



Extraordinary Education for the price of Ordinary Child Care

## EMERGENCY, EVACUATION, & FIRE DRILL - EARLY BEGINNINGS

All employees are responsible for the following during an emergency:

- Calling 911
- Knowing fire exits in each room
- Knowing location of fire extinguishers
- If there are two teachers in a room, there should be one teacher in front of the children and one behind.

Fire drills will be performed monthly in spring, summer and fall months and when possible during winter months.

### Fire Drill Procedure Center 1 (685 Old Post Rd)

- At sound of alarm gather all children and head to the nearest exit.
- **Meeting place** is on sidewalk in front of the front door at center 2 (175 Hartford Turnpike)
- Teachers in infant room (Room 1) will place 4 infants in an evacuation crib and leave by the closest exit
- Teachers in older infant room (Room 2) will place all children who do not walk in wagon located outside emergency exit. All other children will be carried or taken by holding hands to the nearest exit.
- Attendance will be taken upon arrival at meeting place.
- Instructions will be given from there as to further plans.

### Fire Drill Procedure Center 2 (175 Hartford Turnpike)

- At sound of alarm gather all children and leave by the closest exit.
- **Meeting place** is on sidewalk in front of the front door of center 1 (685 Old Post Rd.)

- Attendance will be taken upon arrival at meeting place.
- Instructions will be given from there as to further plans.

### **Fire Drill Procedure Outside**

- From parking lot, top of the CNC field or the playgrounds at Center 2, gather all children and proceed to meeting place.
- Take attendance.
  
- From playground at Center 1, move away from the building to the fence by the walking path. YOU AND THE CHILDREN WILL BE ASSISTED OVER THE FENCE. DO NOT RETURN TO THE BUILDING.
- When over the fence, proceed to meeting place
- Take attendance

**DIRECTOR/Administrative Assistant** will sweep the building, making sure all staff and children are evacuated. They will procure the daily sign-in sheets and emergency folder

**AT ALL TIMES DURING THE DAY STAFF MUST KNOW HOW MANY CHILDREN ARE IN THEIR CARE.**

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