8/20/09

Procedures for Precautionary Transfer of Children

(School Evacuation)

- Office receives notification from Marlboro Emergency Management that evacuation may be necessary

- Bus drivers are paged

- Gail/Francie call or go directly to every room with the message "standby to load the buses" (Christine and Janie are back ups if Gail or Francie is out of the building)
  Gail – Kindergarten, Primary, Community Toom, Outback, Down Under,
  Francie – JH, offices, upstairs (5/6, library, 3/4, office), Primary playground

- Office delivers student medications to classroom

- Teachers prepare students to leave the building
  - Teacher gets yellow folder (including Student Health Forms) and checks attendance using list in the folder
  - Coats and backpacks
  - Teachers who are with students in settings outside the classroom will walk the students back to their homeroom

- Buses arrive

- Office waits for call whether or not to proceed with evacuation

- Gail or Francie call or go directly to classrooms to notify teachers (No bell as one bus may arrive before the other and it may be preferable to load it right away and send it to Meetinghouse to pick up preschoolers.)

- Students and teachers exit the building through the same doors they use to go in and out during the day (NOT necessarily fire drill exits)

- 3/4 and 5/6 on first bus to arrive Gail

- Kindergarten, Primary and Junior High on second bus to arrive Francie

- Teachers use roster in yellow folder to take attendance again and report results to Francie or Gail

- First bus to Meetinghouse Preschool to pick up preschoolers