

# Off-Site Evacuation Location: Walking Distance

In inclement weather, it may be necessary to move students to an Off-Site Location rather than using the typical Outdoor Assembly Area. Use the following worksheet to plan for evacuation from the building to an Off-Site Evacuation location within **walking distance** from the school. Coordinate your planning with Central Office, other schools, etc.

1. Examine maps and site plans for possible Alternate Building Location in the immediate vicinity of the school property.
2. Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
3. Coordinate planning with nearby schools, community centers, businesses, churches, etc. to establish relationships for Off-Site Evacuation Locations and secure MOUs.
4. Designate each of the following:

## Alternate Building Location

## Lead Contact / Phone

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(Address)

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## Secondary Location

## Lead Contact / Phone

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(Address)

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**USE SPACE BELOW** for any special planning needs, routes, alternate routes, or for coordinating your school's plan with other schools or buildings on the same campus.

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