

## CHAPTER NINE: EMERGENCY PREPAREDNESS

Emergency Preparedness	Fire Safety Procedures and Drills - Infant/Toddler Room
Revised: December 18, 2014 Revised: September 2017	Policy Number: 9.2D (replaces policy 1.46)

Signal to leave building

### **Activate Pull Station (Be sure to contact Fire Dispatch if Fire Drill 962-2010)**

Leaving the building **NOTE THERE MUST BE SUFFICIENT STAFF ON PREMISES TO ASSIST WITH THE EVACUATION OF THE INFANTS**

1. Infants will be gathered by staff and toddlers will immediately follow the teacher to the appointed exit, south east exit door from program room. Alternate exit is east playground front door. Staff will pick up attendance register, medication and emergency files located on clipboard, complete a quick head count and exit building, proceeding to the appointed spot 200 feet from the outside of the Town of Bancroft Municipal office.
2. Office Staff checks washrooms and hiding places, closes doors, shuts lights off and follows the rest of the group.
3. The Office Staff will assist the infant teacher to collect the children.
4. Teacher immediately checks the attendance register to ensure everyone is accounted for. This may also be done by head count.
5. If anyone is unaccounted for the teacher/coordinator immediately notifies the fire marshal. Under no circumstances does anyone re-enter the building until the fire marshal has declared it is safe to do so.