

Date of Drill \_\_\_\_\_

Evacuation Time: \_\_\_\_\_

# EVACUATION

GROUP LEADER	BEGIN SWEEP	PRIMARY SEARCH COMPLETE	ACCOUNTABILITY COMPLETE	GREEN	RED (+/-)
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Establish communication with Group Leaders (Begin Sweep)
- Obtain accountability of students from Group Leaders
- Obtain daily student attendance record from the Documentation Officer (Secretary)
- Ensure that utilities (gas & electric) are shut off by the Safety Officer
- If students are missing, cross reference student accountability with documentation
- If students are missing, coordinate a team to conduct a secondary search "if it is safe"
- Advise the Incident manager of assignment completion & current status

Notes: \_\_\_\_\_  
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Incident Commander (Principal) Signature \_\_\_\_\_