

In the case of TORNADO

Stay calm.

Have all of the children go into the Middle Room.

Stay away from windows.

Take cover.

Prop doors.

Turn on the radio and pass out flashlights.

Collect sign-in sheets and check attendance.

Bring emergency card boxes and the phone.

Once safe, call 911, if needed.

Go to the hospital, if needed.

Call David (219) XXX-XXXX

Begin calling parents to pick up the children.