**TEACHERS, EVACUATE THE BUILDING**

When the above statement is announced over the intercom system we have critical situation requiring us to evacuate the building.

Immediately adhere to the following procedures:

EVACUATE TO THE PRIMARY OR

ALTERNATE EVACUATION LOCATIONS

* + **Primary Locations** 
    - 1st floor will evacuate to the FHS baseball facility
    - 2nd floor will evacuate to the FHS visitor football stands
    - 3rd floor will evacuate to the FHS Home Football stands
  + **Alternate Locations**
    - 1st floor will evacuate to the current Senior Parking lot.
    - 2nd floor will evacuate to the Harmon parking lot located between the FHS baseball and football complex.
    - 3rd floor will evacuate to the current Faculty lot.
* The method of evacuation will be the same as a fire evacuation.
* ***Take roster sheet or grade book with you.***
* Teachers and students should take personal belongings with them that are within reach. (handbags, backpacks, etc.)
* Close classroom door and turn out lights as students leave following the last person out.
* Encourage the students to leave the building in an orderly manner without rushing or crowding.
* If the situation warrants, vehicle evacuations will be used to transport students to another site.
* If the evacuation does NOT warrant the use of vehicles, the students should be evacuated crosswind and upwind away from any emergency by a safe route.
* Students should be evacuated at least 300 feet from the building and out of the way of emergency vehicles.
* Reassure the students and CHECK ROLL to ensure that all students are accounted for. Also, list persons present that are not assigned to your area and report to an administrator.
* Report any missing students immediately.
* Note on roster any students who were released to parents.
* Return to your room when you are instructed to do so.
* No student cell phone use.
* Don’t release anyone.