

Evacuation Plan - PACT
Macomb, Beardstown, and Camp Point Centers
centers with dial-in alarm system

Program Year: _____

Center: _____

DCFS Designated Staff in charge when Site Supervisor is off site: _____

Location of "PACT Employee Change of Status" Notebook (staff emergency numbers) _____

1. Sound the alarm
2. One Teacher leads children to the exit door.
3. Co-Teacher will collect:
 - A. Health & Safety Notebook for Emergency Numbers & Releases
 - B. Arrival/Departure sign-in log
 - C. First Aid Kit (travel)
 - D. Rescue Medications

One Teacher will lead children to the exit and to the designated location used during a fire drill.
 Co-Teacher follows and checks rooms for other children
 The last Teacher in the room yells, "Is everybody out" to ensure all adults have made it out.
 Designated Staff/Site Supervisor will give an all clear signal after the fire drill

When you cannot return to the center

Do a head count using the sign-in sheet to ensure all children are accounted for.
 Lead Teacher will accompany children to the location listed below.
 Designated Staff/Site Supervisor will call 911 with an available cell phone, if ER is not on site.
 Designated Staff/Site Supervisor will **call Executive Director after reaching location.**
 Designated staff with consultation with emergency personnel & supervisor will contact parents.
 Teachers will release children and obtain parent signatures on the Departure Log.
 Refer all media inquiries to Executive Director.

Fire, Bomb Threat or other serious condition

Note: Bomb Threat

If it's a Bomb Threat - do not sound the alarm or use cell phones inside center (Bombs can be activated by electronic devices) (**Macomb Only** – WIU bomb threats on campus will follow WIU instructions related to lock down.)

Note: In case of a Fire or when the alarm is pulled to evacuate for other reasons

The central alarm system will automatically dial-in and alert the Fire Department, BUT once the children are taken to a safe location, the lead teacher or site supervisor will need to call the fire department to check to see if they received the alarm.

Emergency Temporary Housing Site			
Location of Shelter	Shelter Phone #	Contact Person	Phone #

Post this form on the classroom Health & Safety Bulletin Board.

8/22

Evacuation Plan - PACT
Pittsfield and Carthage Centers
 centers without dial-in alarm system

Program Year: _____

Classroom: _____

Designated Staff in charge when Site Supervisor is off site: _____

Location of "PACT Employee Change of Status" Notebook (staff emergency numbers)

1. Sound the alarm
2. One Teacher leads children to the exit door.
3. Co-Teacher will collect:
 - A. Health & Safety Notebook for Emergency Numbers & Releases
 - B. Arrival/Departure sign-in log
 - C. First Aid Kit (travel)
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