

## Emergency Procedures

Fire drills are held once a month. Preschoolers and staff exit the building at the sound of the alarm to regroup on the large playground. After classroom roll is taken, the all clear will be given and daily activities will resume.

Lockdown drills are held once every quarter. After receiving the initial lockdown notice, children are kept inside the building. Windows are locked shut, blinds are closed, all doors are locked and door windows are covered. Gates will also be closed and locked. After the all-clear phone call has been received and doors and windows are opened, daily activities will resume.

Earthquake drills are held once each quarter. When the building alarm sounds, staff and children “duck and cover” in classrooms. (Outside – children are gathered in the middle of the yard.) After the all-clear bell is given, children and staff will regroup on the playground for classroom roll call. Daily activities will then resume.

After each drill, the teachers will routinely reiterate why we have alarms and drills for emergencies.

### PLEASE NOTE:

If at **ANY** time you are in the preschool during any of the above drills, you will be expected to participate.

Things you can do at home with your child:

- Encourage a conversation of safety at school and at home
- As a family, plan your emergency procedures
- Reassure your child that if there is an emergency, the teachers will, with God’s help, keep them safe until you arrive.