

St. Thomas Aquinas Early Childhood Center

Fire Drill Procedures

1. Have children go quickly and quietly in single file to the door.
2. Children follow Teacher Assistant to designated area.
3. Teacher takes class attendance book and should leave classroom last.
4. Teacher will gather children and take attendance.
5. Wait for signal to re-enter.

Emergency Evacuation Plan / Alternate Safe Location

In the event a disaster such as a hurricane, tornado or other catastrophe strikes the early childhood center, the staff will remove the children to the Parish Hall by the stage area. In the event the Parish Hall has been hit, the staff will take the children to the church. Parents arriving to pick up children will be advised to use the main entrance, drive to the front of the Parish Hall and wait for traffic directions so as not to interfere with any emergency vehicles. St. Thomas Aquinas Early Childhood Center has designated The Greenbrook Estates Club House, next door to the center, as its alternate safe location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The Director will make the determination to evacuate the center and proceed to the alternate safe location by church bus and employee vehicles. Employees are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms for their classroom when exiting the center (designated employee will be in charge of bringing the "To-Go" box located in the ECC office. Parents will be notified by School Reach Alert System and/or cell phones.