



# **Tornado Drill Procedures – All Classrooms**

**These are the procedures we follow when conducting monthly drills or are in a tornado warning.**

## **Infant Room:**

1. The teachers in the diapering area takes the large quilt from the closet and runs downstairs to the area around the corner of the stairs (where the kids hang their backpacks) and spread the quilt on the ground and wait for the babies to arrive.
2. Teachers in the play areas hand babies (two at a time) to other staff who run them downstairs to the quilt. Staff make as many trips needed to get all babies downstairs. The cook and admin help too.
3. When there are 1 or 2 babies left, the lead teacher makes a final visual check of all areas of the room and takes the sign-in/out chart to where the babies are waiting.
4. Roll call is taken and everyone waits until they receive an “OK” to return to their room.
5. Babies return to the classroom similar to the way they were brought down. Roll is taken when all return to the classroom.

## **Toddler Room:**

1. Toddlers are gathered at the door that goes into the hall. Teachers take them down the hall to the stairs. The first teacher going down the halls close all doors to rooms as they go.
2. The lead teacher makes a final visual check of the room, takes the sign in/out chart with them.
3. Teachers/staff spread on the stairs and pass toddlers to each other down the stairs to keep the process moving quickly. Toddlers are then led to the afterschool 2 room and move as far back in the room as possible. Roll is taken.
4. Everyone returns to their classroom after they receive an “OK” to do so. Roll is taken again.

## **Preschool 1, Preschool 2 & PT Preschool/After school 1 Rooms:**

1. The children line up at the door to the hall, follow the teacher down the hall and to the basement. They enter the afterschool 2 classroom and sit like an egg as close to the inside wall as possible.
2. The lead teacher makes a visual check of the room, takes the sign in/out chart and calls roll.
3. Staff entertain the children by signing songs etc. while waiting for the “all clear.”
4. Everyone returns to their room after they receive an “ok” to do so. Roll is taken when back in room.

## **After school 2 Room:**

1. All tables and chairs on the tile are pushed to the back of their classroom. Small items are put up.
2. Children and teachers sit in the far back, interior corner of the room in the egg position.

**If there is a bad storm, windows are covered. Admin sends a BW message to parents letting them know that the children are safe but individual phone calls and messages are not a priority.**