



EMERGENCY, EVACUATION & FIRE DRILL - TOLLAND

- *When alarm sounds, calmly direct children to nearest exit
- *Classes in the toddler room exit out back door.
- *Classes in the front room will exit out front door.
- *If at snack or lunch time, exit through the closest door.
- *If at nap time, exit out closest door.
- *Teacher's need to take their attendance sheets.
- *Teacher in the front room takes parent sign in sheets.
- *Director or Assistant Director takes children's emergency contact folder.
- *All classes walk around **outside** of playground fence until they meet under the big tree facing the post office.
- *Attendance is taken, alarm will stop, children and teachers may return through the same door they exited.
- *In case of real emergency, Director will give further instructions. If it becomes necessary to find sanctuary, the children will walk to the Senior Center, if that is not open they will walk to the Post Office. Staff and Director will then begin to contact parents by phone to notify them of the situation.
- ***Senior Center, 674 Tolland Stage Road (behind us) or the Tolland Post Office at 658 Tolland Stage Rd.**