

# GENERAL INFORMATION & POLICES

## FIRE and EMERGENCY EVACUATION PROCEDURES

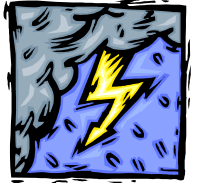
1. Parents must register their children daily in the "sign-in" book in case of an emergency evacuation. The book would be the only source of checking attendance before school begins. (9:00am)
2. Each month, post a blank attendance sheet on the counter top in the preschool area (housekeeping area)
3. After attendance is taken, fill in the correct attendance on the clipboard. Infant & Toddler area takes their own clipboard.
4. The first staff to exit the playground door will take attendance clipboard, place the wedge in the door and move outside carpet to one side. Wedges are located on the wall next to the playground door.
5. All employees are responsible to know the correct exit procedures from each area. Check posted evacuation charts in each area. Fire drills are held monthly.
6. During an emergency evacuation, children will be evacuated at least 330' form the building . They will proceed in an orderly line with a teacher at each end of the line. Children should walk quickly and quietly with eyes looking straight ahead and proceed directly out their designated exit door. Children must be taken quickly outside. All children will proceed to end of sidewalk near gazebo and continue along the fence to the shed. (" PLACE OF REGUGE")
7. If one teacher is present, the head teacher has the responsibility of helping that group.
8. Executive director shall check entire building.
9. Designated office person shall take portable phone and help in infant room
10. When blocks are being used, they are to stay in designated block area for easy evacuation.
11. At naptime, Cots are to be put away for easy evacuation. Shoes & socks are to be kept on at nap.
12. If using the playground during evacuation, proceed to back playground and walk to the back of the shed.
13. Evacuation procedures must be posted in gymnastics waiting area.
14. Parents should be informed of procedure. Designated toy area should be posted so as not to block foyer for toddler evacuation.
15. Always remind children about the importance of correct evacuation procedure!!
16. Practice drills are on a monthly basis.
17. Fire Drill procedure needs to be posted:  
At both exit doors in Toddler room. At both exit doors in Infant room.
  - Office
  - Preschool
  - Snack area
  - 3-4 yr. Old circle
  - 4-5 yr. Old circle
  - Housekeeping
  - Foyer
  - Gym

## **EVACUATION PROCEDURES (con' t)**

**ALL DAYCARES AND COMMUNITY FACILITIES ARE AUTOMATICALLY CONTACTED BY THE CITY OF BRISTOL IN AN EVENT WHERE THE PUBLIC IS PUT AT RISK i.e. chemical spills, water pollution etc.**

### **SEVERE WEATHER CONDITIONS PROCEDURE**

During an emergency, such as a hurricane or tornado, children will be escorted in an orderly fashion (as in fire drill) with their teacher and aide to the center of the building. The children will be brought to the toddler room, which is located centrally in the building Containing no outside windows or walls.



### **IN CASE OF A THREAT TO PUBLIC SAFETY**

Children will be transported to St. Andrew's church, Stafford Ave, Bristol. This announcement will be made by the Police and/or Fire Departments. Should public communication be down, police and fire departments will travel throughout the city in their vehicles, making announcements on the public address system.

Transportation to will be provided by the First Student Bus Company or the current bus company contracted by the City of Bristol.

### **IN CASE OF ACCIDENT NEAR WHIZ KIDS**

Should an accident occur on Dolphin Rd, and access to Whiz Kids is restricted (ie. Transformer down, fallen trees from storm etc. ) all children will be transported to "A Place to Grow" daycare center, located on Enterprise Dr. , Bristol, .8 miles from Whiz Kids. Transportation to will be provided by the First Student Bus Company or the current bus company contracted by the City of Bristol. Parents will be notified to pick up their children at A Place to Grow