

First Presbyterian



Preschool & MDO

EMERGENCY PREPAREDNESS PLAN

April 2013

Building Name.....First Presbyterian Church
Address 2101 S. Jefferson St.
Roanoke, Virginia 24014
Phone Number.....540/344-9538

Emergency Coordinator.....Katie Brown
Alternate Emergency Coordinator.....Meredith Smith
Coordinator's Phone Number.....540/344-9538
After hours Emergency Coordinator Phone Number.....540/344-3204

Evacuation Site.....South Roanoke UMC
Address 2330 Jefferson St.
Roanoke, VA 24014
Evacuation Site Phone Number.....540/344-4437

Plan Prepared.....April 2013
Reviewed/Revised.....N/A
Reviewed/Revised.....N/A

CONTACT NUMBERS

Roanoke City Police.....911
Roanoke City Police (Non-emergency).....540/853-2212
Roanoke City Fire.....911
Roanoke City Fire (Non-emergency).....540/853-2795
Poison Control.....800/222-1222

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Introduction

In the event of an emergency situation (defined as any situation which is not a normal situation) affecting the preschool, the Director will serve as the Emergency Coordinator. The Preschool Assistant Director will serve as the Alternate Emergency Coordinator. The Emergency Coordinator will coordinate with the Alternate Emergency Coordinator, community public safety officials, families/guardians and preschool and church staff. If the Emergency Coordinator is absent, the management responsibility is delegated to the Alternate Emergency Coordinator.

Purpose

This plan will outline the procedures for managing major emergencies that may threaten the health and safety of the preschool occupants of the building. The plan identifies the areas and individuals directly responsible for emergency response and support services. It also provides a management tool for coordinating and deploying resources.

All preschool staff members will share in the responsibility of preparing for and responding to any emergency situation. The preschool staff will make every effort to ensure the safety and well-being of all preschool occupants during an emergency situation.

- Preschool staff is expected to follow the Emergency Preparedness Plan
- Preschool staff is responsible for knowing what to do before, during and after an emergency situation to protect the health and safety of all building occupants
- Emergency preparedness education and training sessions are conducted once annually.
- Monthly fire drills will be conducted and church staff is notified of these events. A record of the drills is maintained in the preschool office for a minimum of one year.
- The preschool maintains a thirteen unit intercom system for administrative, playground and classroom notifications.

Employee Responsibilities

Each preschool staff member has specific duties and responsibilities in which they have been trained. Cell and land line phones are easily available to staff.

Authorities and References

This plan was created after review of current preschool/church policies, Commonwealth criteria for Religious Exemption as well as consultations with the Roanoke City Police Department and Fire Marshalls Office and is approved by the First Presbyterian Preschool Board. Approval date: April 24, 2013.

Emergencies

An emergency situation may be defined as, but not limited to: severe weather, including snow and ice storms; flooding; fire; tornado; hurricane; medical emergency; chemical spill; intruder; and missing child.

A weather “watch” is defined as the chance of a weather condition happening. A weather “warning” is defined as the weather condition is occurring or is likely to occur and precautions should be taken. Preschool personnel will monitor weather advisories and RCPS closings via the internet.

If directed to do so by local fire officials, church maintenance personnel will be responsible for turning off water, electricity and gas to the building.

The Preschool will observe the following weather related emergency closing policy:

- If city schools open two hours late, the preschool will open two hours late unless parents are notified.
- If city schools close early, the preschool will close early, if needed. Parents will be notified.
- Preschool will meet as scheduled if city schools close early due to heat.

During the operation of the weekday preschool, there will be present at all times one or more staff members certified in CPR and First Aid.

The only doors to the building that will be unlocked during the operation of the weekday preschool is the main church entrance on the Jefferson St. side.

Snow and Ice Storms

Church personnel will make arrangements for snow and ice removal and removal of any debris that has fallen as a result of severe weather including utility lines.

Flooding

Flooding may result from rain, over a period of time or rapidly from flash flooding. The facility will be inspected by church personnel during flood warnings to determine if an evacuation is warranted.

Tornado/Hurricane

Building occupants will be moved to hallways if local tornado or hurricane warnings or watches are in effect.

Chemical Spill / Gas Leak

If a chemical spill occurs within the building, all occupants will be evacuated using the same procedures established for fires.

Intruder

If a hostile person intrudes the building, the preschool personnel will call 911 and notify the Emergency Coordinator and church administrator of the situation. The Emergency Coordinator will, via wireless radio, notify staff of a lockdown situation. The lead teachers will lock classroom doors and keep occupants away from the doors. Preschool administrative staff will lock the parking lot entrance and office doors and keep away from the doors. Church staff will lock the main entrance door. No one will be allowed to enter the building.

After emergency personnel notify the Emergency Coordinator of the safety of the building, the Emergency Coordinator will notify the classroom lead teachers of the “all clear” status and the building will be reopened. Notifications will be through personal contact, phone system or via wireless radio.

Missing Child

After notification of a Missing Child, an initial search of the building will be launched. If the Emergency Coordinator’s attempts fail to confirm that a family member or other authorized person has picked up the child, the police and parents will be notified.

While waiting for the police to arrive, the Emergency Coordinator will execute the preschool wireless radio and church phone systems to secure the immediate assistance of all available church and preschool personnel in the search the building and grounds. Searches will be conducted based on predetermined zones (Zone 1: Gym & adjacent rooms, Zone 2: Fellowship Hall & Chapel, Zone 3: Church administrative hallway and Sanctuary, Zone 4: MDO Floor, Zone 5: Preschool Floor, Zone 6: Attic, Zone 7: Outside).

The Emergency Coordinator will use the preschool office as a base of operation and will gather information/description of the child to share with authorities. Building maps are located in the preschool office. The Emergency Coordinator instruct church administrator to lock the main door. Search results will be called into the operation base. The search should include closets, cabinets and behind physical barriers. When the situation is resolved, the Emergency Coordinator will give the “all clear” signal via personal contact or the preschool wireless radio system and church phone systems.

Fire

The preschool will follow the church fire emergency procedures which include evacuation routes, marked exits, smoke detectors and fire extinguishers throughout the building. Fire safety inspections occur annually.

In the event of fire, the building occupants will be evacuated to one of the two designated assembly locations.

Church personnel are trained in the use of fire extinguishers.

The fire safety plan is updated annually.

Emergency Notification and Evacuation Procedures

Alerting Building Occupants in Case of Fire or Other Emergency

Any person discovering a fire, smoke or explosion should immediately call 911 and notify the Emergency Coordinator or Alternate Emergency Coordinator.

Notes/Procedures for Emergency Evacuation Procedures

In case of fire, employees are to comply with the following **R-A-C-E** procedures:

R - Rescue: If you discover a fire, rescue any individuals in immediate danger if you can do so without endangering yourself or children under your immediate supervision.

A - Alarm: Calling 911 to notify local fire authorities and notifying the Emergency Coordinator who will sound the wireless radio alarm.

C - Confine: Close all doors, windows and other openings.

E - Evacuate: Evacuate the building. Occupants are to be led directly out of the building via a safe fire exit. Never use elevators. Close each door when all persons have evacuated that room.

Notes and Precautions

- Small fires can be extinguished only if you are trained to use a fire extinguisher.
- All fires, even those that have been extinguished, must be reported to 911 immediately.
- Never enter a room that is filled with smoke.
- Never enter a room if the door is warm to the touch.

Managing accountability and safety of children is the number one priority of our fire evacuation procedures.

Fire Evacuation Procedures

When the fire alarm sounds, teachers are to guide building occupants outside through the designated exit doors and move **quickly** as far away from the building and approaching fire equipment as possible via the primary or secondary means of egress which are designated on the evacuation map posted in each classroom.

- The Lead Teacher is responsible for bringing all medication, the safety bag which includes the daily attendance roster and the Off-site Emergency Contact notebook.
- The Assistant Teacher is to turn off lights and close the classroom door(s) as the class exits the room.
- The Lead Teacher is to move the group away from the building following the primary or secondary egress path.

- At the end of the route, count the children again.
- Teachers will be contacted via radio by the Emergency Coordinator to confirm that all children are safe and accounted for in their class.
- If a class is outside its normal classroom (i.e., for active indoor play, touring building, etc.), the Lead Teacher must ascertain the nearest free exit (EVACUATION INSTRUCTIONS ARE POSTED IN ALL ROOMS) and move the children out via that exit to one of the two designated assembly areas.
- If a group is on the playground when the fire alarm sounds, teachers should gather their class and make a count to assure that the group is intact and that no one has returned to the building. The Emergency Coordinator will provide the lead teacher(s) with additional information regarding building re-entry or the need for evacuation.
- If unable to re-enter the building, move to the evacuation site.

Accountability Procedures for Emergency Evacuation

Our emergency evacuation site is South Roanoke UMC. The Emergency Coordinator and the Alternate Emergency Coordinator are the designated contact persons for the assembly areas and evacuation site.

After emergency personnel give the Emergency Coordinator the “all clear” signal, the Emergency Coordinator will give the lead teachers the “all clear” signal to reverse the route and re-enter the building.

If the building is determined to be unsafe, the Lead Teacher will contact parents of minors by phone about when and where to pick up their children. Acknowledgement of release of minor’s will be required by signature of parent/guardian or designated adult. Identification will be required of anyone not a parent/guardian.

Health and Medical Management

The preschool is a half day program and does not enroll students who are oxygen, dialysis or wheelchair dependent.

Each preschool student and employee has on file, two emergency contacts names and phone numbers. Students have an emergency treatment authorization form signed by their parent or guardian. The originals are in the individual child’s file in a file cabinet in the preschool office. Copies of these documents are carried on all field trips and are contained in the Off-site Emergency Contact notebook.

The preschool has a plan for daily health observations, first aid and injuries. This includes Accident Reports which are maintained in the preschool office.

First Aid kits are located in the each classroom and preschool office.

See Appendix 1 (Excerpt from FPPS Teacher Handbook – Section “First Aid”)

Shelter In Place

Shelter In Place is the plan for an emergency that requires building occupants to stay on the premises for an extended period of time for any crisis management. Our Shelter In Place location is the gym.

Preschool office personnel will maintain supplies necessary to sustain an average size group for an extended period of time. If classroom evacuation is warranted, evacuation will be made to the planned shelter in place location.

All occupants will be housed in the gym until it is deemed safe to exit the building. The Lead Teacher will notify parents of minors by phone, if a Shelter In Place is or has been activated. Acknowledgement of release of minor's will be required by signature of parent/guardian or designated adult. Identification will be required of anyone not a parent/guardian.

- The following items will be available:
 - Flashlights and batteries
 - First Aid kit
 - Non-perishable food and water will be kept in the gym closet.
 - Large garbage bags
 - Supply of games and activities if appropriate
 - Means of communication
 - Medical records/emergency contact information/preschool attendance records

If accessible, church personnel will ensure that additional information be made available on the church answering machine and website.

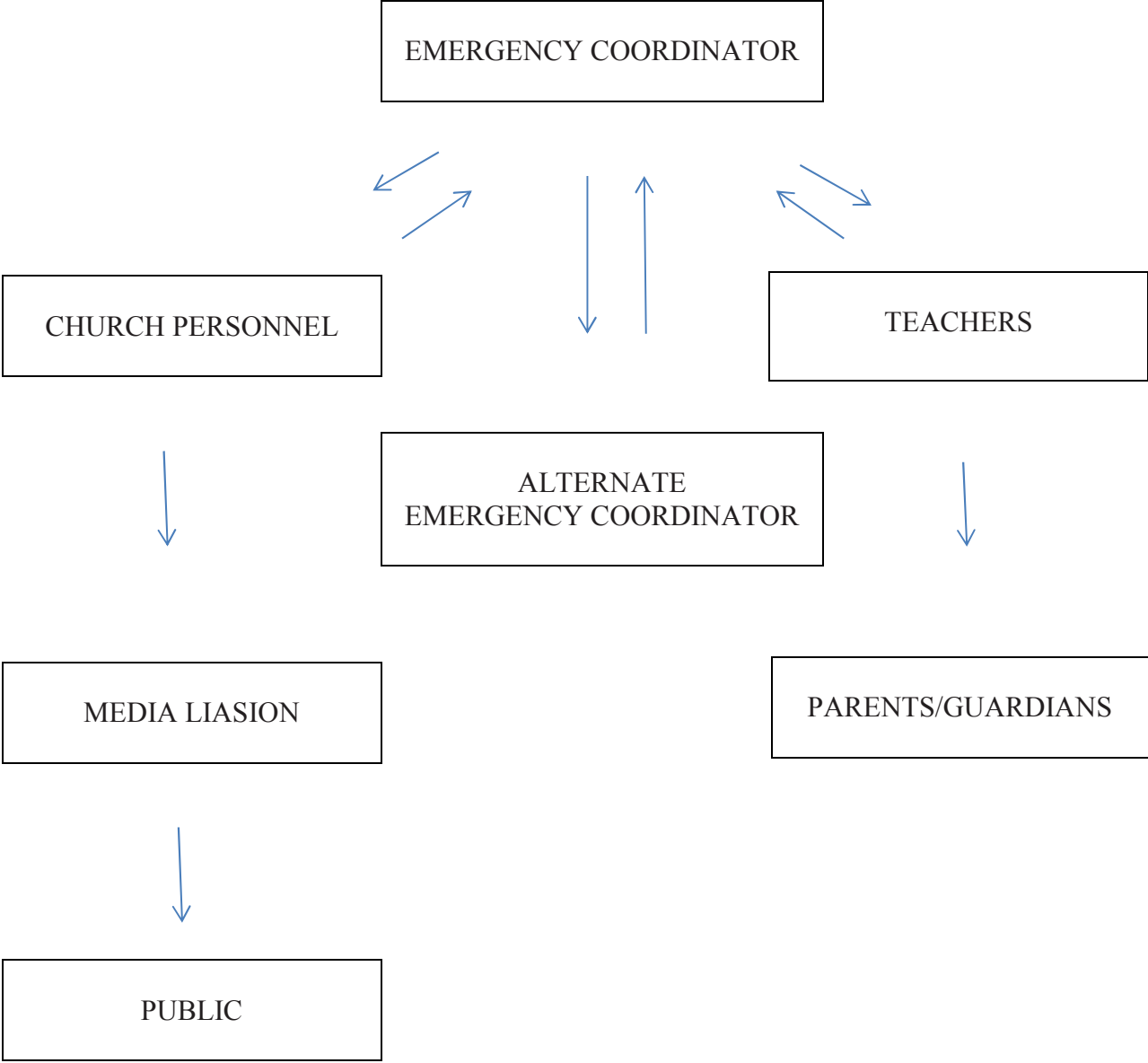
Training and Communication

The preschool director will brief all preschool employees on this plan prior to the first day of classes each year to ensure that each employee is familiar with the plan and is aware of their respective responsibility during an emergency, assuring the safety of all building occupants.

In the event of a shelter in place or evacuation emergency, minor's parents or guardians will be notified of where and when to pick up their child.

In the event of an occurrence at the school which prompts media attention or inquiry, the designated media liaison is the only person with whom reporters may speak. The designated media liaison will be designated by the church administrator. He or she will issue the appropriate statement(s) and communicate with preschool staff in regard to the information shared.

Chain of Command



Appendix 1 (Excerpt from FPPS Teacher Handbook – Section “First Aid”)

FIRST AID - INJURIES

In the event of an accident or other medical emergency, a parent or designated emergency contact person will be notified immediately. At the beginning of the school year, each family must file an Emergency Form granting permission for the Preschool to take whatever steps may be necessary to obtain emergency medical care in the event parents or designated emergency persons cannot be contacted.

For **minor** scrapes, scratches, cuts, bumps, with minimal swelling and/or superficial bruising:

- Cleanse injured area and comfort child
- Administer appropriate first aid (Band-aid, cold pack, etc.)
- Notify parent at the end of the session orally or in writing of how and where injury occurred and what first aid was administered.

For **more involved or more serious injuries** such as heavy bleeding, large open cuts, injuries to the mouth which move teeth, injuries to the eyes, substantial swelling and/or bruising, or any likelihood of hidden injury such as concussion, sprain, or broken bones:

- Cleanse injured area and comfort child;
- Administer appropriate first aid (stop bleeding, apply cold pack or ice, immobilize area of suspected injury ****NOTE: SANITARY DISPOSABLE RUBBER GLOVES ARE REQUIRED FOR USE WHEN ADMINISTERING FIRST AID TO BLEEDING INJURIES;**
- Immediately contact parent or emergency contact person by phone, describing nature and extent of injury and need for professional follow-up. **THE CONTACT INFORMATION IS FOUND ON THE “EMERGENCY TREATMENT AUTHORIZATION FORM” LOCATED IN THE PRESCHOOL OFFICE, FILED ALPHABETICALLY BY AGE GROUP;**
- Fill out Accident Report and be available to advise parents how and where accident occurred and extent of injuries;
- Contact parent by phone later that afternoon/evening to determine what follow-up treatment was required (if any), notify Director, and add information to Accident Report as appropriate (i.e. stitches, etc.).

For **emergency** situations such as loss of consciousness, uncontrollable bleeding, obvious broken bone, onset of shock symptoms, no breathing or pulse, unexpected seizure, or other life-threatening conditions:

- **CALL FOR HELP AND HAVE SOMEONE CALL 911 IMMEDIATELY FOR EMERGENCY MEDICAL SERVICES (EMS);**
- One teacher remains with injured child and administers appropriate first aid.
- Another adult should remain with the rest of the group, removing them from the area calmly. **THE GROUP SHOULD NEVER BE LEFT UNATTENDED;**
- The preschool office staff will pull the “Emergency Treatment Authorization” form from the file (located in the preschool office, filed alphabetically by age group) and

- give the form to the EMS personnel when they arrive;
- Contact parent or emergency contact person and notify them of injury and child's destination;
- Adult witness to accident should accompany/follow child to emergency facility to inform EMS personnel, meet parents, etc;
- Fill out Accident Report and be available to advise parents how and where accident occurred and extent of injuries;
- Contact parent by phone later that afternoon/evening to determine what follow-up treatment was required (if any), notify Director, and add information to Accident Report as appropriate (i.e. stitches, etc.).

FIRST AID - ILLNESS

Notify the parent/emergency contact person of the child's symptoms, and ask that child be picked up from school as soon as possible. Temperature may be checked if indicated with digital thermometer.

The child should be taken to Preschool Office to isolate him/her from well children until the parent/emergency contact person arrives. Help the child feel as comfortable as possible with blanket, laying down, etc.

Vomit or diarrhea should be mopped with disinfecting cleanser and area should be sprayed with disinfectant. Sanitary, disposable, rubber gloves are required for this task to limit possible spread of infection.

FIRST AID - SERIOUS ALLERGIES

Children with other serious allergies (bee stings, etc.) will also receive special attention. If the child should participate in a field trip, the child's parent/guardian must attend and medication will travel with his/her parent/guardian.

One classroom teacher would:

- Assess the situation and then secure medication from the preschool office or classroom;
- Alert office staff

The office staff would:

- Call 911 for emergency assistance;
- Call parent or emergency contact and inform about situation.

An adult will remove the other children from the area and ensure they are under adult supervision at all times.