

Viera Children's Academy

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Below please find an excerpt from Viera Children's Academy Policy and Procedure for Emergency Planning, which includes evacuation planning.

EVACUATION

In the event that Viera Children's Academy needs to be evacuated, the following steps will be followed:

- An emergency announcement will be made over the intercom to the entire school
- Teachers will react as though it is a fire drill
- Teachers will safely gather the children and remove them from the building
 - Teachers will take their class lists
 - Teachers will take their emergency contact information binder from the classroom
- Teachers will use their primary or secondary exits from their classrooms
- Once the teachers and children have safely evacuated the building, they will go to Manatee Elementary school, located next door to VCA.
- **Once all the children are safe and accounted for, the parent phone tree will be activated.**