



## EMERGENCY PROCEDURES

1. Alert others to the emergency. Shout and /or activate manual alarm devices.
2. Call emergency services (911) and report emergency from a safe phone.
3. Begin evacuating the site according to the predetermined evacuation plan. An assigned staff person must pick up the Blue emergency cards. The daily attendance logs must be evacuated with the children to insure proper head count.
4. Do an initial head count.
5. Do not leave the children unattended at any time.
6. Close, but do not lock all doors when all individuals are out of the room(s).
7. Use a fire extinguisher to clear a path if all exits are blocked by fire.
8. All bathrooms and unoccupied rooms should be checked for children and adults who are unaware of the emergency.

*In case of fire emergency use this procedure.*

- 🔔 Feel doorknobs. Do not open if they are hot.
  - 🔔 Stand behind doors when opening them and be Prepared to close them quickly if fire or smoke is Present.
9. If smoke is present, make everyone stay low. If necessary, crawl to the nearest exit.
  10. Evacuate to the predetermined "safe area" at least 50 feet from the facility. Be prepared to evacuate farther if directed by emergency personnel.
  11. Do a head count, comparing the children present in the classroom attendance log.
  12. Call 911, fire department or police department from a safe phone to report your emergency if not already done.
  13. If there is a fire blocking your only exit and you cannot evaluate, keep the door closed. Stuff a wet blanket, towel, etc. along the bottom of the door to keep the smoke out. Close as many doors as possible between you and the fire. Continue to shout for help.