



Building Healthy Minds and Bodies since 1977

EMERGENCY EVACUATION PLAN

If there is an emergency and the building needs to be evacuated, ensure that you have your class list and have the children line up right behind you when you evacuate. Little ones can hold hands. Coaches are to use the emergency exits and meet in the grass area by the Little Travelers Village. If the weather is poor, go to the YMCA.

- All Coaches are to have their class lists with them and check attendance, if you know there is someone in the washroom – the office staff or assigned First Aid Attendant/Supervisor will bring the child out of the building.
- Office staff are responsible for checking the washrooms and change rooms.
- If the office staff have gone home it is the First Aid Attendant/Supervisor on shift who is responsible for checking the washrooms and change rooms.
- Coaches may be assigned certain tasks by the First Aid Attendant/Supervisor ie calling parents, comforting children etc.
- Depending on why the evacuation happened – classes may be cancelled or classes may resume
- All coaches must stay until the First Aid Attendant/Supervisor dismisses them