



Operations and Facilities Office

40 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7800 * <http://www.valleycollaborative.org>

VALLEY COLLABORATIVE
EMERGENCY EVACUATION PROCEDURE

135 Coburn Road
Tyngsboro, Massachusetts
978-528-7800

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|--|--|
| <u>Principal</u> Annie Willis | <u>Lead Teachers</u> Pam Walker |
| <u>Secretary</u> Denise Keefe | <u>School Nurse</u> Kim Francis |
| <u>Director of Operations and Facilities</u> Sean Glavin | <u>Main Telephone</u> 978-528-7843 |

Capacity:

Auditorium: __100__

Cafeteria: __NA__

Gym: __NA__

Library: __15__

Emergency Power: Yes

Student Population: 70

Staff Population: 61

Wheel Chair Transportation: NO

Police Chief: Richard Howe
(978) 649-7904

Fire Chief: Tim Madden
(978) 649-7671

Evacuation Plan

All students and staff will exit the building at closest exits and move to furthest point on the soccer field away from the building.

Vans Needed for Alternate Evacuation- 7

Note any special transportation needs for certain persons:

None

Designated person to call for transportation: Denise Keefe- 978-528-7843

Primary Staging Area for Transportation Pick-Up: Front Entrance Deck

Alternate Staging Area for Transportation Pick-Up: Right Side Building Entrance

Parent Staging area for School Site: Front Parking Lot

Parent Information Liaison: Annie Willis, Principal

Media Staging Area for School Site: Soccer Field

Media Information Spokesperson: Dr. Chris A. Scott, Executive Director

SPECIAL NOTES:

Building Crisis Team Members:

Annie Willis

Pam Walker

Denise Keefe

Kim Francis

Vivi Leighton