Emergency Drill Tip Sheet

Monthly Drills:

Fire Drill—Center Directors notify the alarm company (if applicable) that he/she will be conducting a drill, and will sound the alarm. All staff, children, and any adults in the building MUST leave the center immediately and meet at the designated meeting place. Teaching staff must grab their emergency book, sign in and out book, first aid kit, and evacuation bag. (In case of cold weather, the last teacher out of the room may grab coats on his/her way out of the door while double checking for children in the room.) The center director then makes sure there are no other persons in the building while teachers are counting/checking attendance at the meeting place. When the center director has made his/her final check and all children/adults are accounted for at the meeting place, the drill will conclude. Document Drill on the Drill Documentation Sheet G-2.

Tornado Drill—Center Directors sound the appropriate alarm notifying the center that there may be a tornado. All children, staff, and adults MUST immediately proceed to the meeting place for tornado threats. Teaching staff must grab their emergency book, sign in and out book, first aid kit, and evacuation bag. The center director then makes sure there are no other persons in the building as teachers are counting/checking attendance at the meeting place. When the center director has made his/her final check and all children/adults are accounted for at the meeting place, the drill will conclude. Document Drill on the Drill Documentation Sheet G-2.

Earthquake Drill—Center Directors sound the appropriate alarm notifying the center to take shelter. All staff/children should drop to the ground, crawl under the nearest table, cover their heads, and hold on until "shaking" stops. (Accommodations can be made for those who are unable to participate in getting down on the ground; in that case, the person must cover their head and neck as best as possible.) Everyone holds the position until the Center Director gives the all clear to conclude the drill. Document Drill on the Drill Documentation Sheet G-2.

Emergency Drill Tip Sheet

Annual Drills:

Workplace Violence/Lock Down/Shelter in Place Drill/Situation (Due in October) GEN-5
Center Directors will announce a Code RED. Immediately, all staff will come in from the playground, lock classroom doors, turn the classroom lights off, and if at all possible, move children where they would be unseen from a window or the hallway. All staff will remain in position until the Center Director or Emergency Personal gives an all clear. Example Drills include: Non-custodial parent calls and threatens to come to the center. A stranger comes to the front door with a weapon in site. Police issue a potential threat due to convict on the loose or searching for a suspicious person. Active Shooter scenario.
Keep in file in center and fax to the Health and Nutrition Coordinator.

Emergency Evacuation Drill/Situation (Due in October) GEN-6
Center Directors will announce a Code Green. Immediately, all staff, children, and any adults in the building MUST leave the center immediately and meet at the **Off-Site** designated meeting place. Teaching staff must grab their emergency book, sign in and out book, first aid kit, and evacuation bag. (In case of cold weather, the last teacher out of the room may grab coats on his/her way out of the door while double checking for children in the room.) The center director then makes sure there are no other persons in the building while teachers are counting/checking attendance at the meeting place. When the center director has made his/her final check and all children/adults are accounted for at the meeting place, the drill will conclude. Example Drills include: Some calls in a bomb threat. A staff member smells, sees a gas leak. A fire occurs in the building and begins to spread to the playground.
Keep in file in center and fax to the Health and Nutrition Coordinator.

Medical Emergency Drill/Situation (Due in February) GEN-7
The center director notifies staff a person on the premises is in need of immediate care (911) or may need first aid care provided by a medical provider (pretend or real life). Example Drills/Situation: an adult is having chest pains. A child fell and may need stitches. A person drops to the floor and convulses or has a blank non-responsive stare.
Keep in file in center and fax to the Health and Nutrition Coordinator.

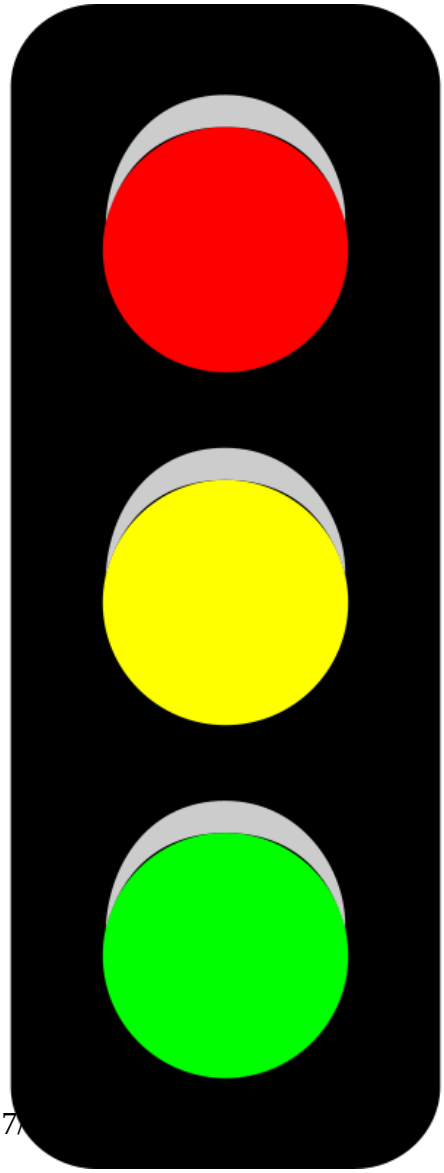
Power Outage Drill/Situation (Due in May) GEN-8
The center director notifies staff the power is out. She/he calls (pretends) the electric company to notify the company of the power outage. The director will try to obtain the amount of time the electricity will be off. The director will then notify the area supervisor of the outage and the length of time the electric company anticipates the outage to last. The staff will the await further instruction from the area supervisor, keeping an eye on room temperatures to ensure the safety of the children.

Emergency Drill Tip Sheet

Keep in file in center and fax to the Health and Nutrition Coordinator.

Emergency Codes

Post in Each Classroom



Code Red: **Stay in your classroom or office and wait for instructions**

Code Yellow: **Take precautions and stay in your office/classroom until further notice.**

Code Green:

Evacuate the building immediately.