

# EMERGENCY PLANS

## RELEASE OF CHILDREN

The children will be released to their parents when in the best judgment of the teacher and the conditions are such that it can be accomplished in a safe and/or orderly manner. They will be released to someone other than their parents only when there is time to verify from the child's parents through either a written note or telephone message.

## FIRE DRILLS

Each class will participate in fire drills. A fire drill helps us get the children out of the building quickly without creating a panic condition. The teacher will direct these activities. Most importantly **DO NOT PANIC!**

1. Leave IMMEDIATELY! Do not stop for outer clothing or equipment.
2. One member checks the bathroom for children.
3. Walk quickly to the outside, at least 100 feet from the building.
4. Take roll call or count heads.
5. Return to the building when the teacher directs.

(In case of an actual fire, follow firefighter's directions.)

## SEVERE WEATHER

If weather appears threatening, tune school radio to local station to monitor weather conditions. You can call Edison Elementary school at 734-595-2540 to inquire about specific information from their Weather Radio. The regular class program should be maintained inside the building.

## TORNADO WARNING

(Tornado has been sighted in vicinity, take cover)

Signal: City of Westland siren.

All children and adults should not be allowed outside. Direct them immediately to the assigned shelter area. The class roll call should be taken by the teacher at the shelter. Take school radio and flashlight to shelter area. Tune to local station to await "All Clear." The shelter for our preschool is the hall area at the bathrooms. The children should sit with their knees up, hands and arms covering their heads. Since everyone will take shelter please **DO NOT CALL** the school, we will not be able to answer the phone. If any parent wishes to pick up their child during a Tornado Warning please come directly to the shelter area.

## **EXTREME EMERGENCY**

(Insufficient time to go to the shelter area)

Use the “duck and cover method” by seeking shelter under tables, desks, etc., and away from outside windows and adjacent to inside walls.

## **EMERGENCY POSITION**

Sit with back against the wall or back to the window area facing the wall. Raise knees as high as possible keeping feet flat on the floor. The head should go down between the legs as far as possible and hands should be clasped over the heads. **PLEASE** familiarize yourself with these rules so that you will be able to help the children in the event of real emergency.

## **CRISIS MANAGEMENT**

*Crisis: Bomb, Guns, Intruder, Irate Adult, Fire/Natural Disaster*

1. Make sure all children are in the room.
2. Keep children in the room.
3. Put children out of sight.
4. Lock Room.
5. Shut off Lights.
6. Place Emergency Sign in a visible location.
7. Close the blinds.
8. Keep children calm.
9. Hold onto phone and call 911.

*In the case of Fire or Natural Disaster, get all children to safety by following the exit plan posted by the classroom door.*