

EVACUATION PROCEDURES

1. SIGNALS

- 1.1. Go Signal= Alarm will sound initializing evacuation. All persons will exit the building and proceed to street immediately. All classes will use stairway assigned to the room.
- 1.2. All Clear Signal- Once the building has been cleared and deemed safe to return, a whistle or hand directions will signal classes to return to the rooms which they left at the "Go Signal".

2. EXITS, ROUTES & STATIONS

- 2.1. It is imperative that every staff member know the exit number, route of march and station for his/her classroom. Every cluster/special teacher should familiarize themselves with this information for every room in which he/she will teach.

<u>CELLAR</u>			
Classrooms Cafeteria	Exit Exit C	Route Stairwell C to Exit C through playground to Atlantic Ave	Station On Atlantic at corner of Ashford
<u>FIRST FLOOR</u>			
Classrooms Room 101	Exit Exit A	Route Atlantic Ave to Ashford	Station On Atlantic at Ashford
Classrooms Rooms 102 103, 105, 106, 111, 114, Library Main Office	Exit Exit B	Route Warwick Street to Fulton Street	Station On Warwick at corner of Fulton
<u>SECOND FLOOR</u>			
Classrooms Rooms 201, 202 204, 210, 211	Exit Exit A	Route Stairwell A to Exit A to Atlantic Ave	Station On Atlantic at Ashford
Classrooms Rooms 213, 214, 216, 224, 215, 222	Exit Exit C	Route Stairwell C to Exit C through playground to Atlantic Ave	Station On Atlantic at corner of Ashford
<u>THIRD FLOOR</u>			
Classrooms Room Gym (314)	Exit Exit C	Route Stairwell C to Exit C through playground to Atlantic Ave	Station On Atlantic at Ashford

Classrooms Rooms 304, 310	Exit Exit B	Route Stairwell B to Exit B to Warwick Street	Station On Warwick at Fulton
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Classrooms Rooms 301, 302, 309, 311	Exit Exit A	Route Stairwell A to Exit A to Atlantic Ave	Station On Atlantic at Ashford
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Classrooms Rooms 401, 402, 404, 410, 411	Exit Exit B	<u>FOURTH FLOOR</u> Route Stairwell B to Exit B to Warwick Street	Station On Warwick at Fulton
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3. RE-ENTERING THE BUILDING

- 3.1 Upon receiving the signal to return to the building, classrooms whose station is located on Warwick at Fulton, will reenter the building through the main entrance (Exit/Entrance B). Classroom whose station is located on Atlantic at Ashford will reenter the building through the playground (Exit/Entrance C) or the Atlantic Avenue Exit (Exit/Entrance A).

4. RECEIVER SITE

- 4.1. Should Evacuation procedures be put into effect and an All clear has not been given for any reason, all persons shall proceed to a Receiver Site and parents will be notified from there. It is imperative that every staff member know the route of march to a Receiver Station. All persons will follow the following route to receiver site located at:

**J.H.S. 302: Rafael Cordero y Molina
350 Linwood Street, Brooklyn, NY 11208
Between Atlantic and Liberty Avenues**

- 4.2. Route- Left (East) on Atlantic Avenue cross Ashford Street; cross Cleveland Street; Cross Elton Street; Cross Atlantic Avenue (South) through playground onto Linwood Street to Entrance of Building into Community Space (Cafeteria, Gym, Auditorium)