

CHILDREN'S READING ROOM EMERGENCY ACTION PLAN

The Children's Reading Room's staff is responsible to ensure the safe evacuation of the children in the room, if an emergency situation should arise.

At the beginning of each semester and randomly thereafter, an emergency evacuation plan will be taught to the children and parents. During these simulations, the children and parents will practice how to leave the building in a safe and timely manner. The following is how that plan will be executed in the event of an emergency.

Non-Threatening Situation

In case a non-threatening situation should occur on campus, (such as fire, smoke in the building, hazardous gas leak or chemical spill, public health crisis, bomb threat etc...) the following evacuation plan will be used:

- 1) The children will exit the Children's Reading Room through either; the back door of the room into the auditorium hallway and turn right exiting through the front door or go out the front door of the Children's Reading Room, turn left and then turn right exiting the building through the front door.
- 2) The children will then go to the green in front of the college as far from the building as possible. They will wait on the front green with the staff of the Children's Reading Room until their parent arrives to take them or when it is deemed safe to return inside the building.

The front green of the college will be considered the safe zone, pick up area and the meeting area during a non-threatening situation.

Threatening Situation

In the event that a threatening situation arises on campus or in the college (such as homicidal crisis, violent crime, terrorist crisis, hostage situation etc...), that is judged by the Dean of Students to constitute an ongoing or continuing threat, a campus wide "timely warning" will be issued.

In the event that the welfare and safety of the children in the Children's Reading Room is in jeopardy by staying near or on campus, the children will be relocated to a safe, central location off campus in a quick, safe and organized manner. The safe location is the Ambulatory Clinic, on 15 Palomba Drive behind the college. This will be the pick up area for all children by their parents during the crisis. This location offers immediate medical attention; has easy access through the fenced area behind the college and, although close, it's still far enough away for safety.

Because of the location of the Reading Room we have the ability to use one of three different areas as a means of exiting the building. Depending on where the potential threat is located within the building we will assemble the children and do one of the following...

- 1.) If the threat is in the main hallway by the Admissions offices, the children will exit through the Reading Room back door, through the side hallway, travel across to the computer lab hallway, out the side doors, across the driveway to the fence and through to the Ambulatory Clinic.
- 2.) If the threat is in the auditorium hallway, the children will exit the Reading Room back door, travel through the court yard, out the maintenance hallway, through the gym if necessary, to the tennis courts. They will then travel as far from the building as possible making their way to the Ambulatory Clinic in the safest route possible across the fields in back.
- 3.) If the threat is in the back of the building or upstairs the children will exit the Reading Room through the front door of the room to the front door of the building, making their way to the Ambulatory Clinic either by going up to Elm St. and around to Palomba Drive or to the left of the building through the fence to the Ambulatory Clinic.

These are viable means of escaping a threatening and non-threatening situation should one ever occur on our college campus.

A review of these plans will be implemented in the Children's Reading Room throughout each semester.