

APPENDIX I

Staff Duties: Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

To be assigned at Evacuation Site

Priority	Duty	Staff Assigned	Initial
1	Process established to take attendance at evacuation site.		
2	Direct students into building / parking lot		
3	Organize Buses on site		
4	Maintain a pick-up area for parents if necessary		
5	Direct Traffic		