

EVACUATION TO OFF-CAMPUS SETTING

EVACUATING TO WILLEY BLDG.

Guidance Counselor & Behavior Interventionist will proceed ahead to WB for sign-in & instructions to parents.

Staff & students will follow Incident Commander directions to evacuate to Willey Building

Walk quickly & silently via safest route off campus.

Form several parallel walking lines while crossing green.

Food Service Manager & assistant must direct traffic.

ARRIVING AT WILLEY BLDG.

Students are not released to parents until signed in and out of Willey Building

Grades P-6 enter at front door, check-in, wait in library.

Grades 7-12 enter at rear door, check-in, wait in upstairs meeting room.

Teachers give accurate, check-marked attendance list to GC or BI

RELEASING CHILDREN TO PARENTS

Students are not released to parents until signed in and out of Willey Building

When all children are checked-in, parents may sign-out their own children only, unless their name is listed on another child's emergency card.