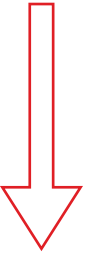
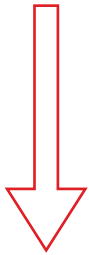











**Always assume that all fire alarms, etc are NOT a drill.**



**As soon as you hear an alarm, begin the evacuation plan listed below.**

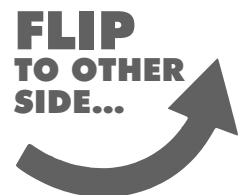


## IN THE EVENT OF AN EMERGENCY

1. Grab the red bag and your roster, and count all children before exiting the classroom. 
2. Follow the evacuation route outlined in the evacuation plan for your campus. 
3. When the group arrives at the designated safe area outside the building, spread the red tarp, that is found in your bag, on the ground to create a place for the kids in your classroom to sit. 
4. Take roll using the roster. 
  - If all of your kids are present, hold up the **Green** card found in your evacuation bag. 
  - If you are missing a child, hold up the **Red** card. 
  - Always remain with your group. The safety team will go back into the building to locate the missing child. 

**NURSERY**  
&  
**ELEMENTARY**

**Evacuation steps differ depending on the age of the children.**



# NURSERY



- Evacuation cribs are provided for all infants and one's rooms.



- Put as many children as you can into the evacuation crib and roll them out of the building to the designated safe area.



- Black ropes are provided for all two year old - PreK classrooms. Have the children hold on to this rope as they exit the building. This will make it easier for them to stay with their class.

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# ELEMENTARY

## K, 1st & Green Room



- Black ropes are provided for all Kindergarten, First Grade, and Green Room classrooms.
- Have the children hold on to this rope as they exit the building. This will make it easier for them to stay with their class.

## 2nd-5th Grade



- 2nd - 5th grade environments are to be evacuated in an orderly fashion and in a single file line.

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## EARLY ARRIVAL OF A PARENT

Our hope is to have all of the children evacuated and in the designated safe place before the parents arrive.



**If a parent arrives at the classroom as you are evacuating, ask them to assist and remain with the group throughout the entire process.**

It is important that the Room Leader is able to take roll at the designated safe place and that proper check out procedures are followed.