**Roll Sheet** - Use this sheet to record names at an evacuation assembly point. Also account for missing or extra staff and occupants.

| account for micerity of count and cocapanter |                           |
|--|---------------------------|
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  | Missing Staff or Students |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  | Extra Staff or Students   |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |
|  |                           |





- Clear the hallways and remain in the area or room until "All Clear" is announced
- Do business as usual

# Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



# Students:

- Return to inside of building
- Do business as usual

# Adults and Staff:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual.



- Move away from sight
- Maintain silence
- Do not open the door

# **Adults and Staff:**

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



# Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

# Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



# Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

# Students:

Use appropriate safety strategy

# Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.

© Copyright 2009-2024, All Rights Reserved. The "I Love U Guys" Foundation. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP-K12 red green roll card | V 4.2 | Revised: 03/30/2024

#