PARK TRAILS ELEMENTARY**

**EVACUATION PROCEDURES**

**2015 - 2016**

In the event an off site building evacuation is ordered, an announcement will be made over the PA system. At that time, please follow evacuation routes. This should be done quickly and orderly. **LOCK** your classrooms and report to your designated area at Pines Trail Park.

**TEACHERS**

* Do **NOT** turn on/off lights
* Do **NOT** use walkie talkies on campus
* **ONLY** use walkie talkies in an emergency on the field
* Do **NOT** use cell phones
* Take your ID badges
* Take your purse
* Take your emergency packets
* Take your bag of tricks and/or book
* Lock classroom doors
* Follow evacuation route
* Meet your kids at the park if they are at specials
* Count your students - Display green (all present) – or red (missing children)
* Once drill is over **WAIT** until staff member dismisses your class
* Follow evacuation route for dismissal
* Return to classroom and lock door
* Count your students make note of missing students (let Support Staff know when they come around to clear rooms)
* **WAIT** for all clear – resume normal operations
* **BATHROOMS ARE NOT AVAILABLE**

**STUDENTS**

* Take your backpacks
* Walk quietly in a single file
* Do **NOT** use cell phones
* Pay close attention for directions
* Do **NOT** talk during drill
* Drop all backpacks in one area on the astro turf field
* **BATHROOMS ARE NOT AVAILABLE**