

Craft Fair Evacuation Information

- Staff will be allocated to specific school areas to give direction on how and where to exit.
 - Expectation is for vendors to follow directions and exit school should an emergency evacuation be necessary

Vendors will be notified by email and again during the set up process what to do if an alarm sounds during the fair. When the alarm sounds and the fire doors release (this is to be expected), we will have ensured that they are not locked and you can move through them to the exit point.

- Stop all transactions immediately
- Grab cash box and unplug any heating/cooking appliances
- Vendors will head to designated exits identified during set up period
- Staff will be present to direct all occupants to the nearest exit.
- Staff will be directing individuals with mobility devices (walkers, wheelchairs etc) toward the nearest accessible exit
- All vendors will be directed to meet outside the **School District #54 board office** where they will check in with Craft Fair Organizing Committee – which table & how many vendors
- Staff will report at muster point that their designated area is clear of people
- Fire Department will check if the school is clear and safe to return
 - All clear will sound
 - Vendors can then return to their tables