

# kidcity emergency

## fire emergency procedures

- 1) When the fire alarm sounds, line up your class at the door of your classroom. All workers should be spread throughout the line to keep kids in place. Nursery should have all kids in evacuation cribs.
- 2) Before leaving the room, grab your packet and roll.
- 3) Take your class to your assigned area. Fully use your workers to watch and keep track of the kids.
  - Modular P go to the sidewalk in front of Modulares A-C
  - KCB go to the locker area in between Modulares A-B
  - West Wing go to the Promenade Area
- 4) After your class is lined up, use your roll/sign-in sheet to make sure you have all the kids. Parents will be directed to the assigned areas. Only release children to their parents.

## lockdown emergency procedures

- 1) An announcement will be made over the intercom that "Code L" for Lockdown is in effect.
- 2) Immediately after receiving this announcement, teacher should keep control of the class, and the workers should calmly do the following:
  - Lock the windows and the doors.
  - Close the blinds.
  - Move the children's desks in front of the door.
  - Help the teacher move the children to the back corner of the wall behind the window, as opposed to the door.
  - If a group is outside, find the nearest classroom or building and follow lockdown procedures.
- 3) Keep children low, quiet, and calm until a law enforcement officer or pastoral staff member announces that all is clear. Keep children in the classroom until their parents arrive.

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## earthquake procedures

1. Remain Calm. Instruct the kids to Drop, Cover, and Hold underneath tables and chairs. Nursery children should be placed in evacuation cribs.
2. If no heavy furniture is located inside the room, crawl against an interior wall or corner and cover your head.
3. Keep children away from exterior walls, book shelves, or cubbies that may fall. Keep away from windows and doors as well.
4. DO NOT leave the building during the shaking or without proper instructions from authority.
5. If a baby/toddler is too young to cover their own head, cover the child's head as you hold the child underneath you.
6. DO NOT stand in a doorway. Find a heavy piece of furniture to be under or a corner to take cover.
7. Once shaking is over, check the children for injuries. Reassure them that they will be okay and that their parents will come soon.
8. An announcement will be made over the intercom in the case of needing to leave the building due to not being structurally sound. Evacuate all classes to the nearest fire exit and head to the emergency location.
  - \* Modular P go to the sidewalk in front of Modulares A-C
  - \* KCB go to the locker area in between Modulares A-B
  - \* West Wing go to the promenade area
9. In the case of an evacuation, take your class roll with you to the designated locations.
10. Check out slips must still be used for pick up. If a parent has lost their check out slip, a picture ID will suffice.

### "Rabbit in the Hole Drill"

1. Tell a story to small kids about a family of rabbits during an earthquake. When the ground shook, they scurried for cover in their burrow.
2. Instruct the children where their burrow is.
3. When the adult calls "Rabbit in the Hole," kids should scurry to their burrow and position themselves accordingly.

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