

Substitute Expectations for Emergency Procedures

- Know the closest exit for emergencies
- When exiting for evacuation, take emergency bag with you
- When subbing in a classroom review contents and familiarize yourself with the sub folder in emergency bag
- The folder should include the following:
 - Map of School (interior)
 - Map of School (grounds)
 - List of students in the class/classes
 - Pink emergency slips for attendance
 - A pen or pencil in folder
 - Crisis Commands
 - A written statement as to where the class should stand in the event of an evacuation

If the folder does not include the above information or if you have questions about the information, please contact the office and the information will be provided.

- When filling out the emergency pink slip, remember to add your name under “Substitute’s Name”
- Add the teacher’s name you are subbing for under “Missing Adult”
- Use the class list when filling out pink slips