

## **Tall Spire Nursery School Evacuation Policy**

### **Emergency Evacuation**

#### ***Plan for “Shelter in Place/Lockdown” emergency procedure:***

Shelter in place refers to staying in the building on the advice of Emergency Personnel. If an automated phone message has not been received by emergency personnel, the Director or Administrative Assistant will call the Fire/Police Department(s) for procedure on whether to evacuate/stay in place or lock down. In the case of notification of a neighborhood threat, doors to the church/school will be locked by the Director until notified by emergency personnel.

We will remain in our building when receiving advice of Emergency Personnel to stay put in the event of a natural disaster. Conditions may be a minor toxic hazard, some storms, flooding, hurricanes and no power. We are equipped with a battery operated radio, cell phones, flashlights, food, water and child care materials.

If an emergency arises that causes a lockdown (Safety in Place), the Director/Admin. Assistant will notify staff directly and then proceed to lock down the two exterior doors to the church as well as the school double doors. A call will be made to 911 from the Director/Admin. Emergency procedure for lockdown will begin as soon as Director/Admin notifies classroom teachers.

The Hall Mom will grab emergency backpack, which holds provisions, the emergency red book, the attendance book, and proceed to check bathroom and other rooms for children.

The children and staff have all been instructed on this procedure. Each teacher will give the silent signal by pointing to her wrist (watch) and flapping her arms (wings) to signal the children that it is “TIME TO FLY”. Children will follow (fly) teacher to Art room (designated room) and fly to the rug (Mama’s nest), sit down, cover head..all without speaking (baby birds don’t talk). Teachers closest to window and door perform duty of pulling shade on window and close and cover door window with poster. Lights are turned off and everyone remains silent until further instruction from Director/Admin. The Hall Mom will take a head count of the children. This designated space has access to closet as well as to door leading to fire exit and to the outside.

If Director/Admin instructs teachers to move outside, they will get up from rug and exit out closet door to fire exit and out of building. Director/Admin will be last to leave building making sure that everyone has evacuated. Children will be walked over to Town Hall and attendance will again be taken by Hall Mom as well as a face to face by Director/Admin. If necessary, the group can seek refuge in Town Hall or if necessary keep walking to the Congregational Church (by the lake).

Phone calls will be made by classroom teachers to their prospective parents to instruct on pick up arrangements.

If necessary, we would find a safe place in the cellar at the front of the church building. See attached organizational chart of staff's roles and responsibilities (which is also posted on the wall in every classroom)

***Plan for "Emergency Evacuation of Center"*** (posted at exits)

The fire alarm is located out of reach of children in the hallway of the school area. This alarm is directly connected to the Wakefield Fire Station. Smoke detectors are maintained throughout the entire building on a regular basis by *The Alarmex Corporation*. A floor plan is posted showing fire alarm, fire extinguisher and evacuation route. An organizational chart of roles and responsibilities is also posted.

Evacuation drills are held at different times of the program day as well as different routes. These drills are practiced with all groups of children and staff every month. The Director or Administrative Assistant is responsible for the drills as well as documenting information in the Evacuation Log book. Information to be included for each drill are: Hall Mom name, time and date, route taken, the time it took to evacuate the building, number of children evacuated and notes on any problems that arose during the drill. The Director will go over these notes and speak to the staff concerning any areas that need attention. Children with special needs will be accommodated as appropriate.

***Immediate Area Threat***

SOUND FIRE ALARM-located in school building hallway and outside building to the right of the entrance door. The children will be led by group teachers through the Art Center Exit door. If this door is blocked by fire the teachers will lead the children out the exit door on Lafayette Street (main entrance). Windows may also be used as an escape if necessary. The teachers and children will proceed across the street to meet outside the Town Hall. The teachers and children will form a

group circle/line in order to be counted. If the children are in back playground area when alarm goes off, the group will go directly to Town Hall via Main Street sidewalk with their homeroom teacher holding onto the walking ropes. The Hall Mom will check for stragglers before leaving the building and bring *the Emergency for Evacuation Book* and *the Attendance book and EPI PENS* and proceed outdoors to the Wakefield Town Hall where she will take attendance and do a total count of the children. The Director/Administrative Assistant will do a complete visual inspection of every classroom and program space including the bathroom to ensure that NO child has been left behind and then meet the group at the Town Hall. An additional attendance will then be taken and a face to face comparison of the children will be made to the daily homeroom attendance list to ensure that all children are accounted for. When all children have been accounted for the group will then walk to the Congregational Church at 1 Church Street (big stone church by the lower common-near playground).

The Congregational Church has given us permission to use their building for emergency use. Contact phone numbers for the church are 781-245-1539 and 781-245-1644. Director's cell phone is 781-864-3210

If we need to walk in the opposite direction we will proceed to the Wakefield Public Library. Parents will be notified by the teachers by cell phone as to the situation and the location of their children. Every teacher will carry their cell phone in order to contact the parents of their homeroom children.

Attendance is taken daily by the Hall Mom by 9:15am. This is recorded in the *Attendance Book* located on the Director's desk. It is the responsibility of the Hall Mom to record the attendance as well as correct the Attendance Book if there are any changes such as, children coming in late or leaving early. This will ensure an accurate attendance at all times during the program hours. The Director or Administrative Assistant will check the accuracy of the attendance book each morning.

### ***More Widespread Of a Threat***

If there is a more widespread threat, teachers would walk students to Galvin Middle School as directed by the town emergency manager (Chief Mike Sullivan). For example; If the emergency encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat(e.g. toxic fumes from a spill, flood waters) it would be unsafe for the children to stay in the area. Teachers

would notify parents by cell phone to let them know of the situation and where to pick up their child.

### ***Major Evacuation***

In the event of a major environmental hazard that necessitates a large area evacuation such as several neighborhoods, a city/town, or geographical area, due to a large non-confined hazard for example a nuclear accident, earthquake, hurricane, etc., teachers would walk children to Galvin Middle School where they would wait there until further direction from the town emergency manager (Chief Mike Sullivan). Teachers would notify parents by cell phone to let them know of the situation and where to pick their child up.

### ***In the Case of Power Outage***

If there is no power when the Director/teachers arrive before the start of school, then school would be canceled. Parents would be notified. If the building loses power during the time the children are present, school will continue until the scheduled pick up time. During this time running water should not be interrupted, telephone service would not be affected, fire detection alarms have battery back up and snack foods would not need refrigeration. Bottled water would continue to be cold for the amount of hours remaining. All of these conditions would assure a safe environment.

### ***In the Case of Loss of Water***

In the case of a loss of water, school would be canceled **before** and **during** the hours of operation of the school. Parents would be notified.

### ***In the Case of Loss of Heat***

In the event of a loss of heat during the school day and the temperature outdoors is above 55 degrees school will be open. Temperature of the water may be somewhat lower than required, but we would waive that for one day only, otherwise school will not be in session until the heat is on and water temperature requirement is met.

