

# **EMERGENCY RESPONSE PLAN**

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**Noah's Park WEE  
NorthPark Baptist Church  
5700 Deerfoot Parkway  
Trussville, Al 35173  
205.352.4020  
noahspark@northparkbc.org**

**2015-2016**

# **DISASTER AND EMERGENCY PLAN FOR Noah's Park WEE**

## **I. Purpose**

This emergency plan has been developed to assist Noah's Park Weekday Early Education facility in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Noah's Park. This plan will be reviewed by all preschool staff annually.

## **II. Assignment of Responsibilities**

All staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency. Employees may keep their cell phones with them however they must be on silent. Never call a parent if for communication with the director in case of emergency.

## **III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept in the pocket outside the door of the classroom on the clip board. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in the emergency bag located in each room. Also each child's contacts are in School Cast Emergency System. In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the emergency bags and at the front desk. These supplies are updated every six months.

#### **IV. Children in Care**

All children in care are between the ages of six weeks – 5 years. We have a few special needs children. We do not offer overnight care except in an emergency situation.

#### **V. Emergency Assessment**

Below is a list of possible disaster or emergencies that may affect the area.

#### **Types of emergencies and/or Hazardous situations**

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	

#### **VI. Types of Emergency Response**

##### **Medical Emergencies**

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record.

**Preschool Staff Response** – All Staff are First Aid and CPR Certified 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.

Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness.

Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location (room number); describe illness or type of injury, and age of the victim(s).

Immediately inform the Preschool Director.

Protect yourself against contact with body fluids (blood borne pathogens). Administer appropriate first aid according to your level of training until help arrives. Comfort and reassure the victim.

**Do not move the sick or injured unless the scene is unsafe.**

If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) located in the church Narthex at the end of the preschool hallway and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.

#### Preschool Director

Direct staff to call 911, if necessary, and provide appropriate information to responders when they arrive.

Send school staff with first responder/first aid/AED training to the scene.

Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.

Assign a staff member to remain with the victim if they are transported to the hospital.

Notify parent or guardian of the situation, including type of injury or illness, medical care given, and location where the victim has been transported.

Ensure student/staff medical information from administrative records is sent to the hospital.

Develop and maintain written documentation of the incident.

Follow up with the parents or guardians.

## **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.

### **Preschool Director**

Upon notice of loss of utilities, the Preschool Director will initiate appropriate immediate response actions, which may include Off-Site Evacuation or Evacuation to a Remote location.

The Preschool Director may direct staff to shut off utilities, as deemed necessary.

The Preschool Director or Staff Member will contact the local utility company and determine the anticipated duration of the outage.

The Preschool Director will determine whether the school should be closed.

If so, parents are to be notified to pick up their children.

In the event of a gas leak, the Preschool Director will direct staff to call 911, give name and exact location of the school, state the emergency, identify affected area(s) of the building, and announce the school is Evacuating to Upper Parking Areas.

For gas leaks, the Preschool Director will order an EVACUATION and open windows and doors. DO NOT ACTIVATE THE FIRE ALARM.

The Director or Staff members will turn off appropriate utilities when possible.

### **Teachers**

If evacuating, teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at the outside meeting area in the upper parking lots, take attendance and report any missing students to the Preschool Director.

Teachers should be prepared to evacuate students to Off-Site location site at Deerfoot Baptist children will cross the field to the church and notify parents about Family Reunification, at the Off-Site location.

Do not allow anyone to re-enter the building until the facility has been deemed safe.

Turn off utilities and seal off the high risk area, if necessary or possible  
The Preschool Director will dial 911 for medical emergencies

All Staff are CPR/first aid certified and will administer medical aid until EMS arrive

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

## **PANDEMIC FLU/CONTAGIOUS DISEASE**

We will enforce illness exclusion policies for children and staff - sick children and staff must stay home or will be sent home. Daily Morning Visual Health Checks will be utilized in order to prevent illness. Illness will be reported to the director or assistant director immediately. The child will be assessed and the director or assistant will determine if the nature of illness meet criteria to be sent home. School will be closed as necessary due to pandemic illness.

**Parents follow simple guidelines:** Keep Sick Children Home. Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough. Wash your hands often and, after using a tissue or helping a sick child. Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

### **Lock Down / Shelter in Place**

Location: In designated place listed in the emergency plan for Hide and Seek

Code Word: **HIDE AND SEEK**

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

### **INTRUDER/HOSTAGE Intruder – When an unauthorized person enters the school property:**

Notify Preschool Director and/or Church Staff

The preschool Director may issue a Lock Down and Hide procedure at this time if needed.

Ask another staff person to accompany you before approaching the guest/intruder.

Politely greet guest/intruder and identify yourself.

Ask guest/intruder the purpose of his/her visit.

Inform guest/intruder that all visitors must register at the preschool office.

If 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 preschool property  
If intruder still refuses to leave, dial 911 and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)  
Walk away from intruder if he/she indicates a potential for violence. Be aware of 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.

**Hostage Situation:**

If hostage taker is unaware of your presence, do not intervene.  
Notify the Preschool Director and/or church staff.  
The Preschool Director or Staff Member will announce Lock Down and Hide action.  
The Preschool Director or Staff Member will ensure students outside are notified of the Lock Down and Hide in order to move students to a safe classroom that can be locked.  
The Preschool Director or Staff Member 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 LOCK DOWN.  
Ask for assistance from hostage negotiation team.  
The Preschool Director will give control of scene to police and hostage negotiation team.  
Teachers and staff will implement Lock Down procedures upon hearing the alert. If outside, move to a safe classroom or area and wait for further instructions.  
Everyone should remain in Lock Down until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

**If taken hostage:**

Follow instructions of 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.

**Evacuation**

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area.

An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

1<sup>st</sup> Evacuation Location

Location: Deerfoot Baptist Church

Address: Husky Parkway

City, State Zip: Trussville, AL 35173

Telephone Number: Noah's Park Cell 205.937.7398

2<sup>nd</sup> Evacuation Location

Location: CrossPoint Baptist Church

Address: 8000 Lyles Lane

City, State Zip: Trussville, AL 35173

Telephone Number: Noah's Park Cell 205.937.7398

### **Emergency Communications**

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool 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 cell phone tower outage. Staff will contact parents as soon as possible. Do not call staff members!
- 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 preschool requests that parents do 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 facility.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- In times of emergency, general information will be shared with the community through major radio and television stations: The staff of Noah's Park Early will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.



## **VI. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

## **VII. Access to Disaster and Emergency Preparedness Plan**

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for child care.

**Noah's Park Weekday Early Education  
5700 Deerfoot Parkway  
205.352.4020 Main Number  
205.937.7398 Cell**

### **Emergency Contact Numbers**

All Emergencies	911
Poison Control Center	1-800-222-1222
Fire Department	911
Police Department	911
Ambulance Service	911
Fox 6	205.322.6666
ABC 33/40	205.403.3340
Noah's Park Facility Director Greg Mchern	205.602.8688
NorthPark Executive Pastor John Herring	205.240.2305

## Parent / Guardian Contact Information

Dear Parent / Guardian:

In the event of an emergency situation Noah's Park WEE has outlined the below response plan. Please know that Noah's Park, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

### Evacuation / Relocation

1. If the emergency is confined to the immediate area at NorthPark Baptist Church Campus e.g. fire, and the children cannot stay on the premises, the children will be taken to Deerfoot Baptist Church. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Please do not call us so that our lines remain open for emergency use. We will call you via School Cast to notify you of our emergency procedures.
2. If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to CrossPoint Baptist Church. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Please do not call us so that our lines remain open for emergency use. We will call you via School Cast to notify you of our emergency procedures.

### Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Please rest assured that the Noah's Park staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Sandy Jenkins  
Director  
Noah's Park WEE