

## **Emergency Plans:**

### **Fire Emergency:**

Note: Fire drills are conducted on a monthly basis. Fire evacuation routes are posted in all classrooms and other spaces utilized by early childhood staff/children.

The director or staff person who witnesses a fire in the building will sound the fire alarm and notify staff and students to exit the building and gather in their designated area. Note: If any primary evacuation routes are blocked, secondary exit routes will be utilized. The director will call 911 immediately. The teacher will instruct students to form a single line and to remain quiet. The teacher will take emergency information (contact information, attendance, etc.) and will lead the line out of the building. The assistant teacher will be the last person to leave the classroom. She will check bathrooms, close all windows and doors, and turn off the lights.

Upon reaching the safe area, the teacher will take attendance. Staff and children will not be allowed to return to the building until the director gives the "all clear" signal or until further instructions are given.

### **Tornado Emergency:**

Note: Tornado drills are conducted twice a year, once in the fall and once in the spring, and during tornado season. Tornado "safe spots" are posted in each classroom.

The weather will be monitored if the threat of dangerous conditions exists. The director will inform staff of reports from the National Weather Service.

If a "tornado watch" is in effect, the director and staff will pay close attention to the weather and weather reports.

If a "tornado warning" is declared, the director will alert all staff and instruct them to take children to their designated "safe spot."

Teachers will take emergency information (contacts, attendance, etc.) and a two-way radio or cell phone and lead students in a single file line to their "safe spot." Assistant teachers will be the last individuals to leave the classroom. Assistant teachers will check bathrooms, close all windows and doors, and turn off all lights.

Once students are in their safe area, each teacher will tell students to put their heads between their knees, cover their head with their arms, and to remain quiet. Teachers will take attendance and report to the director immediately if any student is missing. The students and staff are to remain in the safe area until the director notifies them that it is safe to return to their classrooms.

### **Emergency Lockdown:**

Note: Each program should meet with local law enforcement to devise a specific program plan. The following is intended to be an example.

The Emergency Lockdown plan is designed to protect children and staff in the event of an intruder or other emergency requiring a "lockdown" in order to maintain safety. The school will conduct a lockdown drill two times during the school year.

The director will immediately call 911. An announcement of "Code Orange" will be broadcast throughout the building.

Each classroom will lock their doors and pull down window shades. Children will scatter themselves around the perimeter of the classroom. They are to remain silent. If any child is missing from a classroom, the teacher assistant will notify the director and office immediately.

Teaching staff should post one of three colors on a window facing out of the classroom: 1) Green: All children and staff are accounted for and are sheltering in place in the classroom; 2) Yellow: A student or staff person is unaccounted for; the director has been notified; 3) Red: We are in imminent danger.

Once the situation has been evaluated and the building is safe, an "all clear" announcement will be made and staff and students may continue with their regular routines.