Roll Sheet - Use this sheet to record names at an evacuation assembly point, also account for missing or extra staff and students Missing Staff or Students **Extra Staff or Students**



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Students are trained to:

- Move away from sight
- Maintain silence

Teachers are trained to:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Wait for first responders to open door
- Take roll, account for students

LOCKOUT

SECURE THE PERIMETER

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual

EVACUATE

TO THE ANNOUNCED LOCATION



- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab roll sheet if possible
- Lead students to evacuation location
- Take roll, account for students

SHELTER

FOR A HAZARD USING SAFETY STRATEGY



Hazards might include:

- Tornado
- Hazmat

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room

Students are trained in:

Appropriate hazards and safety strategies

Teachers are trained in:

- Appropriate hazards and safety strategies
- Take roll, account for students
- Report problems at the evacuation assembly using this card.

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

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