

Mittineague Methodist Community Preschool  
800 Amostown Road  
West Springfield, Mass. 01089  
413-736-2770

## EVACUATION/EMERGENCY PLAN

7.11 (7)

It is required to conduct a monthly fire drill on both levels of the school during the school year. These fire drills are to be unannounced and at different times during the day. The local fire department also visits the preschool, quarterly, during the school year and conducts a fire drill using the actual alarm. At the beginning of the school year classroom teachers speak to the students about exiting the building and the route they would take, where they will gather outside, and also an alternative route (this plan must also address any disability if warranted). When a practice fire drill is conducted the teachers and children will immediately stop what they are doing and prepare to exit the classroom. Teachers will bring their attendance books with them and once outside will call a classroom roll call. In addition the director must know the number of children and adults that are in the building on a daily basis. The director and a designated staff member will be the last to leave the building making sure the building is completely clear and all the necessary steps have been followed that have been designated by the local fire department. Fire extinguishers are also located on both levels and teachers are familiar with the operation. An operating phone must be in operation at all times and local emergency phone numbers posted. In case of an actual emergency situation the proper authorities will be notified and evacuation will begin immediately. An emergency kit is also obtained in the school office that will be taken if actual evacuation occurs.

If there is a power outage, lack of heat, hot water, or other emergency situation before school starts parents will be notified that school will be closed for that day. During school hours if such an occurrence should occur the situation will be evaluated and if necessary obtain outside information to determine course of action. If it is determined that the school must evacuate and cannot return to school we will go across the street to Fausey Elementary School (directly across from our school which is prearranged on a yearly basis). Classroom teachers will bring their attendance books that contain parent's phone numbers (work, cell, and emergency contact numbers), required medications, and an operating cell phone. Parents will be called and informed of the situation and where they may pick up their child. The director will remain until all children have been picked up.

If severe weather conditions develop, such as hurricane or tornado, the children will be evacuated to a safe spot in the building. (Hallway between sanctuary and parlor) The director or designated person will bring the emergency kit; teachers will bring attendance books, individual cell phones, and any other provisions that can be collected.

Classrooms and inside and outside play areas are supervised on a daily basis and teachers must count their students when they move from one area to another. If a child should be missing one teacher will search all areas while the other teacher maintains the group. The director will be notified and both levels of the school will be searched. One designated staff member will search all outside areas around the school premises. Local authorities will be called if the child is not found and a call will be made to the parents and the proper steps will be followed by the local authorities.