**Emergency Procedures**

**Emergency Evacuation**

If for some reason the preschool building needs to be evacuated, we will proceed to the church building. If the church is also deemed uninhabitable, we will walk with the children to Dildine Elementary School located at 4312 Van Buren Ave. Every effort will be made to contact every parent in this situation. We will take our Emergency Contact Information Binder with us so that we have every name and number you provided to contact you. We will give you specific information as to why we evacuated, where we are, and when you can pick up your child.

**Fire Emergency** We will:

· Evacuate the building to the school or church parking lot or the church building.

· Take the Emergency Contact Information Binder with us.

· Call 911 from outside the building.

· Remain outside of the building until we are given the all clear from the Fire Department.

**Bomb Threat** We will:

· Evacuate the building to a safe location and take the Emergency Contact Information Binder with us.

· Call 911.

· Not use cell phones unless necessary.

· Not touch any unidentified packages.

· Remain in the safe location until the all clear is given.

**Lockdown** We will:

· Move children to designated area (storeroom).

· Lock all doors and windows, close blinds and turn off lights.

· Stay out of sight and read quietly to the children to keep them as calm as possible.

· Call 911 and remain in designated area until the all clear is given.

**Tornado** We will:

· Move all children and staff calmly to the designated area in the basement and we will have the children

 sit against the walls.

· Take the Emergency Contact Information Binder with us.

· Remain in the designated area until the all clear is given.

**Blizzard/Winter Storm** We will:

· Call parents to let them know we are dismissing early.

· Remain with the children until they are all picked up.

· If the power is lost in the Pre-School building we will move to the church building if possible. If not

 we will bundle the children into their coats, and we will keep them away from the windows and doors.

I have read the Emergency Procedures.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_