

CHAPTER NINE: EMERGENCY PREPAREDNESS

Emergency Preparedness	Fire Safety Procedures and Drills - Toddler/ Preschool Room
Revised: December 18, 2014 Revised: September 1, 2017	Policy Number: 9.2E (replaces policy 1.45)

Signal to leave building:

Activate Pull Station (be sure to contact FIRE DISPATCH at (613) 962-2010)

Leaving the building:

1. Class immediately follows teacher to the appointed exit, southwest playground exit. Other teacher will gather up attendance, medication and emergency files attached to clipboard, complete a quick head count and follow children out to appointed spot 200 feet from building to outside the Town of Bancroft Municipal Office.
2. Coordinator goes upstairs to Preschool Room to ensure alarm has been heard.
3. Office staff checks washrooms and hiding places, closes doors, shuts lights off and follows the rest of the group.
4. Teacher immediately checks attendance to make sure that everyone is accounted for (this may also be done by a 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.