



Emergency Management and Evacuation Plan

A. In Case of Fire

Teachers are familiar with the emergency exit diagram in each room. When the fire alarm is heard one staff member immediately leads all the children out, according to the diagram.

The second staff member will pick up the attendance list and emergency forms, check any hidden areas of the classroom, especially the bathrooms, close all windows and doors and follow the children out to the designated zone.

Once outside, attendance is taken to ensure all children are safely out of the building. The children are taught to stand still and quiet and wait for directions. Parent will contact immediately.

Fire drills are held in the classroom once per month

B. In Case of Earthquake

During practice drills, children are taught to take cover under a heavy table or solid piece of furniture and face away from windows which can break and shower glass. The crash position is assumed by going down on knees, head down, hands clasped on back of neck. The teacher will count aloud to 60. Earthquakes rarely last longer than 60 seconds and counting aloud may help calm the children. After the earthquake teachers will check the children for injuries and give first aid if the children are hurt.

At the beginning of the year, each child is asked to bring an Emergency Kit, which is kept in a container in the classroom. After the earthquake, these kits will be retrieved and given to the children. The Emergency Kits contain enough food to last the children for 24 hours. Bottled water will also be stored for earthquake emergencies.

Parents are asked to pick up their children only when it is safe to do so.