



# 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

<b><u>Principal</u></b> Annie Willis	<b><u>Lead Teachers</u></b> Pam Walker
<b><u>Secretary</u></b> Denise Keefe	<b><u>School Nurse</u></b> Dawn Johnson
<b><u>Operations and Facilities Manager</u></b> Mark Morreale	<b><u>Main Telephone</u></b> 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.

## **Unification Point**

In the event that of an evacuation away from the Building Site, the Unification Point for the program is the Sun City/Olympic Pizza Parking Lot.

**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

Dawn Johnson

Nicole Spampinato

Rachel Rainha

Vivi Leighton