

Evacuation may be necessary when it is not safe to stay in a building, e.g. damaged building from earthquake or explosion, bees, bomb threat or toxic exposure. Evacuation should not be automatic. You may be safer where you are. When possible, consult with school command personnel or emergency officials first.

To Evacuate: If instructed to do so, or if circumstances deem necessary, calmly exit the building by the nearest safe exit and report to the designated assembly area.

1. Take purse/wallet with you. Don't take time to collect belongings or shut down computers.
2. Assist handicapped persons and anyone with manageable injuries.
3. Do not attempt to move anyone who is severely injured.
4. DO NOT run. Close but do not lock doors behind you.
5. DO NOT smoke, light matches or activate any equipment or electrical switches.
6. STAY AWAY from any structures, debris or utility lines.
7. Designated personnel take roll sheets and conduct roll at assembly area.
8. Designated personnel take first aid kits to the command group area.
9. Report attendance and injuries to command personnel.
10. Assemble with your division in the designated area and remain there until instructed otherwise.
11. Do not attempt to reenter the building until it has been officially declared safe.
12. Do not leave the site unless instructed to do so.

If Supervisor Not Present: Assess the situation to determine whether the danger is inside or out. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Superintendent's Office (714) 736-4241

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