

**EMERGENCY PLAN
ROSTER OF UNACCOUNTED PUPILS
“AWOL” STUDENTS**

Please check the appropriate Emergency Plan drill:

Shelter in Place

Fire/Evacuation

Armed Intruder/Code Red

Bomb Threat

Gas Odor Detection

Medical Emergency/Code Blue

TEACHER'S NAME: _____ DATE: _____

SUBJECT: _____ PERIOD: _____ ROOM #: _____

LIST STUDENTS that were PRESENT and now MISSING

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

FIRE/EVACUATION PROCEDURES

1. Direct students to the designated evacuation site.
2. Take gradebook, turn off lights and close all windows and doors.

(DO NOT LOCK DOORS)

3. Upon arrival to the designated area, TAKE ROLL (fill out the top portion of this sheet). Write names of students who were present but are missing **NOW**.
4. If a student is not present, assume s/he is missing and still in the building. Report this information to the closest Administrator, School Police or Fire Official.
5. DO NOT re-enter the building until the “ALL CLEAR” is given.