

ST. JOSEPH ACADEMY  
(SJA)

Department:	Facilities
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I. Policy:

The Department of Children and Families requires SJA to have a plan in place to evacuate children in the event there is a tornado or tornado warning. DCF 251.06(3). Our goal is to ensure the safety of all children and staff.

II. Procedures:

- A. Tornado drills will be practiced monthly, especially during tornado season (April thru October). Drills will be documented by facility staff on the Fire Safety and Emergency Documentation Form, located in the glass cabinet on the Main Lobby wall before double glass doors leading to the old building lobby. 251.06(3)(c)
- B. In the event of a **tornado warning, sighting or drill**: The front desk will sound an alarm thru the public announcement system. In the event of a **tornado watch**: The front desk will make an announcement.

**Infants**

- Infant staff should place infants on their back in the room cribs and proceed to the old building lobby.
- 1<sup>st</sup> floor non-teaching staff will meet you in the old building lobby to help take infants to the 1<sup>st</sup> floor bathrooms of the new building.
- ONLY infant staff should move cribs. Before proceeding to the bathroom complete a head count.
- M1 goes to the unisex bathroom
- M2, M3 and M11 go to the boy's bathroom.
- M2, M4, M8 and M9 go to the girl's bathroom.
- Once all children are in the bathroom close the door and turn off the light.
- Children and staff should remain in these positions until management gives them all clear.

**Toddler and EHS**

- Children should line up at the door of their room. One staff member should be at the front of the line and the other staff member should be at the end. In the event you are alone you need to be at the front of the line. Be sure to take your emergency bag, emergency binder, cell phone and daily attendance sheet with you.
- Prior to leaving the room, **do a head count**. Be sure to turn off lights and close the door.
- Using your primary exit plan, escort the children to the lower level of the building. The primary exit plan can be found posted on the wall near the door.
- 1<sup>st</sup> floor non-teaching staff will meet you at the top of the stairs and assist getting children safely to the bottom of the stairs.
- Proceed to the designated area and have children in tornado position with their classroom group.
- Complete a head count.

- Children and staff should remain in these positions until management gives them all clear.

### **1<sup>st</sup> and 2<sup>nd</sup> Floor**

- Children should line up at the door of their room. One staff member should be at the front of the line and the other staff member should be at the end. In the event you are alone you need to be at the front of the line. Be sure to take your emergency bag, emergency binder, cell phone and daily attendance sheet with you.
- Prior to leaving the room, **do a head count**. Be sure to turn off lights and close the door.
- Using your primary exit plan, escort the children to the lower level of the building. The primary exit plan can be found posted on the wall near the door.
- Proceed with children to your designated wall space. (See diagram posted near room door)
- Have children kneel facing the wall with heads down. Have them cover their heads with their hands.
- Children and staff should remain in these positions until management gives them all clear.

### **Lower Level**

- Children should proceed to interior wall furthest away from glass block windows.
- **Do a head count**. Be sure to turn off lights and close the door.
- Have children kneel facing the wall with heads down. Have them cover their heads with their hands.
- Children and staff should remain in these positions until management gives them all clear.

### **Miscellaneous Groups of Children**

(This includes, but not limited to, ELL small groups, student services small groups, children with nurse/secretary/ management staff, etc.)

- Proceed with children the lower level.
- Escort children to their primary classrooms designated wall space.
- Inform their primary teacher that the children are back in their care/have returned.

**1<sup>st</sup> Floor non-teaching staff** – Assist moving atrium children to the bathrooms.

**Lower level non-teaching staff** – Assist moving atrium children to the bathrooms.

**Ministry building staff** – Proceed to the ministry building basement.

Approved by: \_\_\_\_\_

President/CEO

Date \_\_\_\_\_

2/9/2022