



OUT OF SCHOOL CARE PROGRAM

PARENT HANDBOOK

School Year Program 2011/2012

We are a VIHA Licensed Group Child Care (School-Age) program with 40 spaces for Grades K-5 with a Staff to Child Ratio of 1:10. Our Before Care Program is offered from 6:30am – 8:40 am and our After School Care Program is offered from 2:50pm – 6:00pm.

Our Philosophy

We believe that OSC is a place where, caring staff provide child-directed opportunities for families to make community connections for a lifetime.

Our Goals

- To provide a safe and nurturing environment for children ages of four to twelve years
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child's parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child's needs
- To encourage each child to develop to his or her full potential

We offer a variety of fun activities including:

Arts and Crafts	Recreation and Creative Play
Special Events	Swimming Lessons
Library Visits	Games (active and co-operative)
Music and Drama	Outings
Skating and Swimming	and much more!

The Esquimalt Recreation Centre Out of School Care Program offers a variety of nutritional snacks for the children every afternoon.

Esquimalt Recreation Centre OSC Contact Information

Constance Cove Room
527 Fraser St, V9A 6H6
OSC Manager: Megan MacKeigan
Office: 250-412-8512 Email: Megan.Mackeigan@esquimalt.ca
Community Recreation Coordinator: Dan Henderson, 250-412-8507

1. FEE SCHEDULE

OSC PROGRAM MONTHLY FEE – \$250 (\$180 for Dec & March)

- Post dated payments are required for the 1st of each month

OSC BEFORE CARE PROGRAM MONTHLY FEE – \$100 (\$70 for Dec & March)

- Post dated payments are required for the 1st of each month

PROFESSIONAL DEVELOPMENT DAYS - \$35.00

- Parent/guardian registers prior to Pro-D Day
- Full Day ~ 6:30 am – 6:00 pm
- Post dated payments are required for 1 week prior to the course start date

NOON DISMISSALS

- No additional charge

CHRISTMAS BREAK/SPRING BREAK/SUMMER CAMPS - \$157 / 5 days

- Parent/guardian registers prior to the first day
- Full Day ~ 6:30 am – 6:00 pm
- Post dated payments are required for 1 week prior to the course start date

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error/etc).

Most programs are open to the public, so be sure to register in advance to ensure a space for your child. Registration is done on a first come, first served basis.

2. REGISTRATION & WAITLISTS

If there are no spaces available in the Out of School Care Program, the child's name will be put on the wait list. When a space becomes available, the first person on the wait list is considered. The Recreation Centre reserves the right to fill spaces based on program suitability. The child's behavioural, medical, and developmental issues will be considered. This is to ensure that staff are able to meet the varying needs of the individuals in the group while maintaining the quality and safety of the whole program. Once accepted into the program, the intake process will occur. The OSC registration package must be filled out and returned to the OSC Supervisor before the child starts the program. Waitlists will not be rolled over to the following year.

3. REGISTRATION FORMS

The registration package includes a Registration Form and Parent Handbook on policies and procedures followed in the OSC program. **The parent/guardian must fill out and return all forms, along with a recent photo of their child, before the child may attend the program.** The parent or guardian must notify the centre whenever there is a change in any family or authorized pick-up information. These forms must be kept up to date at all times. This is to ensure your child's safety and health care needs are met.

4. PAYMENT POLICY

4.1 DEPOSITS

Fall ~ A NON-REFUNDABLE deposit of \$50 per child is required upon registration and will be applied to the first month's fee. The cheque is to be dated for the day of registration.

Summer ~ A NON-REFUNDABLE deposit of \$50 per child is required upon registration and will be applied to the first week's fee. The cheque is to be dated for the day of registration.

Subsidy: Deposits are required from those receiving subsidy, and will be applied to parent portions.

4.2 POST-DATED CHEQUES

Fall ~ Post-dated cheques for each month of the school year are required upon registration. Failure to submit post-dated cheques may result in refusal of childcare service.

Summer ~ Bi-weekly post-dated cheques for participation in the summer program are mandatory upon registration.

Options for Post Dated Cheques:

- Cheques are to be dated for the first of the month/week.
- Lump sum or Bi-weekly payments are permitted.
- Advance payments for summer/fall are accepted.

4.3 NON-PAYMENT~ Payment is due within the month of care.

NSF Cheques ~ Cheques returned NSF will be subject to a \$25 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF cheques will be allowed. If two cheques have been returned NSF, all subsequent payments must be made by, cash, certified cheque, or debit/credit card.

4.4 DELINQUENT ACCOUNT ~ If an account is more than two months or \$400 in arrears, you will be notified by letter and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with Eileen Abbott 250-412-8513 immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received/no future payment plan made/or no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department for the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child/children/siblings may be placed on the waitlist or permitted to re-join the program.

5. WITHDRAWAL

5.1 SCHOOL YEAR PROGRAM

To withdraw from the program, notice must be provided in WRITING at least ONE CALENDAR MONTH prior to withdraw date to the OSC Supervisor, Megan MacKeigan. Verbal notification to staff or notes in the communication book is not sufficient notice. Parents will be charged for the month if notice is not given one month in advance. Pro-rated refunds will not be given for any reason. Post-dated cheques will be returned either by mail or may be picked up in person from the Recreation Centre's front desk.

5.2 PRO-D DAYS & WEEKLY CAMPS

Withdrawals will be permitted up to 3 working days prior to the start of a program to receive a full refund or credit. For Spring Break, Summer Camps and Christmas Capers this is the Wednesday before the first day of program. For Friday Pro-D Days this is the Tuesday before the Pro-D Day.

6. PARENTS RECEIVING SUBSIDY

6.1 OBTAINING & MAINTAINING SUBSIDY

It is the parents/guardians responsibility to apply and re-apply for subsidy before the current claim expires. The Ministry for Children and Family Development (MCFD) childcare section recommends making an appointment with their office one month before the claim expires. We have 'Caregiver Information' forms already filled out for your convenience.

6.2 PARENT PORTIONS

There is always a parent portion. Even when a family has maximum subsidy they still pay a parent portion. The amount of subsidy coverage will vary per month, depending on the amount of schools days, as MCFD subsidizes per day and we charge on a monthly basis.

7. PARENT / GUARDIAN AGREEMENT

Failure to adhere/comply to Out of School Care policies may result in OSC's refusal to provide childcare services. Policies of the Out of School Care Program are as follows:

1. Parents/guardians are required to complete a registration package before the child(ren) attend the Out of School Care Program (CCLR 57.1 – 57.3). These forms must be dated and signed. Refusal to sign the forms will result in termination of childcare service.
2. **Each child is accepted on a one-month probationary period.** During this period at any time either the parent/guardian or the program may choose to end childcare service for any reason.
3. Parents are responsible for informing staff at **250-412-8500 ext “2215”** when their child will be absent from program, including when they are picked up from school early due to illness or appointments.
4. Please inform teachers that **detentions are not permitted.** The entire group cannot leave until that child is present. That means swim lessons, snack, and other activities are all delayed. This has a significant impact on the quality and enjoyment of the other participants experience in the program.
5. Parents/guardians are expected to advise the centre of any changes to residences, place of employment, and phone number(s). This includes alternate contact information.
6. Parents/guardians are expected to notify staff if there are any changes in the home or school environment which may affect the child's behaviour.
7. The Out of School Care Program is not responsible for lost, stolen, or broken toys and articles that are brought to program. We request that children **DO NOT** bring special items from home except for special events related to programming.
8. Parents/guardians are responsible for ensuring that their child has weather and activity appropriate clothing, clearly marked with the child's name. On bad weather days please pack extra clothes, that may be stored in the child's cubby, as we will often venture out even in the rain and snow (CCLR 44). Umbrellas must be in safe working order with no sharp or metal ends.
9. Parents/guardians and extended family are welcome to participate in the program. Please notify staff of the intended participation so we can welcome you into our program.
10. OSC staff will document and report any disclosures or suspected incidents of child abuse/neglect/safety issues to the Ministry of Child and Family Development. This is according to the Township of Esquimalt Child Protection Policy, which complies with MCFD regulations and the Duty To Report. OSC staff will not answer any questions parents may ask once a report has been made to MCFD.

8. CARE & SUPERVISION POLICY

1. The Esquimalt Recreation Centre Out of School Care is supervised at all times by a responsible adult. A second adult will be immediately available to supervise children in case the person responsible for supervising the children needs a replacement because of urgent and unforeseen circumstances (CCLR 39).
2. Children must notify a leader when they need to use the washroom. If the washroom is outside the Out of School Care room, the participant must take a partner and notify staff that they are leaving the group to use the washroom. Participants must be supervised by a staff member when using a public washroom outside of the Esquimalt Recreation Centre.
3. Please find below the “OSC Expectations”, these are guidelines for expected behaviour while participating in the Out of School Care Program. We would like parents to take the time to read the rules and discuss them with their child. We also value that children need to take responsibility and be held accountable for their behaviour.

At Esquimalt Recreation Centre OSC we expect participants, staff, and parents will:

1. **Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g., use walking feet, calm body, hands to ourselves, wear weather appropriate clothing, eat healthy snacks).
2. **Be Respectful:** to your friends, leaders, environment and yourselves (e.g., listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
3. **Have Fun:** have a positive attitude and enjoy the activities available to you (e.g., play safe, include your friends, suggest activities to the leaders, be creative).
4. **Try Our Best:** try new activities and problem solving before asking a leader for help (e.g., ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).

9. BEHAVIOURAL GUIDANCE POLICY

The Esquimalt Out of School Care Program follows the recommended discipline guidelines as set out by the Vancouver Island Health Authority (CCLR 51). The purpose of guidance and discipline in this centre is to provide a safe and healthy environment in which each child can feel safe, respected and valued.

1. Discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include: verbal reminders such as walking feet or inside voices, separating two or more peers, removal from the activity or room, practice expected behaviour such as walking quietly in the hall, time with a different adult in another room, loss of an item, activity, or privilege, time out from the activity, physical guidance such as leading a child to their chair to clean up after snack, and physical holding which is used only when a child's safety is in immediate danger, such as stepping into the road.
3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the Out of School Care Program and all incidents will be documented with a Behaviour Incident Report. Parents will be notified by phone or at pick up time. Parents may request a copy of the report.
 1. Physical Aggression: forceful physical actions directed towards adults or peers that may result in physical contact and injury. (e.g., hitting, kicking, spitting, pinching, and throwing objects)
 2. Self Injury: physical actions directed towards oneself, which may result in visible injury (e.g., hitting, kicking, scratching, head banging, pinching oneself)
 3. Disruption/Tantrums: an outburst or action that prevents learning or interferes with instructions or program activities and persists despite an adult's request to stop or attempt to provide support.
 4. Inappropriate Language: the repeated use of words or phrases that are typically unexpected for the child's age (e.g., swearing, profanity, sexually explicit) despite the request of an adult to stop.
 5. Verbal Aggression: the use of threatening, offensive or intimidating words directed towards a peer or adult (e.g. screaming, name calling, swearing, profanity, threats).
 6. Non-compliance: refusal to follow a reasonable request, direction or the established routine, which persists after multiple requests and a reasonable amount of time.
 7. Social Withdrawal/Isolation: non-participation in class activities or withdrawal from play or social interactions with peers or adults that interferes with the child's ability to participate and interact with others which is outside the typical range of temperament.

8. Running Away: the act of leaving a designated area of supervision or boundaries of play without permission and without responding to the requests of an adult to return.
 9. Late Arrival/Pick Up: arriving late, 15 minutes after the bell, without notifying an adult of their whereabouts or pick up after 6:00pm without notifying staff (e.g., detention, homework, playing with friends on the other side of the school).
 10. Property Damage: purposeful actions directed towards items or property that may have destructive results (e.g., ripping of books, knocking over shelves, throwing chairs).
 11. Unsafe Behaviours: physical actions which may directly or indirectly result in physical injury to self or others that (a) persists despite an adult's request to stop and (b) are unexpected based on the developmental age and/or level of the child (e.g., climbing on furniture, running into people or things.)
5. If a child/parent/guardian/alternate does not respect the OSC Expectations, an incident report will be written and the procedure will be as follows:
1. Non-Applicable: no Supervisor Response needed.
 2. Talk with Child: the OSC Supervisor will engage in a discussion with the child about alternatives to his or her behaviour that ends in a plan for performing an alternative behaviour in the future.
 3. Contact Family: the OSC Supervisor will contact the child's parents/guardians to discuss an incident and/or behaviour of concern.
 4. Parent Meeting: The OSC Supervisor and parents/guardians meet to discuss the incident and/or behaviour of concern and partner together to address and respond to the child's repetitive behavioural challenges.
 5. Arrange Behavioural Consultation: an expert is called upon to help develop an appropriate response to the child's challenging behaviour, with input from program staff and family. This may include Child and Youth Mental Health, School Aged Supported Child Development, Occupational Therapist, Speech Pathologist or School Counselor.
 6. Reduce hours in Program: the amount of time a child spends in program is reduced for a limited amount of time.
 7. Early Pick-Up: the child is removed immediately from the program area and is to be picked up as soon as reasonably possible by the parent or an alternate.
 8. Termination of Care: the OSC program reserves the right to suspend or terminate childcare service at any time, including:
 - i. an incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, and running away from the program's site or boundaries and refusing to return.
 - ii. the OSC program has implemented all reasonable program modifications and strategies to support the child and the frequency and level of challenging behaviour continues to escalate.

10. CHILDREN REQUIRING EXTRA SUPPORT

We are a facility that would like to adapt our program for children with special needs (including physical, mental, emotional, behavioural, developmental, or health needs). When children with special needs wish to enroll in our programs or wish to continue to be enrolled in our program, Esquimalt Recreation Centre OSC needs to carefully consider whether or not we can safely care for that individual as well as the other children in the program and our staff at the same time.

Parents of children with known special needs must disclose and discuss their child's needs with the OSC Supervisor prior to enrollment. Failure to do so may result in termination of services.

If a child has special needs, or subsequently develops special needs, Esquimalt Recreation Centre OSC, in consultation with the parents, will develop and Individual Care Plan ("ICP") (CCLR 58) for the child that ensures the health, safety and well-being of the child, other children, and staff. All supports must be in place before the child may attend the program or continue in the program.

If Esquimalt Recreation Centre OSC, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child's needs cannot be met in light of the centre's obligations to all children in the program and its staff, Esquimalt Recreation Centre OSC may decline to enroll or continue the enrolment of the child.

Esquimalt Recreation Centre OSC cannot guarantee enrolment or continued enrolment for children with special needs, including those children who's needs require Supported Child Care through the Queen Alexandra Centre for Children's Health. We strive to accommodate and include as many children as we can, however the programming needs of all children must be met. There may be situations where, due to space restrictions, staff to child ratios, Licensing requirements or restrictions, the additional cost of providing accommodation, or other reasons, Esquimalt Recreation Centre OSC cannot accommodate a child.

** Special needs includes children with a diagnosed disability and children without a diagnosed disability but are experiencing difficulty with emotional, behavioural, developmental, or health needs.

II. HEALTH AND SAFETY POLICY

1. Do not send your child to the program if there is any question of illness. This is to ensure the health & safety of all participants. Children **must** be kept at home for the following conditions: pain; a common cold with listlessness, runny nose and eyes, coughing and sore throat; difficulty in breathing; Fever 100 degrees F or 38.3 degrees C; sore throat or trouble swallowing; infected skin or eyes, or an undiagnosed rash; headache and stiff neck; unexplained diarrhea; nausea and vomiting; and severe itching, dry skin or scalp caused by lice or scabies.
2. If your child becomes ill during the day, a staff person will contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home (CCLR 55). A record of any notification of illness or injury will be maintained by OSC staff (CCLR 57 f). The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up (CCLR 54).
3. If a child contracts a communicable disease, he/she may not return to the program until a Doctor or VIHA Nurse gives written permission. The length of absence will be determined by VIHA regulations. Licensing must be notified of all reportable communicable diseases within 24 hours (CCLR 55.2.b). Children without up to date immunizations may be asked to temporarily withdraw from the program should the community be facing an epidemic.
4. In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first, the child's health and safety will be the priority. We will then notify parents/alternates as soon as reasonably possible.
5. If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the OSC Supervisor. Administration instructions need to be explicit; detailing what the medication is, what it is for, the dosage, time/s of dosage, and consequences of the medication. OSC staff will ensure that the medication is administered as specified, documented, and is not accessible by other participants (CCLR 53).
6. OSC Staff will maintain a log of minor accidents/illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents (CCLR 56 f).
7. All children are required to wash their hands before eating or handling food. Staff are required to wash their hands before handling food. The washing of hands is outlined by the Ministry of Health and is posted in the centre (CCLR 46.1).
8. All dress-up clothing, toys, equipment and furniture are sanitized regularly and a reasonable level of cleanliness is maintained at all times (CCLR 46.1).

12. FOOD POLICY

1. Afternoon snack will provided on a daily basis and will be posted on the monthly calendar (CCLR 48.6).
2. All participants will be offered a healthy snack in accordance with Canada's Food Guide and in sufficient quantity and quality to meet their developmental needs (CCLR 48.1 and 48.3)
3. Participants with special dietary needs will be provided with an alternative snack as outlined in their Individual Care Plan (CCLR 48.2).
4. Junk food and candy will only be provided on special occasions, such as birthdays and holidays (CCLR 56.e).
5. Children will never be forced to consume any food or drink (CCLR 48.4).
6. Safe drinking water will be available to children at all times. It is important for children to come with water bottles for out trips to local parks (CCLR 48.5)
7. **Parents/guardians are not to send candy, chocolate bars, soft drinks, gum, etc.,** for their child to eat during the program. Children are not permitted to purchase food or merchandise during program time.
8. On Noon Dismissals, Pro-D Days, OSC Christmas Capers, OSC Spring Break, OSC Summer Camps, the child must bring his/her own full lunch, drink and morning snack.

13. RELEASE OF A CHILD POLICY

13.1 PICK UP PROCEDURE

1. When a child is picked up the **parent/guardian/alternate is responsible for signing out and ensuring a staff member is made aware that the child is being Signed-Out from the program.** This is a Vancouver Island Health Authority (VIHA) licensing regulation (57.2c) and ensures the child's safety.
2. Children will not be permitted to leave the centre by themselves in a taxi, for any reason.
3. Children are not permitted sign themselves In/Out; this includes walking to or from program without a parent/guardian/alternate.

13.2 LATE PICK UP

If the parent/guardian has not picked up the child by 6:00pm, OSC staff will try to contact parent/guardian. If unable to make contact staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the OSC program by 6:30pm, OSC staff, through our policy, will notify the Ministry for Children and Family Development. A late fee of \$5 for every 5 minutes late will be charged. If late pick up is an ongoing problem, childcare service may be terminated.

13.3 UNAUTHORIZED PICK UP

Children will not be permitted to leave the centre with anyone who is not named as a responsible alternate person on the pick-up list unless OSC staff have **expressed permission in writing from the legal guardian** to release the child into their custody. If OSC staff are unfamiliar with the person picking up the child, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo ID before the child is released. If an unauthorized person arrives to pick up a child, the child will not be released. OSC staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children (CCLR 50). If necessary, the police will be called for assistance.

13.4 ALLEGED IMPAIRED PICK UP

It is OSC staff responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child.** If OSC staff believe a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, OSC staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, OSC staff will immediately notify the police and provide a description of the car and geographic vicinity. If OSC staff believe the child is in need of protection, they will call the Ministry for Children and Family Development.

13.5 CUSTODY AND RELATED COURT ORDERS

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, OSC staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

14. MISSING CHILDREN POLICY

Child abduction is a serious problem that concerns everyone. If your child does not arrive from school, within 15minutes for program we will immediately follow the procedures listed below:

1. Check for written and phone messages at the centre before leaving to pick up from school.
2. Check absentee list at school
3. Ask teacher (if available) of child's whereabouts
4. Have the child paged through the school intercom system
5. Call your place of employment and home
6. Call emergency contact and all authorized pick-up persons on file

If at this point your child has still not been located:

7. WE WILL CALL THE POLICE TO REPORT YOUR CHILD AS MISSING.
We will continue to attempt to establish contact with parents/guardians/ alternate contacts to ensure they are aware of the situation.

Please call the program centre ahead of time (by 1:00 pm) if your child will not be attending program that day. If calling after 1:00pm please call the Out of School Care cell phones. Please reinforce with your child the importance of coming directly to the program after school.

15. EMERGENCY PROCEDURES

The following Emergency Procedures are practiced each month with a Fire Drill (CCLR 22).

Fire Alarm Sounds, Fire or Reported Fire

- 1) In the event you notice a fire, remain calm. PULL ALARM.
- 2) Phone 911. Clearly say:
 1. This is (your name) from the Esquimalt Recreation Centre/ or Esquimalt Sport Centre.
 2. The address is: 527 Fraser Street/ 1151 Esquimalt Road
 3. The phone number is: 412-8500/ 412-8510
 4. Our fire alarm has sounded.
 5. Please send the fire department to (emergency location in building).
 6. Someone will meet them at the front entrance for directions.
- 3) Contact Emergency Marshall to announce the orderly evacuation of building and inform them of location and nature of fire, if known.
- 4) CHILDREN'S SAFETY IS FIRST PRIORITY. Line children up in pairs. Account for all children by continuous head counts.
- 5) If children/staff are missing...
 - (1) One staff person checks the bathrooms and sweeps the entire OSC Facility, then
 - (2) Vacates through the nearest emergency exit and meet at the Teen Centre backyard.
- 6) Collect and bring the following:
 - (1) First Aid Kits, Attendance and Sign In/Sign Out sheet, Cell phone
- 7) Evacuate all children and Staff through nearest safe exit. All Staff and children/patrons meet in backyard of Esquimalt Teen Centre/ or the Emergency Box in Bullen Park, to keep front of building clear for fire trucks.
- 8) Close doors as you leave the area. Do not re-enter the building.

Report to Emergency Marshall at front of building that your area has been evacuated.