



Policy Handbook



The Courageous Steps Project Green House Village Preschool

Evacuation And Emergency Procedures For 78 Main Road, Milford, ME 04461 Location

The Courageous Steps Project & Green House Village Preschool, have implemented these following evacuation and emergency procedures for our 78 Main Road, Milford, ME 04461 location:

- 1.) Evacuation routes and meeting spots are posted in each room. All staff members should review routes frequently. Evacuation routes are planned to facilitate the fastest, safe evacuation of all people.
- 2.) In the event of a fire, smoke or other condition arising which could pose a threat, leave the building in an orderly fashion and dial 911 from a safe place for emergency assistance.
- 3.) When an emergency alarm sounds, all staff members will quickly and calmly assist the children from the building. **DO NOT STOP** to locate clothing or shoes.
- 4.) While specific exits will be used for routine evacuations, the possibility exists for such exits to be blocked during a real emergency. Regular supervisory staff members shall plan alternative exits for such situations.
- 5.) One regular supervisory staff member will be designated to quickly check each room to insure no child has been left inside.
- 6.) During an evacuation, a designated staff member will remove the Attendance Sheet to the designated outside meeting place to verify that all attending children have been evacuated.
- 7.) Once all staff and children have met at the designated spot after evacuation, a head count will be taken again. If a person is missing, one staff member will immediately notify the coordinator of the emergency rescue team. **DO NOT RE-ENTER THE BUILDING.**
- 8.) The supervising staff will arrange for alternative shelter during unfavorable weather conditions.
- 9.) Teachers will administer first aid if necessary.

Updated on Wednesday December 2nd, 2020



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- 10.) Emergency program records, including updated parent schedules and emergency rescue phone numbers, will be located in an easily accessible spot. One staff member will be designated to carry these records outside during any evacuation.
- 11.) No one shall re-enter the building after the smoke alarm has sounded until authorized to do so by a member of the emergency rescue team.
- 12.) Staff will regularly check play yard exit gates throughout the year to insure they are functioning properly.
- 13.) Fire drills are held and documented once per month.