

Emergency Evacuation Procedure (Sample)

Use this text on your parish emergency evacuation material.

Consider printing an abbreviated version regularly in your bulletins, and especially on days when you practice your evacuation procedure.

IN THE CASE OF AN EMERGENCY EVACUATION:

STOP

Team leader calls **STOP** and blows a whistle. Everyone stops and turns to face the team leader.

FOLLOW

All children and leaders are to **FOLLOW** the team leader to the designated meeting area away from the building. The last leader is to collect the sign in form and perform a quick check of the room and toilets, calling for anyone to leave the building and assisting anyone leave the building to the designated meeting area.

The team leader is to call 000emergency services while the other leader calls the roll.

STAY

Everyone is to **STAY** at the designated meeting area away from the building until emergency services calls the all clear