

CHAPTER NINE: EMERGENCY PREPAREDNESS

Emergency Preparedness	Fire Safety Procedures and Drills - Duties of Office Staff
Revised: July 19, 2016 Revised: September 1, 2017	Policy Number: 9.2C (replaces policy 1.44)

All office and EarlyON staff will proceed with children in an orderly manner to exit closest to their area. Should this exit be blocked the alternate exit should be used. Staff should remember to close windows and doors as they go out. Turn fans and lights off. See individual Fire Evacuation Plans posted in each room.

Executive Director

Escort all external personnel in office, meeting room, and staff area to the nearest exit and meet outside the Town of Bancroft Municipal office. When possible, all available staff should go to Infant-Toddler Room to assist with infants.

Administrative Assistant

Turn fans and air conditioner off in office. Bring back up electronic device. Exit north east door, alternate exit is north door. Phone Fire Department.

Coordinator of EarlyON Program and Staff

Bring EarlyON sign in book, escort all children and adults in Multipurpose room to north east exit, alternate exit south east exit. Designated staff are to check bathrooms and meeting room and turn off lights.

Custodian

Close back room door and lights and exit the north door.