

## EVACUATION PLAN

Based upon the evacuation guidelines, the following procedures and duties are in effect at this daycare facility:

### EMERGENCY PROCEDURES (EMERGENCY SHELTER: Colonel By High School)

In the event of Smoke/Fire the alarm should sound. If it does not, the teacher who notices it should sound the alarm. We have pulls on the side of the Fire Exit doors, near the fire extinguishers. We do not have to call 911 or TYCO. When the alarm sounds, TYCO calls 911 and then calls us on our phone/cell.

### AT THE SOUND OF THE ALARM

1. Stop all activity.
2. The teachers should calmly tell the children to walk to the closest fire exit door, if it is safe.
3. One teacher should stand at the door to gather all the children. She holds the door open for the children to get out.
4. The second teacher gets the attendance book and goes out first to make sure that the children stay together.
5. Both teachers count the children and cross check with each other and the attendance book.
6. The third teacher/floater collects the emergency bag/cellphone, turns off lights, closes all doors and checks all rooms/bathrooms and nooks to ensure all children are out.
7. Teachers and their group of children walk down to the tree at the bottom of the hill near the Col. By parking lot. They wait for the other groups to join them and then proceed into the shelter together.
8. Call the Fire Department from an area of safety - DO NOT ASSUME THIS HAS ALREADY BEEN DONE – Know and give the correct address and location of fire in the building.
9. A current attendance record, is given to the Fire Department Officer in charge on his arrival along with the Fire Safety Plan and the building keys.
10. The Director/teacher-in-charge calls the President, and then puts the Telephone Tree into action.

## EVACUATION GUIDELINES

1. The method of alerting the children in the event of fire is the building fire alarm system.
2. If conditions permit, children may be allowed to get their outdoor clothing.
3. Children shall be instructed to keep in line, to avoid crowding, and to the best of their ability to refrain from talking.
4. Staff members will ensure that their respective areas are clear of all children, employees and visitors.
5. As rooms are cleared, doors must be closed.
6. Children are to be assembled at a safe, predetermined location and a roll call taken.
7. Call the Fire Department from an area of safety - DO NOT ASSUME THIS HAS ALREADY BEEN DONE - Know and give the correct address and location of fire in the building.
8. A current attendance record is to be kept, removed during evacuation and given to the Fire Department Officer in charge on his arrival along with the Fire Safety Plan and building keys.
9. Do not return to the building until it is declared safe to do so by the Fire Chief.
10. Where HANDICAPPED CHILDREN are cared for, sufficient staff shall be present during the period the children are in the center to escort them to safety.

## **FIRE DRILLS**

1. The method of alerting the children during a fire drill is the building Fire Alarm System.
2. Fire Drills are held monthly.
3. How are exit routes varied from drill to drill?
  - Children in green, red rooms exit through Fire Route #1 (Red Room Exit) or Fire Route # 2 (Yard Door Exit) as predetermined by the Director.
  - Children in Yellow Room exit through Fire Route # 1 (Yellow Rom Exit) or Fire Route # 2 (Main Entrance) as predetermined by the Director.
  - Children in orange and blue rooms exit through either Fire Route #1 (Orange Room) Fire Route #2 (Main Entrance) \$ Fire Route # 3 (Yard Door) as predetermined by the Director.
4. Weather permitting, the fire drill should continue until all persons are outside.
5. Procedures should be reviewed after each Fire Drill and problems documented to prevent reoccurrence.

This will be done at the monthly staff meeting after the drill takes place.