

**Lord of Life Preschool
Emergency Response Plan
2010-11**

Emergency events occur quickly and often without warning. Emergency preparedness is a must for everyone and should be carefully planned.

In case of emergency, staff must remain aware and informed. Information will come from the office as much as possible. Staff may need to make judgement calls under pressure and must always minimize influence of rumors and panic behavior on both students and other staff members.

In case communications are disrupted in an emergency, staff must be prepared to exercise their own judgement and initiative to protect themselves and others. Staff is expected to manage their own anxiety and always maintain a calm classroom.

Legal Requirements

Virginia Department of Social Services Licensing Standards and Fairfax County Fire Codes require that each month the Preschool is to conduct an emergency evacuation drill with the staff and children. A record of the dates of these drills must be maintained at the Preschool. Building evacuation drills will occur monthly. Shelter in place drills will occur twice a year. Emergency evacuation procedures are posted in each room. The Fire Marshal will check on proper location, exit routes and signs, etc.

The Emergency Response plan is made available to staff in both paper and electronic form and to parents as a link on the website, www.lordoflifepreschool.org. Paper copies of the plan are available in the center office.

Fire evacuation plans are posted in each classroom and in the office.

Emergency Contact

Should the phone system for the school (703-323-5581) or the church (703-323-9500) be unable to be used, contact may be made with the Debra DeLoose, director, at 703-451-2047 or church administrator, Gary James, at 703-899-1461.

Information regarding the emergency plan itself may be obtained from Debra DeLoose, director Lord of Life Preschool, 703-323-5581 or Gary James, Lord of Life Lutheran Church administrator, 703-323-9500.

Gary James, church administrator, is responsible for maintenance of systems and equipment installed to prevent or control fires.

Emergency Notification of Parents

Notification of parents of emergency closure, evacuation, or etc. will be made by the Lord of Life Preschool Board. Each Board member is assigned a list of families to contact. Work, home, cell, and emergency numbers are provided to the Board member for each of their assigned families. The director or administrative assistant will activate the phone tree and provide the Board member with the needed information to convey to the families. Should the Board member be unavailable, the director or administrative assistant will contact those families assigned to that Board member.

Emergency Off Site Evacuation

The home of Lorna Miller will be the offsite evacuation location. 9622 Commonwealth Blvd. At the end of the parking lot proceed right on Twinbrook Rd. At Commonwealth Blvd turn right and proceed to her home. Children will stay in the basement until parents can be notified and pick up arranged. Notification will be made using the Emergency Notification of Parents procedure as written above.

Employee Training

All staff members are required to have up to date CPR and First Aid training. A staff member trained in Medication Administration is present at all times.

Employees are trained upon hiring in emergency procedures. Training is repeated annually.

This training familiarizes the staff with fire alarm and evacuation signals, assigned duties, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.

Preparing for an Emergency: Classroom Supplies

When leaving evacuation the building or evacuating the classroom (shelter in place) the teacher and assistant are responsible for the following:

Each room: Evacuation diagram posted.

Emergency Box: To be taken on all trips to playground, field trips,

- First aid items
- Emergency cards/car pool information
- CPR cheat sheet
- Zip-loc bags/wipes
- Plastic gloves
- Paper and pencil
- Flashlight

Personal items Purse and keys and cell phone

Additional document packet: Evacuation diagram
Medications/forms
Allergy list

Attendance sheet

Preparing for an Emergency: Office Supplies

When evacuating the building or the office (shelter in place), the director and administrative assistant are responsible for the following:

- Bottled water/emergency food-kitchen/library
- Emergency cards-staff and student-office
- Class and staff rosters-office
- Flashlight and radio/batteries-office
- Diapers/wet ones-office
- Garbage bags/Ziploc bags-office
- Prescription medication-office/classrooms
- Walkie-Talkies-office
- Personal cell phone-office
- NOAA Weather radio-office

General Emergency Procedures

- Fire
 - EVACUATE the building
 - Pull fire alarm as you pass it
 - Call 911
- **Fire extinguishers should only be used if a child is in danger or if you have to use it to escape.**
- Medical emergency
 - Depending upon the incident:
 - Call for help
 - Call 911
 - Administer First Aid/CPR as trained
- Conventional Bomb Threat
 - If you receive a telephoned bomb threat, carefully record exact time and words.
 - Keep caller talking to obtain more information and make note of caller characteristics (age, gender, speech patterns, mood, background voices and noises).
 - Alert fellow staff
 - Call 911
 - EVACUATE
- Suspicious package
 - Leave it alone
 - Alert fellow staff to leave the area
 - Call 911
 - If you have already handled package – seek professional advice on exposure control
- Hazardous Substances
 - EVACUATE (emission spill or leak)
 - Airborne hazard outside – Shut windows – move to most protected interior space – turn off air conditioning/heat.
- Workplace violence
 - Call 911 –
 - Seek safety for self and others.
 - Witnesses need to write down description.
- Terrorist attack –
 - Remain calm and think clearly about what action to take.

- Natural disasters – hurricane, tornado, severe weather, flood, earthquake. Proceed as situation warrants.

Fire Drill Procedure

1. Signal to leave building: fire alarm. Prior notification of the emergency evacuation drill is required. Notification shall be made by calling PSCC at 703-691-2131. Drill will be coordinated with the church staff.

Leaving the building: Teacher has class follow her through the door and out of the building to point at least 200 feet from the building and on grass area across the parking lot from the building. Use a specific landmark, such as a large tree so that the children will identify that as the place everyone goes when there is a fire drill. Each class has a specific route designated on the posted emergency evacuation procedures.

2. The assistant gets the attendance sheet and emergency box and follows the group to the gathering point, checking to be sure no one is still left in the room, and shutting the classroom door on the way out. Upon arrival at the gathering point, the teacher is given the attendance sheet.

The teacher checks the roll (or counts heads) to make sure that all children are present and out of the building.

3. Signal to return: The director waves the all clear to return to the building. A specific time is allowed to elapse before returning. Teacher recounts children before returning to classroom.
4. Return to room: The children and adults return to the classroom by the same route they exited.

FIRE/DISASTER EVACUATION PLAN

Air horn alarm indicates fire evacuation. Office signal horn indicates disaster evacuation. Once evacuation is complete order to relocate to off site is given by Director or Administrative Assistant.

Evacuation of the building is to be complete in case of fire or disaster evacuation.

Personnel in charge of evacuation:

The Director or Administrative Assistant in her absence:

- Responsible for all phases of evacuation.
- Removes emergency card box.
- Removes any medication/medication log stored in office.
- Closes all fire doors when children have left the building.
- Determines and notifies staff after building is evacuated if the children are to proceed to the off site location.
- Activates the phone notification system for parents.
- Notifies fire/rescue or law enforcement authorities by cell phone if the building cannot be reentered.

Teachers and assistants:

- Responsible for the children in classroom
- Responsible for attendance sheet
- Familiar with evacuation plan
- Removes any medication/medication log stored in classroom.
- Direct class outside after alarm or report following posted evacuation plan

Precautions to observe:

- Keep all children as calm as possible.
- Keep all children together in your group.
- Remind children to walk as they exit the building.
- Close all classroom doors.
- Reassure the children of your presence and their safety.
- Move the children out of danger as far as possible. Take children to emergency shelter area designated on plan
- Take attendance sheet with you as you exit.
- After the children are evacuated from the building, the Director or Assistant should check the attendance sheet, the sign-in sheet, and count the children to be sure all children and teachers are accounted for and no one returns for personal belongings. Directors should check restroom for children.
- No one is to re-enter the building until proper authorities have deemed building safe.

SHELTER IN PLACE EVACUATION PLAN (Cowbell alarm)

The shelter area for shelter in place is the “gathering area” located near the preschool kitchen.

Personnel in charge of evacuation:

The Director or Administrative Assistant in her absence:

- Responsible for all phases of evacuation.
- Removes emergency card box.
- Removes any medication/medication log stored in office.
- Closes all fire doors when children have left the classrooms.
- Activates the phone notification system for parents.
- Notifies fire/rescue or law enforcement authorities as needed.

Teachers and assistants:

- Responsible for the children in classroom
- Responsible for attendance sheet
- Familiar with evacuation plan
- Removes any medication/medication log stored in classroom.
- Direct class to gathering area after alarm or report following posted evacuation plan

Precautions to observe:

- Keep all children as calm as possible.
- Keep all children together in your group.
- Remind children to walk to shelter area.
- Close all classroom doors.
- Reassure the children of your presence and their safety.
- Move the children out of danger as far as possible. Take children to emergency shelter area designated on plan
- Take attendance sheet with you as you exit.
- After the children are relocated, the Director or Assistant should check the attendance sheet, the sign-in sheet, and count the children to be sure all children and teachers are accounted for and no one returns for personal belongings. Directors should check restroom for children.
- No one is to re-enter the classrooms until proper authorities have deemed areas safe.

POLICY FOR TREATMENT OF MISSING OR INJURED CHILD

If a child is seriously injured while attending a session at Lord of Life Preschool, staff will:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact a parent or guardian through any of the persons listed on the Emergency Information card completed by parent.
4. If we cannot contact a parent or guardian or the child's physician, we will call 911 if necessary and have the child transported to an emergency hospital in the company of a staff member.
5. Complete a report form in Accident Log – Have another staff person sign form as a witness to the event. Have the parent sign both copies. One copy is filed and the original is given to the parent or guardian at dismissal.
Note: The same accident report form and procedure will be used for minor injuries.

If a child becomes missing while attending a session at Lord of Life Preschool:

1. Notify church staff immediately. #30 activates all intercoms.
2. Church administrator or in his absence Senior Pastor or Church Office Administrator will begin search of upstairs rooms.
3. Notify all preschool staff members immediately.
4. Lower level goes on "lock down." No classes leave their rooms or the area.
5. Director and/or administrative assistant begins interior search of lower level.
6. Director and /or administrative assistant begins search of ground.
7. Administrative staff will notify the parent or guardian of the incident.
8. 911 will be called should child not be found within 10 minutes.