**Little Friends Preschool**

***A Child's******Pathway******to Learning***

Emergency Evacuation Plan

Toddlers & Twos

Toddlers and Two room shall be evacuated together using the evacuation plan for that classroom.

Preschool classroom

Both the director or assistant director and the teacher or assistant will be responsible for evacuating the children. The teacher/assistant will be primarily responsible for the Toddlers & Two and the Director or assistant director will be responsible for Preschool children.

Special Needs Children

Any children with physical challenges will be provided assistance to help exit the center by the designated teacher or staff person who has been trained in their role to evacuate. Child who have special medical or dietary needs will have their equipment brought along during the evacuation.

**SHELTER-IN-PLACE**

When a threat creates hazardous conditions outside the center, children and staff may need to shelter-in-place. This may also need to occur if it is not safe or there is insufficient time to move to a designated assembly area or secondary relocation site. Shelter-in-place involves keeping children and staff in place inside the building and securing the building for the immediate emergency. Examples of such situation include tornados, community violence, natural disaster, active shooter, terrorist attack or notification from authorities. In any case, the following procedures will be followed:

* Staff shall take children to the basement of building.
* Close and lock all windows and doors.
* As applicable, shut off the building’s air conditioning system, gas, electric, water and other utilizes.
* Disaster supplies are kept in the basement. A First Aid kit and the Children’s Emergency Contact list is kept in the basement in the director’s office. Bring other supplies as applicable.
* As applicable, seal all cracks around the doors and any vents into the room with duct tape.
* Conduct a head count and roll call to ensure everyone is present and accounted for in the area.
* Contact the center’s off-site emergency contact, inform them of the situation, and report the list of attendees and staff who are present.
* Listen for announcements from local officials via the portable battery radio or media information via a cell phone, and continue to shelter-in-place until told it is safe.

The director or designee will carry the center’s emergency cellular phone to notify parents of the situation and the pick-up site/time for the children if the need warrants for an off-site or emergency pick-up.

**EVACUATION SITE: (Neighborhood)**

Name: Mellin Park

5553 N. Ashland Ave. (Kitty-corner from the center)

Chicago, IL 60640

Emergency #: (773) 317-9900 or (312) 929-6800

**EVACUATION SITE: (Off-site)**

Name: Jewel-Osco

5516 N. Clark St. (Across the street ½ block from the center)

Chicago, IL 60640

Emergency #: (773) 728-7730

EMERGENCY PHONE NUMBERS

Fire/Rescue/Police . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (911)

Hospital: Weiss Memorial Hospital . . . . . . . . . . . . . . . . . . (773) 387-8700

Poison Control Center . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 222-1222

Electric Co (Com-Ed) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 734-7661

Gas Co (Peoples Gas) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (866) 556-6001

Water Co. (City of Chicago) . . . . . . . . . . . . . . . . . . . . . . . . . (312) 744-4426

Insurance Provider (Midwest Certified Ins. Agency) . . . . (847) 640-8000

Director (Barbara M. Alban) . . . . . . . . . . . . . . . . . . . . . . . . (312) 929-6800

Manager/Owner (Linnette C. Nieves) . . . . . . . . . . . . . . . . . (773) 317-9900

DCFS Rep. (Shaundra S. Ceaser) . . . . . . . . . . . . . . . . . . . . . (312) 328-2184

Evacuation - Neighborhood (Mellin Park) . . . . . . . . . . . . . . (773) 317-9900

Evacuation Off-site (Jewel-Osco) . . . . . . . . . . . . . . . . . . . . (773) 728-7730