

# COVENANT CHILD CARE

## Emergency Evacuation Plan

June 19, 2022

1. Anyone who discovers smoke or fire is immediately to go to the nearest fire pull station and activate the alarm for evacuation.
2. Upon activation of the fire alarm for ANY reason (even if you THINK it is a drill or false alarm) evacuation of the building SHALL commence.
3. The person in charge shall call **911** and relay information with the name and address of the childcare facility to the dispatcher. IF IT IS SAFE TO DO SO, the designated administrative staff shall go to the remote annunciator panel and acquire information showing on the panel to determine what building zone where smoke or fire activated the alarm and relay that information to the 911 dispatcher.
4. All teachers shall secure their classrooms sign in/out sheet and ready to go backpack containing emergency supplies and one pack containing a reflective safety vest, will line up those students who are able to ambulate, taking no personal belongings other than a two way radio and using the primary route, if the primary route is in the path of smoke or fire then their secondary route shall be used; will proceed to the pre-determined meeting area at the fence at the back of the playground. All teachers who are responsible for children who are not able to ambulate shall secure their classroom attendance sheet and place no more than five (5) children in each evacuation crib, taking no personal belongings except your cell two way radio and using the evacuation sidewalk, will proceed to the back fence of the playground, by their primary evacuation route, if the primary route is in the path of smoke or fire then their secondary route shall be used.
5. Once outside the building and still inside the fenced area, **teachers shall take a roll call accounting for the students** in their care. In the event that a student is missing the teacher shall immediately report the name of the student and the last place seen to the DESIGNEE via two way radio or cell phone, who will recheck the building zones. The personnel in the building shall search for the student only if it is safe.
6. The DESIGNEE will check by radio to ensure all children and adults are accounted for. In the event that caregivers cannot be reached by radio, the designee will use cell phone, if contact is not made DESIGNEE will check personally.
7. Once outside the building, no one is to re-enter the building until it is cleared by the Fire Dept.
8. In the event there is an actual fire, when the building is clear and the DESIGNEE arrives at the predetermined meeting area at the fence, the DESIGNEE will put on the safety vest, stop traffic on Palmer Street Circle using hand signals. The staff and students will cross the street to the sidewalk at the adjacent strip mall, walking together by classroom, supervised by their teacher(s), maintaining staff:child ratio, to the grassy lot southwest of the childcare facility. The DESIGNEE will then communicate the emergency to parents/guardians using the center's communication application, social media and email blast. The group will wait there for 30 minutes until students are removed by their parents/guardians. Each parent/guardian must sign their child out on the sheets carried by their teacher.
9. Children remaining at the emergency meeting area beyond 30 minutes, will be transported to Franklin Covenant Church<sup>1</sup> by the DESIGNEE or their Lead Teacher or teachers, maintaining staff:child ratios in each vehicle, using their personal vehicle and will remain there until their parent/guardian arrives.

The following individuals have been designated to clear zones:

<b>Zone</b>	<b>Designee</b>
Class 1	Stephanie/Betsy/Jamie/Debbie A.
Class 2	Stephanie/Betsy/Jamie/Debbie A.
Class 3	Stephanie/Betsy/Jamie/Debbie A.
Class 4	Stephanie/Betsy/Jamie/Debbie A.
Kitchen	Stephanie/Betsy/Jamie/Debbie A.
Class 5 Oak Meadow	Office Personnel

---

<sup>1</sup> Franklin Covenant Church, 265 Belleview Park Road, Franklin, NC 28734