EMERGENCY RESPONSE PLAN HANDBOOK

FOR

Steeple Kids Childcare

301 East Maple Ave,

Langhorne, Pa 19047

Updated August 2025

We have developed general operating goals, guidelines, and procedures for a list of critical events and emergencies. Nothing in this plan shall limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.
Attached is an Emergency Plan Site Map which identifies assembly areas, traffic flow information, utilities controls, and potential medical station areas.
Steeple Kids normally has 70 children and 15 staff members. Normal operating hours for the facility are 7:00 AM to 5:30 PM.
The facility's phone number is 215-757-4981.
Langhorne Boro Emergency Management number is 215 752-5835
Langhorne Boro Non-Emergency number is 215-949-1000

EMERGENCY INCIDENT KIT

The Emergency Incident Kit will contain the following items:

- Master student roster
- Staff roster
- Floor plan
- First aid kit
- Masks
- Gloves
- Water
- Flashlights
- Duct tape
- Blankets
- AM/FM radio and batteries
- Barrier caution tape
- Site plan
- Copy of this Emergency Preparedness Plan

The Emergency Incident Kit will be stored in the closet outside of the Director's office.

EMERGENCY COMMUNICATIONS

A weather alert radio has been installed in the office of the Assistant Director. She will notify the Director when an alert occurs and give the information about the type of emergency.

If an emergency occurs during school hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the Director/Assistant Director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or because the preschool, school or church is trying to contact you via phone tree or phone call.
- Tune to news media for emergency instructions.

In times of emergency, information about the status of schools is communicated through a variety of media. The school requests that parents not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool/school facility.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. All Steeple Kids Staff will participate in various drills conducted by the school director and assistant director. We will include therapists, as well as volunteers, if any are present during the school year. All volunteers and therapists will be trained in the emergency plan, as needed. Parents should check the following sources for information and status reports:

- Remind App
- Local Media

THE BASE PLAN

Pre-incident crisis emergency planning, including emergency management, and medical response planning, is essential in order to prepare for a multitude of hazards that can adversely affect the safety of our school and the health and/or general welfare of students, faculty, staff, and visitors. We will use a multi-hazards approach to emergency planning to mount an effective response when a crisis or critical incident does occur. ***We have developed general operating goals, guidelines, and procedures for a list of critical events and emergencies. Nothing in this plan shall limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.*** The school staff will make every effort to protect the children, however, the church, school and staff will not be held liable for any injuries or death incurred during an emergency.

The staff of Steeple Kids Child Care in Langhorne will strive to preserve and protect life, reduce emotional trauma, assist in emotional recovery from trauma, minimize personal injury and damage to property, and cooperate with the local emergency preparedness agencies.

GOALS

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and school staff, protect school property, and regulate the operation of the school during a crisis incident, critical incident, or medical emergency.
- Prepare students and staff to take appropriate actions in response to natural, technological, or school specific hazards.

- Provide parents with accessibility to the policies, guidelines and procedures that schools will be utilizing during an emergency.

SCOPE

For purposes of this Emergency Preparedness Plan, school crises are organized into two categories: critical incident and medical emergencies.

Critical incidents are events requiring an immediate response by public safety agencies and are managed by the school staff only until public safety officials arrive. They are not limited to natural and technological disasters, and security emergencies that adversely affect the normal operation of the school. Examples include: tornadoes, hurricanes, flooding, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, situation involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the school by law enforcement.

Medical emergencies are those possible life threatening situations arising from health conditions as well as unintentional injuries. Examples include cardiac arrest, serious illness or condition, seizure, playground accidents, and acts of violence that require emergency medical treatment. School staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies. Acts of violence will also require law enforcement involvement.

A crisis incident, critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire church campus. Incidents and emergencies can occur before, during or after preschool/school hours; on or off church property.

PREPAREDNESS

The Preparedness phase readies our school staff to respond in a rapid, coordinated and effective manner to an emergency. Because it is not possible to completely mitigate against every hazard that poses a risk, preparedness measures can help reduce the impact of the remaining hazards by trying to take specific actions before an emergency event occurs.

We have developed the following preparedness
measures:

- Standardization of school based emergency response and protective procedures for evacuations, lockdowns, secure the building, and shelter in place;
- Fire drill schedules;
- Detailed floor plans, site maps, location of utility cutoffs,
- Identification of communications protocol to warn and communicate with occupants in church buildings, the community, and local response agencies during an emergency. Possible methods of communication include fire alarm systems, portable radio, public safety radio, telephone, cell phone, walkies, e-mail, and Remind App;
- Debriefing to help analyze how school personnel and first responders functioned during an actual emergency which can be used to proactively enhance future plans and procedures.

CONTINUITY OF OPERATIONS

In the event that Steeple Kids would need to close for an extended period of time due to a natural disaster, terrorist attack, or pandemic, the finance manager has access to all necessary tuition and payroll information, as it is backed up on her school issued laptop. The finance manager, along with the Board will be responsible for making sure that all continued operations occur. A fund has been set to assure that Steeple Kids can remain in business without tuition for 6 months. All insurance claims will be submitted by the Finance Manager.

EVACUATION LOCATIONS

There are two primary types of evacuations utilized by the school. One is the typical on-site evacuation where students and staff are evacuated from their classrooms to a central safe location in the facility. The most common on-site evacuations would be in response to a tornado warning, an act of violence, or a technological hazard.

The second type is an off-site evacuation where staff and students are moved out of the facility to other locations. The most common evacuation is a fire drill where students are directed to leave the building and assemble at a designated site. Another example of an off-site evacuation could occur as a result of a natural disaster in which the building is damaged and the staff and students would need to relocate to a different location. Off-site evacuation locations would be determined by the location of the emergency incident.

After an emergency incident and once it is deemed safe to pick up the children, parents will be directed to the off campus site to pick up their children. Students will only be released to a person who is listed on the student's emergency contact.

EMERGENCY AND CRISIS RESPONSE PLAN

These are the written action steps that are implemented when a crisis situation calls for specific response procedures which include: **evacuation, reverse evacuation, lockdown, shelter-in-place, and off-campus evacuation**. There are Functional protocols and incident specific procedures. The difference is that a single functional protocol may be included in one or more specific emergencies. For example, shelter-in-place may be included as one of several responses to an outside hazardous spill and may include reverse evacuation into the building and/or an off campus evacuation, depending on the circumstances. A school shooting would result initially in a lockdown, and then off campus evacuation and family reunification.

EVACUATION

Purpose: Whenever it is determined that it is safer outside than inside the school building (i.e. fire, explosion, hazardous material spill inside, structural failure, etc.)

Director/Assistant Director:

1. Designate someone to call 9-1-1-, identify the name of the school, describe the emergency, state that the building is evacuating, and identify the location of the school command post.
2. The school Director/Assistant Director or designee will go to the closest fire alarm station and set off the alarm.
3. Notify the Health Department of the school evacuation, if necessary
4. Sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.

Teachers:

1. Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned designated spot.
2. Designated spot 1 is the parking lot by the back shed on the parking space lines.
3. Designated spot 2 is the front church parking lot by the pastor's house.
4. Infants, Ones and Twos and/or children with special needs will use a stroller or evacuation crib to safely transport all children in one trip.
5. Take visitor log, attendance sheet and emergency book and emergency backpack to the designated spot.
6. Do not take personal items, coats, purses with you.
7. Count students before you leave the room and when you get to the designated spot.
8. Close your door; turn off your lights.
9. If the exit route is blocked, follow an alternate exit route.
10. Take attendance when you get to the designated spot. Report when you are at designated spot and any missing students or staff to the Director/Assistant Director
11. At the assembly area, teachers and students will stay in place until further instructions are given.

REVERSE EVACUATION

Purpose: When conditions are safer inside the building than outside, such as severe weather, community emergency, gang activity, hazardous material release outside, etc.

Director/Assistant Director:

1. Order a reverse evacuation for students and staff outside to move inside the building.

Teachers:

2. Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
3. If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas.
4. Infants, Ones and Twos and/or children with special needs will use a stroller or evacuation crib to safely transport all children in one trip.
5. Teachers will take attendance and account for all students. Report any missing students to the Director/Assistant Director.
6. No students or staff are allowed outside the building.
7. The lead teacher is responsible for bringing their Emergency backpack. These contain life saving medication, such as Epi pens and Inhalers.
8. Close and lock all exterior doors and windows. Monitor the main entries until the "All Clear" is given.

LOCKDOWN

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbances, etc.)

l Director/Assistant Director:

1. Director/Assistant Director or designee will make the following announcement using the walkie : "YOUR ATTENTION, PLEASE. WE ARE IN LOCKDOWN." TEACHERS, LOCK YOUR DOORS, PULL DOWN SHADES, HAVE CHILDREN SIT BY THE WALL THAT HAS THE DOOR/PLACE CHILDREN IN THE BATHROOM, BARRICADE THE DOOR CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE."
2. Designate someone to call 9-1-1, identify the name and address of Steeple Kids 301 East Maple Ave Langhorne,Pa. describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the Preschool.
3. Notify staff and classes outside to immediately move to the on-site assembly area if possible. If not possible, staff and classes outside will report to the remote evacuation site. (Beechwood). And account for the students
4. Close and lock all doors.

Teachers:

1. Clear the hallway and bathrooms by your room moving everyone into the classroom
2. Slide up the Magnetic Strip and close your door. Your door should now be locked. Turn off your lights, and shut your blinds and windows
3. Move students and staff away from the doors and windows.
4. Have all persons sit down against an interior wall.
5. If a life threatening situation exists, exit immediately to a place of safety.
6. Ignore all bells and alarms unless otherwise instructed.
7. Take attendance and be prepared to notify the Director/Assistant Director of missing students or additional students, staff or guests sheltered in your classroom.
8. Allow no one outside of the classroom until Admin comes to your door. They will knock and say all clear and will use the code word of **Playground.**

SHELTER-IN-PLACE

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency, such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Director/Assistant Director:

1. The Director/Assistant Director or designee will make the following announcement using the Walkie: "YOUR ATTENTION, PLEASE: WE ARE HAVING A (STATE THE NAME OF THE SITUATION) GO TO YOU ASSIGNED AREA. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM."
2. Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the walkies, cell phones or runners to gather staff and students inside.
3. Direct staff to close all windows and doors.
4. If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
5. The Assistant Director will monitor NOAA weather radio.
6. Be prepared to announce a change in status.
7. Shut off utilities, if necessary
8. Turn off ventilation systems as appropriate

Teachers:

1. Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallways without large windows or doors.
2. Close classroom doors and windows when leaving.
3. Have everyone kneel down and be ready to cover their heads to protect from debris.
4. If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
    a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
    b. If movement into the building would expose persons to hazardous chemical fumes, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.

5. All persons must remain in shelter until notified by the Director/Assistant Director or emergency responders.

OFF-CAMPUS EVACUATION

Purpose: This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parents, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large numbers of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

Director/Assistant Director:

1. The Director/Assistant Director will advise the teachers of the decision to implement the protocol and begin evacuation procedures. Call Beechwood 215 750-4330 that we are coming.
2. Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation.
3. IF IT IS NOT SAFE TO WALK CALL NESHAMINY BUSSING AT 215 809-6260.
4. Request staff to provide security, along with the evacuation route and for traffic control/security at the relocation site during Family Reunification.
5. The Director/Assistant Director or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement::
6. "YOUR ATTENTION PLEASE FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO BEECHWOOD DORMS(woods School next door) 401 Beechwood Circle LANGHORNE,PA. WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION"
7. Direct staff to move students to the relocation site.
8. Infants, Ones and Twos and/or children with special needs will use a stroller or Pack n Play to safely transport all children in one trip.

Teachers:

1. Take your class roster, sign in sheets, and emergency bags.
2. After evacuating, take roll and account for all students. Report any missing students to the Director/Assistant Director.
3. Maintain control of your class. After receiving the alert for OFF CAMPUS

EVACUATION, guide students to the designated area for movement to the relocation site.

4. Assist in Family Reunification

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the facility or grounds is rendered unsafe and a remote site is needed.

Director/Assistant Director:

1. The Director/Assistant Director will determine the appropriate pre-designated relocation site and safe evacuation route.
2. The Director/Assistant Director will inform the church staff of the need to relocate and, if possible, have the relocation site information put on the Remind App.
3. The Director/Assistant Director will notify the staff person at the relocation site to prepare for the arrival of students. 215 750-4330
4. Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
5. Check identification of all non-uniformed personnel who arrive to assist.
6. Secure a holding area for arriving students and staff away from waiting family members.
7. Set up an adult report area for parents/guardians to sign-in and to check identification.
8. Set up a student release area where students will be escorted to meet their parents/guardians and sign out.
9. Only release students to authorized persons after checking proof of identity and signing a student release form.
10. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

TEACHERS:

1. Provide a list of evacuees to the Director/Assistant Director upon arrival.
2. Follow the instructions of the Director/Assistant Director when you arrive. You may be asked to assist in staffing the site.

BOMB THREAT

CALL TAKER: Upon receiving a message that a bomb has been placed in the facility:

1. Use bomb threat checklist (Page 14 of Emergency Response Plan)
2. Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)
3. Listen closely to the caller's voice and speech patterns and to noises in the background.
4. After hanging up the phone, immediately dial *57 to trace the call.

Director/Assistant Director:

1. Director/Assistant Director or designee notifies law enforcement by calling 911.
2. Meet and brief emergency responder agencies outside.
3. Notify staff through Public Address system:

The Director/Assistant Director and law enforcement agency will make a decision to:

1. Evacuate immediately
2. Search the building and evacuate, if warranted
3. Ensure staff who received the call completes the Bomb Threat Checklist and gives it to law enforcement officials.
4. Assemble and brief the Search Team members. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
5. If a suspicious item is located, notify law enforcement officials, order an EVACUATION selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE the fire ALARM.
6. Direct students and staff, "DO NOT take personal belongings, coats or backpacks." "Teachers and staff will leave doors open when exiting."
7. Students and staff must be evacuated to a safe distance outside of school building(s) a MINIMUM of 1000 Feet is the general rule. Consult with Fire and Police officials.
8. Arrange for the person who found a suspicious item to talk with a law enforcement official.
9. No one may re-enter the building until fire or police personnel declare them safe.
10. The Director/Assistant Director will notify staff and students of the termination of the emergency and to resume normal operations.

TEACHERS:

1. Teachers and staff will check their classrooms, offices and work areas for suspicious items and report any findings to the Director/Assistant Director of Search Team members.
2. If a suspicious item is found - DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
3. Teachers will account for their students and be prepared to evacuate if ordered.
4. Teachers and staff will evacuate using standard procedures and exit routes to the assembly area.
5. Teachers will leave classroom doors open when exiting.
6. Infants, Ones and Twos and/or children with special needs will use a stroller or Pack n Play to safely transport all children in one trip.
7. Teachers take roll after being evacuated. Be prepared to report the names of any missing persons to the Principal/Preschool Director.
8. Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation, if ordered.
9. If given the "All Clear" signal, return to the building and resume normal operations.

BOMB THREAT CHECKLIST

Description Detail Report applicable:

Caller's Voice - Circle as

Ques
tions
to
ask:

1) When is the bomb going to explode?

2) Where is it right now?

3) What does it look like?

4) What kind of a bomb is it?

5) What will cause it to explode?

6) Did you place the bomb?

Calm	Nasal
Angry	Stutter
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Clearing Throat
Laughter	Deep Breathing
Crying	Cracked Voice
Normal	Disguised
Distinct	Accent
Slurred	Familiar

If the voice is familiar, whom did it sound like?

7) Why?

_____

_

8) What is your address?

Background Sounds - Circle as applicable:

Street Noises	Factory Machinery
Animal Noises	Voices
Clear Static	PA System
Music	Local Call
House Noises	Long Distance
Motor	Phone Booth
	Office Machinery

Exact
wording of
the threat:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

9.) What is your name?

Sex of Caller: _____ Race: _____ Other:
_____

Length of Call: _____ Age: _____

Threat Language:

Date: _____ Time: _____

Well spoken
(educated)

Number at which call was received: Incoherent Taped
Foul Message
read

_____ Irrational by threat maker

Notes: Remarks:

FIRE

In the event a fire or smoke from a fire has been detected:

1. Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Director/Assistant Director.
2. The Director/Assistant Director or designee will immediately direct staff to call 911 to verify the fire alarm and notify the alarm company 215 224-9111.
3. Staff, students, and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly areas.
4. No one may re-enter the building(s) until the entire building(s) is declared safe by the Fire Department.

Director/Assistant Director:

1. The Director/Assistant Director or designee calls 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the Preschool Director.
2. Each teacher will take their visitor log and emergency book and evacuate to the designated of-site location-
3. The Director/Assistant Director will obtain student attendance from teachers and verify there are no missing students.
4. After consulting with the Director/Assistant Director, the Fire Department and law enforcement officials will notify students and staff of termination of the emergency, and they can return to the building and normal operations.

Teachers:

1. Take the class roster, Attendance sheet, the Emergency Book and lead students out of the building to the designated location.
2. Do not take personal items, coats, purses with you.
3. Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom Count students before you leave the room and when you get to the designated spot.
4. Infants, Ones and Twos and/or children with special needs will use a stroller or evacuation crib to safely transport all children in one trip.
5. If you are already outside, proceed to the designated location. Do not return to the

building.

6. Designated spot 1 is the parking lot by the back shed on the parking space lines.
7. Designated spot 2 is the front church parking lot by pastor's house.
8. Use alternate escape routes if the regular route is blocked or there is a safety hazard.
9. Take attendance at the location after being evacuated. Notify Director/Assistant Director of any missing students, visitors, or teachers.
10. Be prepared to move students to an off-site location if an evacuation is ordered.
11. Keep your class together and wait for further instructions.

INTRUDER/HOSTAGE

Intruder - When an unauthorized person enters the school property:

- Notify Director/Assistant Director:
- Ask another staff person to accompany you before approaching the guest/intruder.
- Politely greet the guest/intruder and identify yourself.
- Ask the guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the front office.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Designate someone to call the police and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)
- Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.

- Maintain visual contact with the intruder from a safe distance.
- The Director/Principal notifies Police and may issue LOCKDOWN procedures.

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Director/Assistant Director and/or Pastor of the church.
- The Director/Assistant Director or designee will announce LOCKDOWN action.
- The Director/Assistant Director or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to safe off-site areas.
- The Director/Assistant Director or designee will call 911 immediately. Give dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCKDOWN. Ask for assistance from the hostage negotiation team.
- The Director/Assistant Director will give control of the scene to the police and hostage negotiation team.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to safe off-site areas and wait for further instructions.
- Everyone should remain in lockdown until directed in person by Director/Assistant Director or uniformed law enforcement officer.

If taken hostage:

- Follow instructions of the hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.

- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area near the facility.

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television.
- Bring all persons inside building
- Close blinds
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid rooms with wide free-span roofs and large areas of glass windows.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near facility:

- The Director/Assistant Director will announce the SHELTER-IN-PLACE alert signal.
- The Director/Assistant Director will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- The Director/Assistant Director will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time

does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.

- Remain in a safe area until warning expires or until emergency personnel have issued an all-clear sig

HAZARDOUS MATERIAL

Hazardous material release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. External hazardous material exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

In the case of a Substance Release
Outdoors:

- The Director/Assistant Director will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.

- The Director/Assistant Director or designee will call 911, identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.

- The Director/Principal will turn off air handling/ventilation systems, close all doors and turn off fans and air conditioners.

  Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.

- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance.

- When emergency responders determine it is safe to do so, the Preschool Director/Assistant Director will give the "All Clear" signal to staff and students and announce whether school will resume normal activities, dismiss early, or complete a non-emergency evacuation and movement to an off-campus relocation site or parent reunification.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries.

Director/Principal:

1. The Director/Assistant Director or designee will call 911.
2. After the shaking stops, the Director/Assistant Director will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to a safe on-site area or off-site area.
3. The Director/Assistant Director will establish a medical triage site on campus, if necessary.
4. The Director/Assistant Director will direct staff to shut off utilities and have the Director of Operations of the church notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
5. The Director/Assistant Director will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
6. If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site, if needed.

Teachers:

1. Upon the first indication of an earthquake, teachers should seek shelter under tables and move away from windows and overhead hazards.
2. In the outdoors, teachers should direct students to move away from buildings, gas, and electrical lines.
3. If EVACUATION is ordered, teachers will bring their student roster, attendance and emergency bag, take attendance at the Assembly area, and report any missing or injured students.
4. Infants, Ones and Twos and/or children with special needs will use a stroller or Pack n Play to safely transport all children in one trip.
5. Designated staff will check for injuries and provide appropriate first aid.
6. Be prepared to relocate to a remote site if an off-church campus evacuation is ordered.

SHOOTER /ARMED INTRUDER

An active shooter or armed assault on campus involves one or more individuals' intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb, or other harmful device.

Director/Assistant Director:

1. The Director/Assistant Director or designee will call 911, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, and actions taken by the school. Caller will remain on the line to provide updates.
2. The Director/Assistant Director will announce a building-wide LOCKDOWN alert. Direct staff and students outside the building to move immediately to a safe room in the preschool and be prepared to EVACUATE off-campus, if necessary.
3. The Director/Assistant Director will direct all staff outside to stop pedestrians from entering the school grounds.
4. The Director/Assistant Director will assign someone to meet and brief arriving law enforcement officers.
5. The Director/Assistant Director will contact the classrooms via cell phone to check status.

Teachers:

1. Upon first indication of an armed intruder, staff should immediately notify the Director/Assistant Director Clear students from the hallway and bathrooms outside the classroom immediately.
2. Close and lock all doors and windows, pull down the shades and turn off the lights.
3. Tell the students to get down on the floor up against an interior solid wall and remain quiet.
4. Account for all students and report any additional non-class students sheltered in the room and any missing students.

5. Teachers, staff and students will remain in LOCKDOWN until given the "All Clear" by the Director /Assistant Director or a law enforcement officer in uniform.
6. If any intruder enters and begins shooting, "TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE", exit the building, or run to another location that can be locked.

Recovery:

1. Teachers will EVACUATE the building using the designated exit routes and alternate routes to an assigned Assembly area and take attendance. Notify the Director/Assistant Director of any missing students.
2. The Director/Assistant Director, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public. (Note: The school is a crime scene and will require a thorough search and processing.)

UTILITY LOSS OR FAILURE

Utility failure is the loss of interruption of electrical power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

1. Upon notice of loss of utilities, the Director/Principal will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The Director /Assistant Director may direct staff to shut off utilities, as deemed necessary.
2. The Director/Assistant Director will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.

3. The Director/Assistant Director will confer with the Pastor of the church and determine whether the school should be closed. If so, parents are to be notified to pick up their children.
4. If evacuating, teachers and staff should follow evacuation procedures, avoid areas of hazard, assemble at designated assembly areas, take attendance and report any missing students to the office staff. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if needed.
5. Do not allow anyone to re-enter the building until the facility has been deemed safe.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

1. Upon the first indication of a structural failure, the Director/Assistant Director may implement an EVACUATION and an OFF-SITE EVACUATION.
2. If the roof, ceiling, or wall collapses, students and staff should immediately seek shelter under desks and tables, and move away from windows or glass.
3. Teachers and staff will aid the injured and evacuate the building moving to their assigned assembly area(s).
4. The Director/Assistant Director will initiate an EVACUATION of the building.
5. The Director/Assistant Director or designee will call 911, if necessary, identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
6. The Director/Assistant Director will turn off utilities and seal off the high risk area, if necessary.
7. The Director/Assistant Director will notify CPR/first aid certified persons in the school building of medical emergencies, if necessary. The team will check for

injuries and provide appropriate first aid until medical personnel arrive.

8. No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials

Structural failure without collapse

- For structural failure without collapse, the Director/Principal will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. The affected area will be sealed off and all utilities will be shut off to that area.
- The Director/Principal and the Facilities Manager of the church will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The Facilities Manager of the church will notify the architect and insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

MEDICAL EMERGENCY

Staff Response:

1. Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of danger include, but are not limited to: Live electric wires, Gas leak, Building Damage, and Animal threat.
2. Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness.
3. Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury, and age of the victim(s).
4. Immediately inform the Preschool Director/Principal.
5. Protect yourself against contact with body fluids (blood borne pathogens).
6. Administer appropriate first aid according to your level of training until help arrives.
7. Comfort and reassure the victim. **Do not move the sick or injured unless the scene is unsafe.**
8. If the victim is not breathing or there is no pulse, ask someone to perform CPR

Director/Principal:

1. Direct staff to call 911, if necessary, and provide appropriate information to responders.
2. Send school staff with first responder/first aid/ training to the scene.
3. Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
4. Assign a staff member to remain with the victim if they are transported to the hospital.
5. Notify parents or guardians of the situation, including type of injury or illness, medical care given, and location where the victim has been transported.
6. Ensure student/staff medical information from administrative records is sent to the hospital.
7. Advise faculty and staff of the situation (when appropriate).
8. Develop and maintain written documentation of the incident.
9. Follow up with the parents or guardians.

MEDIA

Direct all Media Inquiries to the Director/Assistant Director and the Pastor of the church.

Media Statement

- Create a general statement before an incident occurs. Adapt statement during a crisis.
- Emphasize safety of students and staff first.
- Briefly describe the preschool's plan for responding to emergencies.
- Issue a brief statement consisting only of the facts.
- Refrain from exaggerating or sensationalizing crises.