

Tornado sighting plan of action

If there is a tornado sighting and there is no time to send the children home, the following procedures will be followed:

1. The office person will blow the whistle until every adult is aware of the situation. All children will be brought inside the school.
2. Teachers will remove the garbage can and plastic drawers from SPS bathroom.
3. Cook will take the trolleys and garbage containers from kitchen to the JPS room.
4. The office person will put a piece of furniture in the hallway to block off the area beside the kitchen. She will remove plastic drawers and garbage from the accessible wash room.
5. SPS will go to the large and small SPS washrooms (10 SPS with one teacher, 6 SPS with one teacher), with emergency backpack, flashlight, book bin and cell phones. If there are 24 children in the program at the time, the toy storage room may be used too.
6. 16 JPS will go to the hallway beside the kitchen, with emergency backpack, flashlight, book bin and cell phones.
7. 16 MPS/NS will go to the kitchen with emergency backpack, flashlight, book bin and cell phones.
8. Toddlers from Red room will go to the accessible washroom (5 children with 1 teacher) and the two small bathrooms with doors in the toddler room (5 children with 1 teacher each), with flashlight, book bin and cell phones.
9. Toddlers from the green room will go to the art supply cupboard.
10. Children should be kept calm and seated.
11. Director will contact the parents by means of the telephone tree.