

**SFS EMERGENCY PLAN
ALL SCHOOL EMERGENCY CLASS ROSTER & ROOM STATUS REPORT**

Description of Incident:	Date:
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All Present by Class/Grade √	Persons Missing	Status Of Classroom/Office Including Adjacent Hallways & Bathrooms
South Class		
North Class		
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
Admin Offices		
Science		
MS Math		
Spanish		
Library		
Activity Rm		
Music		
Art		

NOTE: An SFS Admin member shall take this form to the student evacuation area immediately following any school evacuation, including Fire Drills, and complete the form by polling the teachers and their assistants. The completed form shall be returned to the Head or Acting Head of the School who will be at the Command Post in the Plans Team.