

Off-Site Evacuation Location: Requiring Transport

Use the following worksheet to plan for evacuation from the building to an Off-Site Evacuation location **requiring transport** from the school. Coordinate your planning with Central Office, other schools, etc.

1. Contact Director of Transportation in Central Office to coordinate and plan for transporting students and staff to an Off-Site Evacuation Location. Examine local area maps for primary and secondary roadways to transport students and staff to an Off-Site Evacuation Location.
2. Consider factors such as roadways (for potential traffic “gridlock”), waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
3. Coordinate planning with other schools, community centers, businesses, churches, etc. to establish a MOU for Off-Site Evacuation Locations (schools across town may serve as alternate site for each other).
4. Designate each of the following:

Off-Site Evacuation Location

Lead Contact / Phone

(Address)

Secondary Location

Lead Contact / Phone

(Address)

USE SPACE BELOW for any special planning needs or for coordinating your school’s plan with other schools or buildings on the same campus.
