### Emergency Response

**Educator Guidelines**

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#### Expected Action:

- Educators closest to in-program emergency cards distributes
- Follow procedures on cards
- Go to Safe Assembly Area*
- Take attendance
- Inform ED or designate that program is accounted for
- Remain until released by ED or designate*
- Unassigned educators or staff will assist program evacuations
- Direct children to “Drop-Cover-Hold On”
- After shaking stops, wait for at least 60 seconds before evacuating
- EVACUATE using in-program emergency cards
- Direct everyone into the program
- Follow procedures on in-program emergency cards
- Close exterior program doors and windows
- Take attendance
- Remain until released by ED or designate*
- Direct everyone into the program
- Follow procedures on in-program emergency cards
- Lock exterior program doors and windows
- Take attendance
- Proceed to in-program safe area
- Remain in Hold & Secure until released by ED or designate*
- Direct everyone into the program
- Follow procedures on in-program emergency cards
- Close exterior program doors and windows
- Lock all program doors
- Cover all interior windows
- Lights off (if possible)
- Get down low, out of sight, away from doors and windows
- Put cell phones on silent and face down
- Take attendance
- Remain in Lockdown until released by ED or designate*
- Any educator or child outside, go to nearest program

#### Cell Phone Expectations

1. Monitor cell phone use
2. For safety reasons, do not allow posts to social media
3. During a lockdown, put cell phones on silent and face down

#### Safe Assembly Areas

Pre-identified gathering places (see reverse)

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**Ed**

Executive Director or designate

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**Evacuation Notes:**

- Check that exit routes are clear or choose an alternate route if yours is blocked or unsafe.
- If an aftershock occurs while exiting, "Drop, Cover, and Hold On" until shaking stops.
- If visiting another program or on-campus walk, go to nearest *safe assembly area*
EMERGENCY RESPONSE
Educator Guidelines

PROGRAM-SPECIFIC INFORMATION

Program

PRIMARY Muster Station

INTERIOR Safe Assembly Area

OFF-SITE Safe Assembly Area

SFU.CA/CHILDCARE

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