

Off-site Evacuation Instructions

- Board the closest bus when the command is given.
- Take a head count on the bus
- When you arrive at Goddard, proceed to your assigned space (See attached map).
Take attendance, someone will be around to pick it up.

Once at Goddard:

If a student goes to another room including the bathroom, have them sign-out on your sign-out sheet.

An authorized adult will come to your room and sign the students out to go home.

If you are in a place that is under control and you are not needed, sign out and go to the information center in the Hay Barn (see map) to be reassigned.

Once all of your students have signed out to go home, adults need to check in at the information center.

Attendance lists should include room number and adults in the room.

Remember that this could be a stressful situation, please reach out to others.