

# Assembly Area Outdoors, for Standard Evacuation

Use the following worksheet to plan for evacuation from the building to an on-site or near-site Assembly Area (e.g., on-site football field). The Assembly Area should minimize the exposure of students to dangers or hazards around the school.

1. Examine floor plans, site plans and maps for your school grounds and surrounding neighborhood. Determine primary and secondary exits for each room in the building. Consider factors such as: emergency responders' routes, gas, sewer, power lines, chain link fences (electrical hazard), facilities containing hazardous materials, water towers, multiple story buildings (vulnerable to collapse), transformers, balconies (which may fall from buildings), etc.

2. Designate each of the following in the Assembly Area:

Command Post \_\_\_\_\_

Access for emergency vehicles \_\_\_\_\_

Student assembly areas (by grade level or team, etc.) \_\_\_\_\_

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First aid area \_\_\_\_\_

Psychological first aid area \_\_\_\_\_

Student release \_\_\_\_\_

Media area \_\_\_\_\_

3. Communicate Student Accounting and Release procedures to parents.