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# EMERGENCY PLAN

## 2019-20

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Program Director

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An emergency can occur at any time. We have made the following provisions and plans to prepare for any emergency situation that may arise, including, fire, earthquake, terrorism, wind or ice storm, flood, volcano, loss of power.

Parents and staff need to be aware of this plan and understand their role in it. Please carefully review this disaster plan so you are prepared in the event it is enacted.

Please read this disaster plan and clarify anything you don't understand. Then check the box on the annual signature page included in your yearly packet indicating you have read and understand the material, and return it to the center director.

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# **FIRE EMERGENCY PREPAREDNESS**

## **FIRE PREVENTION**

- Exits are unlocked, and exit pathways clear at all times
- Electrical appliances are working properly with no frayed cords or broken pieces
- Electrical outlets are not overloaded
- Extension cords are used only as directed by manufacturers
- Fire alarm system is inspected quarterly (including alert system and smoke detector batteries, records available from campus maintenance manager.)
- This building is all electric, no gas (no danger of explosion or implosion.)
- Chemicals and caustic materials are not accessible to children, or stored or used near children or any power source.
- Matches and lighters are not used on the premises

## **FIRE SAFETY PROCEDURES**

- Fire procedures are posted next to each exit and include evacuation maps
- Fire extinguishers are located next to each exit door and are inspected quarterly (records available from campus maintenance manager)
- Fire drills are conducted monthly (posted in the office)
- Emergency evacuation maps are located next to each exit
- Emergency procedures are located next to each exit
- Emergency procedures are distributed to parents upon a child's enrollment, staff members upon hire, and both any time a change is made.
- Staff members are trained in health and safety procedures including CPR/First Aid Certification and use of a fire extinguisher
- Emergency kits are provided by NCP. (Contents and locations are listed in Appendix 1)
- Emergency food and water supplies are kept on hand (contents and locations listed in Appendix 2)
- Teachers post signs on the doors to indicate where their class is located throughout the day
- Teachers carry rosters which are used to track children's class placement throughout the day
- We have a cell phone for outgoing emergency calls and charge it nightly.

## **FIRE EVACUATION PROCEDURES**

- 1. Pull the fire alarm to activate alarm and emergency response**
- 2. Teachers lead their classes out according to the posted evacuation plan; taking the daily attendance roster and first aid kit with them.**
- 3. Director (or acting director) picks up the child information book and cell phone and gives them to a lead teacher to take with them as they exit**

4. **Upon arrival at the check-in-site lead teachers**
  - Do a head count
  - Keep children calm by doing songs and finger plays
  - Wait for instruction from the director, or other administrator.
  
4. **Director (or acting director) will make sure all rooms are cleared.** (Unless it is not safe to do so.)
  
5. **FIRE DEPARTMENT will determine whether the building is safe to occupy.** If they are not available (for example in the case of a city wide emergency, the director (or acting director) or campus administrator will determine the appropriate course of action.
  
6. **If someone is missing the FIRE DEPARTMENT will do a search and rescue.** If they are not available (for example in the case of a city wide emergency, the director (or acting director) or campus administrator will determine the appropriate course of action.
  
7. **If the building is unsafe to occupy the children will be evacuated to one of the following sites**
  - NCA Elementary Building; transport by foot
  - NCA Campus arena: transport by foot
  - Designated Site (Custom Security @ 4500 3<sup>rd</sup> Ave S.E., Lacey, Washington)
  - by school transportation or foot.
  
8. **A POSTING WILL BE PLACED AT THE ENTRANCE TO THE CAMPUS, AND THE FRONT OF THE EARLY EDUCATION BUILDING INDICATING WHERE THE CHILDREN ARE LOCATED.**
  
10. **We will use the cell phone to call parents to pick up their children. If local phones are out Emergency phone procedures will be enacted.**
  
11. **Director will look for parents to arrive.** Parent key cards will NOT open the door to the main building or campus arena.

## **EARTHQUAKE PREPAREDNESS**

### **Precautionary and Preparatory Measures**

We have taken the following steps to provide an environment that is as safe as possible in the event of an earthquake.

- Our portables are built to withstand at least a 7.5 earthquake.
- Earthquake drills are conducted quarterly as a school, and monthly in the classrooms. These are documented in the office.
- Pictures and other wall hangings are secured to the walls.
- Shelves and storage units are secured to the walls.
- Entryways and doorways are kept clear.
- Shelves are not overfilled and no heavy items are stored high.
- Emergency procedures are posted next to each exit and include evacuation maps.

- Emergency procedures are distributed to parents upon a child's enrollment, staff members upon hire, and both any time a change is made.
- Staff members are trained in health and safety procedures including CPR/First Aid Certification. and use of a fire extinguisher.
- Matches and lighters are not used on the premises.
- Emergency kits are provided by NCP. (contents and locations are listed in appendix 1)
- Extra food and water supplies are kept on hand (locations listed in appendix 2)
- Teachers post signs on the doors to indicate where their class is located throughout the day
- Rosters are used to track children's class placement throughout the day.
- This building is all electric, no gas (no danger of imploding).
- Chemicals and caustic materials are not accessible to children, or stored or used near children or any power source.
- We have a cell phone for outgoing emergency calls and charge it nightly.

## **EARTHQUAKE PROCEDURES**

1. Lead teachers say "Earthquake", the children and staff will go under a table, on hands & knees, cover their head w/one hand and hold table leg w/other as instructed in practices.
2. Lead Teachers direct children to hold their position until shaking stops.
3. Following shaking, lead teachers assess situation and provide aid and comfort as needed, being prepared for the possibility of aftershocks.
4. Director (or acting director) or campus administrator instructs the lead teachers to stay where they are, or evacuate the premises.

## **IF AN EVACUATION IS NECESSARY**

1. **Teachers lead** their classes out according to the posted evacuation plan taking the daily attendance roster and first aid kit with them
2. **Director (or acting director) picks up the child information book and cell phone and gives them to a lead teacher to take with them as they exit**
3. **Upon arrival at the check-in-site lead teachers**
  - Do a head count
  - Keep children calm by doing songs and finger plays
  - Wait for instruction from the director, (or acting director) or other campus administrator.
4. **Director (or acting director)** or campus administrator will make sure all rooms are cleared.
5. **FIRE DEPARTMENT OR CITY OFFICIAL will determine whether the building is safe to occupy.** If they are not available the director (or acting director) or other campus
6. **Administrator will determine the appropriate course of action.**
7. **If someone is missing the FIRE DEPARTMENT will do a search and rescue.** If they are not available (for example in the case of a city wide emergency, the director (or acting director) or campus administrator will determine the appropriate course of action.

8. **If the building is unsafe to occupy the children will be evacuated to one of the following sites in this order:** NCA Elementary Building, (by foot) NCA Campus Arena, (by foot) Official Designated Site –Custom Security Building, Official City Evacuation Site (by school transportation if available, if not, by foot). A notice will be placed at the campus entrance indicating where the children are located. **Director will look for parents to arrive.** Parent key cards will NOT open the door to these buildings.
9. **The cell phone will be used to call parents to pick up their child.**
10. **Parents can connect with the out of town contact number to check status of the school.** Allow 20 minutes following the emergency before calling, (503) 253-0664 Carol Van Horn @ Gateway Christian Preschool Academy: Portland, Oregon.

## **LOCK DOWN**

### **MEASURES WE TAKE TO BE PREPARED FOR A LOCK DOWN**

- Classes do not visit the elementary building unless there are other campus staff members or classes present.
- Teachers carry a class roster with them at all times to document what children are present with them.
- Classes practice lock-down-procedures quarterly as a school, and each class practices monthly.
- We keep emergency supplies on hand in each building.
- Teachers are trained in CPR/First Aid.
- The elementary school has interior pathways underneath the building that are not visible through the windows.
- When the grade school and main office are closed, we use cell phones to communicate between the preschool office and other areas of the campus accessed by the preschool classes.

### **LOCK DOWN PROCEDURES**

**The Director, Acting Director, Campus Administrator, will inform staff of the lock down.**

**Campus Administrator(s) (or his/her representative) will block the campus entrance and exit. No one will be allowed to enter or exit the campus or any buildings.**

**Lead Teachers will take their children to the nearest building and enter the nearest classroom. The children will remain in that room for the duration of the lock down.**

*Classes should combine together to provide the most adult coverage possible leaving no teacher alone with children, for safety reasons.* If children are in another part of the campus the Campus Administrator or his/her representative will inform teachers of the situation. The teacher and children will need to stay in that part of the campus for the duration of the lock down.

**The last teacher entering the building turns the hall lights off.**

**The first teacher entering should begin closing the window covers, and making sure windows are secure.**

**The Director, Acting Director or Other Campus Administrator will make sure all doors are locked.**

**Children will be kept quiet and low to the ground and be engaged in quiet activities until the Director, Assistant Director or Campus Administrator gives an all clear.**

**Emergency kits are stored in building C and flashlights, batteries are in each classroom.**

**Parents will not be called in the event of a lock down unless it is expected to continue up to normal pick up times.**

## **POWER OR WATER FAILURE**

**Lighting:** Each classroom has emergency flashlights. The emergency kits in each building have flashlights and extra batteries. The classrooms have battery operated emergency lighting that activate in a power loss.

**Length of time:** We will assess the situation and try to determine the expected length of the outage. If the outage is expected to last more than two hours we will call parents to pick up their child.

**Climate control:** During a power/water failure if the temperature exceeds 82 in the summer or goes below 68 in the winter, we will begin calling parents to pick up their child immediately.

**Toilet facilities:** Toilets can be flushed with potable water from building C if necessary. Hands can be cleaned with hand sanitizer as needed. However, if water or power remain off for more than 2 hours parents will be called to pick up their children and the preschool will be closed until water/power are back on.

**Security System:** We will monitor the door because the security system will not function normally without electrical power.

**Telephone system:** Our telephone systems will be inoperable in the event of a power outage. Parents calling with an urgent need can leave a message with the answering service and they will call us on our emergency phone as soon as possible. Parents are requested not to call unless it is urgent so that our line can be kept free for our use in responding to needs.

**Alternate location:** The elementary school building may have power or water and may be available to us. If so we may move the children to the elementary building. If we do we will post a notice on the preschool main door indicating where the children are. We will take the child information book, daily attendance sheets, sign in/out sheets, cell phone and some activities with us.

Bathrooms, water and food items are available to us in the elementary building. (Map in appendix 3)

## **ADVERSE WEATHER CONDITIONS**

### **FLOOD**

We are not in a flood zone, however in the event of flood we will immediately call parents to pick up their child. We are located at an elevated level and moving the children would be more dangerous than staying in our buildings.

## **ICE, BLIZZARD OR THREATENING WIND STORMS**

We will evacuate to the elementary school downstairs and call parents to pick up their children.

- 1) **Teachers lead their classes out according to the posted evacuation plan; taking the daily attendance roster and first aid kit with them.**
- 2) **Director (or acting director) picks up the child information book, cell phone and gives them to a lead teacher to take with them as they exit. One teacher should have access to the building with a key in case the security system is not working.**
- 3) **Director (or acting director) will make sure all rooms are cleared.**
- 4) **Director (or acting director) will post a note on the inside window of building B, indicating where children are.**
- 5) **Upon arrival at the downstairs lead teachers**
  - Do a head count
  - Keep children calm by doing songs and finger plays
  - Wait for instruction from the director, or other administrator.
- 6) **Director will look for parents to arrive.** Parent key cards will NOT open the door to the main building.

# APPENDIX

Appendix 1: Emergency Student Kits

Appendix 2: Emergency Supplies and Food and Water

Appendix 3: First Aid Materials

Appendix 4: Emergency Evacuation Location Maps

Appendix 5: Out of State Contact Information