

# Teacher's Guide February: School Evacuations

**READY  
NEW YORK**



## Safe and Orderly

School evacuations occur for lots of different reasons. Sometimes these are simply routine drills, and other times evacuations are necessary due to a emergency. A drill may last only a few minutes; however a true emergency can last much longer and may even require moving to another location. During a drill, remind students about the importance of taking the drill seriously.

### What do you do in an evacuation?

- The fire alarm will signal that your school is being evacuated. At times, administrators may use the PA system to give additional directions.
- Teachers are responsible for grabbing the evacuation folder, which includes the attendance sheet and assembly cards; leading students to the evacuation location as identified on fire drill posters; taking attendance and accounting for students; and reporting injuries, problems, or missing students.

Let's get ready and stay safe during school evacuations!



**NYC**

Department of Education  
Emergency Management

## What should students do in an evacuation?

- Leave belongings behind and exit the building in a single file line. If the weather is cold, students should take their coats. (Students in physical education classes will not return to the locker room.)
- Move in a quick, orderly fashion.
- Remain quiet so everyone can hear any additional instructions.
- Stay with the class at all times.



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# Reinforce the message of what to do during a school evacuation and build skills across the curriculum with these simple activities:



## Language Arts

During an evacuation drill, there are specific routes to exit the building safely and procedures to follow. After your next evacuation drill, ask students to write an explanatory text defining the route, procedures, and why they're important. Make sure students introduce the topic, use facts and definitions to develop key points, and provide a closing statement in their explanation. Have them do research or interview school administrators if they're not sure why a particular procedure is important. Then have students review one another's work to ensure that all the information is accurate.

## 1/2 Math

Investigate your space! Have students estimate the amount of space needed for the class to line up in an orderly fashion. Then have students measure to check their estimates. Repeat the exercise for the staging area where students wait outside.



## Social Studies

You've learned about branches of government. What are the legislating bodies at your school? Who makes decisions and issues rules? What is the decision-making structure? Who is in charge of the New York City Department of Education?



## Science

One reason for a school evacuation is a fire. As a class, investigate why it's safest to crawl when a room is smoky.

### To Learn More:

NYC Emergency Management,  
[www.NYC.gov/emergencymanagement](http://www.NYC.gov/emergencymanagement)

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