

**(SAMPLE)**

**Emergency Check Sheet**

\_\_\_\_\_ **School**

- |          |   |       |
|----------|---|-------|
| Area #1  | Nurse's Office – Ramp in front of Nurse's Office<br>Reading Room – Exit of Language Lab.  | _____ |
| Area #2  | General Office Area and Rooms in Office Area.   | _____ |
| Area #3  | Guidance Office, Faculty Rooms, and Girls Lavatory<br>in front of Room 104 – Stairwell #2   | _____ |
| Area #4  | Library, Library Rooms, and Girls Lavatory, in front of Hall<br>Telephone   | _____ |
| Area #5  | Kitchen, Multi-purpose Room, Boiler Room, Laundry<br>Room, and both Lavatories in front of Room 119 – Exit by<br>Boiler Room.                                       | _____ |
| Area #6  | First Floor Hallway from Lobby to Art Rooms and Hallway<br>from Art Rooms thru Breezeway to Room 119.   | _____ |
| Area #7  | First Floor Hallway from Art Room to Shop Rooms,<br>Boys Lavatory in front of 7 <sup>th</sup> Grade Shop. Exits to parking<br>lot and by shops. Stairwells 3 and 4. | _____ |
| Area #8  | 2 <sup>nd</sup> Floor Hallway from Science Rooms to fire door<br>2 <sup>nd</sup> Floor Girls Lavatory – Stairwell #1.   | _____ |
| Area #9  | 2 <sup>nd</sup> Floor Hallway from Fire door to Science Rooms,<br>2 <sup>nd</sup> Floor Boys Lavatory and top of Stairwells 3 and 4.                                | _____ |
| Area #10 | Lobby – front doors – Boys Lavatory near Lobby.   | _____ |

After checking your area, report immediately to the Command Center  
to give your findings to \_\_\_\_\_.  
(name of person)