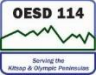




Emergency Evacuation Plan



Fire/Paramedics/Police 911	Poison Control 1-800-222-1222
Name of Classroom/building Givens ECEAP/ Givens Community Center Room #110	Telephone # 360-509-1234
Address 1128 Sidney Avenue	City Port Orchard State WA Zip Code 98366
What actions will be taken by the person discovering a fire, natural disaster, or other emergency in the classroom? Alert classroom staff/activate fire alarm located at main entrance double door, right side/call 911/front office/building (where is your fire alarm located) (in an emergency evacuation call 911 from outside the building) Be specific to your own classroom.	
What method will be used to “sound the alarm” to others on the premises? Turn lights on and off/use whistle/picture/combo, etc. (what are your options/methods in your classroom/school/building consider development/language/disabilities, what method do you use to practice drills in your classroom-do the same)	
Who will take responsibility for the children in the event of a fire, natural disaster, or other emergency? Classroom staff (Divide Responsibilities and know your role)	
What action will be taken to evacuate the classroom? Lead Teacher (who) will check classroom bathroom and classroom office (be specific to your classroom spaces), and will use and bring Attendance sheet, located on bookshelf at main entrance (be specific to your classroom), to account for children and adults. Assistant Teacher (who) brings Emergency Backpack. Calmly and quickly evacuate children to (designated spot-where). Consider children with specific needs/example: wheelchair, hearing/vision, etc. when planning. Update the plan as needed	
Describe the plan for notification regarding the whereabouts and well-being of the children following the evacuation. Once classroom has safely evacuated, Lead Teacher (who) will contact parents/guardians using the emergency care forms located in the Emergency Backpack.	
What action will you take while waiting for the fire department or other emergency personnel and where you will meet families? Classroom staff will ensure child safety by using active supervision and maintaining adult: child ratios. Classrooms will remain at (specific emergency meeting location) while waiting for emergency services and will meet families at (specific meeting place for families).	
Emergency Supplies	
Where will food, water, medication, and other necessary supplies be stored? Emergency Backpack located _____ Disaster Kit located _____	
Who will be responsible for accessing these supplies at the time of an emergency? Classroom Lead Teacher/who	

Emergency Evacuation Plan

Emergency Evacuations

Be specific to your classroom/building/children when completing the evacuation plan.

Complete the plan as a team.

Update and make changes as changes occur and review as a team.

Have written plans in place for children who have specific needs.

Give children clear, simple instruction about exiting the building.

Always maintain child-staff ratios.

Count the children before being evacuated and count again when they reach the evacuation destination.

Carry attendance and emergency contact information from the building and compare attendance at the evacuation destination with the attendance sheet to be sure no children or staff have been left behind.

Take the Emergency Backpack.

The last person to leave the classroom conducts a final sweep of all areas.

Fire Drills

Fire drills must be conducted once each month for each class.

Practice drills with the same level of seriousness as if there is a real fire.

Vary the timing of the drills so that children practice at different times.

Inform parents/guardians that you are discussing fire emergencies and practicing fire drills.

Discuss procedures with children before doing an actual fire drill.

Teach children to stop their activities immediately at the sound of the alarm and proceed to the exit door.

Children should know how to line up and leave the room when the alarm sounds.

Children should be familiar with the method used to “sound the alarm and practice the escape plan and know the sound of a fire alarm.