

# Exploring the Puddle

Early Learning Centre

**Policy 23.0**

## **Emergency Plan**

Emergency plans fall under two categories: Evacuation of building and Lockdown.

Procedure:

1. Evacuation of building
  - a. Group Care Under 36 Months
    - i. Educator will conduct head count and place children in stroller
    - ii. Educator will grab emergency kit, attendance list, and walkie talkie (located at exit)
    - iii. Educator will bring all children outside of fence and walk to lot on corner of Third Avenue and Cameron Street
    - iv. Educator will conduct head count and check off on attendance list
    - v. Educator will call 911 if they are the first group to arrive at meeting spot
    - vi. Families will be called to be notified of situation and asked to pick up children
  - b. Group Care 30 Months to School Age
    - i. Educator will line children up at exit and conduct head count
    - ii. Educator will grab emergency kit, attendance list, and walkie talkie (located at exit)
    - iii. Educator will bring all children outside of fence and walk to lot on corner of Third Avenue and Cameron Street
    - iv. Educator will conduct head count and check off on attendance list
    - v. Educator will call 911 if they are the first group to arrive at meeting spot
    - vi. Families will be called to be notified of situation and asked to pick up children
2. Lockdown
  - a. Group Care Under 36 Months
    - i. Educator will lock all exits in vicinity
    - ii. Educator will use lockdown code word via walkie talkie (keeping in contact with other staff) while getting emergency kit and attendance list
    - iii. Educator will bring children to area away from windows

- iv. Educator will conduct head count and check off on attendance list
- v. Educator will call 911
- b. Group Care 30 Months to School Ages
  - i. Educator will lock all exits in vicinity
  - ii. Educator will grab emergency kit and attendance list
  - iii. Educator will bring children to area away from windows
  - iv. Educator will conduct head count and check off on attendance list

Last Update: March 2013