

Fire/Evacuation Plan for Parkview Play School

- The person discovering the fire or Emergency will pull the fire alarm located at the back door exit and holler FIRE! or THIS IS AN EMERGENCY! EXIT NOW!
- The head teacher will grab the emergency kit and backpack with supplies and parent contact list, as well as the daily attendance clipboard
- Children will be lined up at the exit farthest from the disaster, either the front door or the back door, or windows if doors are inaccessible. Infants will be carried by teachers in front/backpacks and arms.
- Both teachers will lead children to the sandbox at the back of the yard, our short term safe place. Baker park, across the street, will be our long term safe place. Attendance will be taken.
- Head teacher will call 911 as soon as possible.
- Parents will be called once the fire department is on it's way.

Lockdown/Shelter in Place Plan

- The person discovering the Emergency will inform the staff that THIS IS AN EMERGENCY! Do Not leave the building!
- The Kitchen is the safest place to convey in case of an intruder or severe weather, because it is closest to food,water, first aid kits and supplies backpack.
 - Backpack will include emergency contact information, a supply of blankets, water, food and formula for infants. Any medication will labeled and stored in the refrigerator or high cupboard right of the fridge.
- Attendance will be taken.
- Head teacher will call 911 as soon as possible.
- Parents will be called once the authorities are on it's way.