|  |  |  |  |
| --- | --- | --- | --- |
|  | NAME(S) OF STAFF | TITLE | ASSIGNMENT |
| 1. | Samantha Grant | Director | DIRECT EVACUATION AND PERSON COUNT |
| 2. | Tamaike Gatling | Preschool Teacher | HANDLE FIRST AID |
| 3. | Samantha Grant | Director | TELEPHONE EMERGENCY NUMBERS |
| 4. | Tamaike Gatling | Preschool Teacher | TRANSPORTATION |
| 5. | Samantha Grant | Director | TELEPHONE PARENTS/GUARDIANS |
| 6. | Michael Heaven/Tamaike Gatling | Preschool Teachers | ASSIST WITH CHILD SUPERVISION OF ALL CLASSROOMS/TEACHERS |

1. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED)
2. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)

|  |  |
| --- | --- |
| POLICE OR SHERIFF Delray Police Dept. (561) 243-7800 | OFFICE OF EMERGENCY SERVICES 561 712-6400 |
| RED CROSS American Red Cross (561) 833-7711 | POISON CONTROL 800 222-122 |
| HOSPITAL(S) Delray Medical Center (561) 498-4440  | OTHER AGENCY/PERSON Bridget Booth 561-441-0673 (Owner) |
| FIRE DEPARTMENT Delray Fire Department (561) 243-7400 |  |
|  |  |
|  |  |

1. FACILITY EXIT LOCATIONS (USING A COPY OF THE FACILITY SKETCH INDICATE EXITS BY NUMBER)

|  |  |
| --- | --- |
| 1. Center Front Door | 2. Kitchen Back Door |
| 3. Infant Room Side Door | 4.  |

1. TEMPORARY RELOCATION SITE(S) (IF AVAILABLE, SUBMIT LETTER OF PERMISSION FROM

|  |  |  |
| --- | --- | --- |
| NAME Atlantic Community High School | ADDRESS 2455 W Atlantic Ave, Delray Beach FL 33445 | TELEPHONE NUMBER (561) 243-1500 |
| NAME | ADDRESS | TELEPHONE NUMBER ( ) |

1. UTILITY SHUT—OFF LOCATIONS (INDICATE LOCATION(S) ON THE FACILITY SKETCH [LIC 999])

ELECTRICITY: Side Door Utility Room (Left side of building)

WATE: Side Door Utility Room (Left side of building)

GAS- Side Door Utility Room (Left side of building)

1. FIRST AID KIT (LOCATION) Marked locked kitchen cabinet; Keys hanging above kitchen door entrance
2. EQUIPMENT

SMOKE DETECTOR LOCATION (IF REQUIRED)

FIRE EXTINGUISHER LOCATION (IF REQUIRED) – Next to back exit door in kitchen

LIC 610 (10/03) (PUBLIC)