



Extraordinary Education for the price of Ordinary Child Care

## **EMERGENCY, EVACUATION & FIRE DRILL - ELLINGTON**

- When alarm sounds, calmly direct children to nearest exit door
- Toddlers will be placed into crib for evacuation
- All classes exit out the front door
- If front door is inaccessible, use back door
- Teachers take their own attendance sheets
- Teacher in the front takes the parent sign in book
- Director or Assistant Director takes student file boxes
- All classes walk out front door and stand in front of 16 Church Street window.
- If exiting through back door, walk through the Scoop's garden and continue to front of 16 Church Street
- Attendance is taken, alarm will stop and children may return with the teachers, when the all clear is sounded, through the same door from which they exited
- In case of a real emergency, parents will be contacted via phone and director will give further instructions
- Senior Center at 40 Maple Street or
- Ellington Post Office may be used as a sanctuary, if needed. Both will be accessed by walking.



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