

PCC Preschool's Emergency Preparedness Plan

4480 Anderson Highway Powhatan, VA

5/28/2019

Number of pages 13

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Signatures

Signatures of Responsible Parties

I have carefully reviewed this plan and in the event of an emergency will lead the program through the procedures detailed in it.

Name: Jennifer Peterson

Date: March 28, 2019

Second in Command

I have carefully reviewed this plan and in the event of an emergency and in the absence of the First-in-Command, will lead the program through the procedures detailed in it.

Name: Jessica Seay

Date: March 28, 2019

Third in Command

I have carefully reviewed the plan and in the event of an emergency and in the absence of the First-in-Command and Second-in-Command, will lead the program through the procedures detailed in it.

Name: Andrea Pennington

Date: March 28, 2019

Plan Background and Scope

This plan was developed on 5/28/2019

The following individuals participated in the development of this plan:

Jennifer Peterson

The following Emergency situations are addressed in this Emergency Plan

- Evacuation Procedure
- Relocation Procedure
- Lock-Down Procedure
- Shelter-in-Place Procedure
- Fire, explosion
- Severe weather, including floods, tornadoes and blizzards
- Utility failure
- Hazardous materials, nuclear disaster
- Acts of terrorism, intruder
- Bomb scare
- Dangerous animal
- Police incidents near the facility, civil unrest

The following situations are not addressed in this Emergency Plan

- Emergency incidents involving individual children or adults
- Death of an individual

Program and Facility Description

Name of Child Care Facility: PCC Preschool

Approximate Number of Children Served: 70

Approximate Number of Staff: 20

Hours of Operation: 7:00 am – 5:30 pm Monday - Friday

Description of Rooms:

Wiggles Room- Infants Birth-walking

Giggles Room- One's Class

Movers Room- Two's Class

Shakers Room- Three's Class (Jr. Preschool)

Explorers Room- Three's Class (Jr. Preschool)

Discoverers Room- Pre-Kindergarten Class

Pathfinder Room- Pre-Kindergarten Class

Power Jam Room- Group activities/worship

Boys 4th-5th Grade Room- Nap Room

Girls 4th-5th Grade Room- After school care

911 Emergency Services are provided by: Powhatan County Sheriff Office

Emergency Procedures

PCC Preschool will receive notification of an actual or pending natural disaster or external disturbance by phone/email/new source.

Internal emergencies will be communicated to Director or PCC Staff.

Director will determine and communicate the course of action to the occupants of the facility by the following method(s):

Face to Face

Over walkie talkie

Evacuation Procedures

All children will be evacuated from the building by all teachers on the floor. Using the closest exits. Meeting point is east side of playground along exterior fence

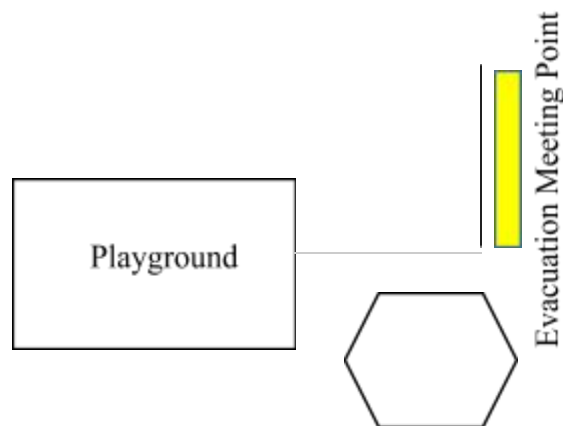
facing main road. If deemed safe all students and staff we place in playground till all students have been picked up. Water bottles and first aid kit located in playground.

Infants & Ones students will be placed safely in evacuation crib or strollers and escorted out to our evacuation meeting point.

All other students will be escorted in an orderly fashion to the nearest exit and then to our evacuation meeting point.

All teachers will grab emergency bags located on the backs of all classroom door before evacuating classroom.

Director/overseeing staff will bring attendance log (Purple folder) out to evacuation meeting point. Once their will take headcount of all students present. Along with attendance sheet is all student emergency contact information. All parents will be notified of evacuation and be ask to come pick up their children.



Relocation Procedures

If relocation is necessary all students will be evacuated to our upper parking lot where they will be divided and placed in employee transportation. Once all students have been accounted for teacher/staff will transport all student to our relocation meeting points.

All teachers will grab emergency bags located on the backs of all classroom door before evacuating classroom.

Relocation Meeting Point #1: Pocahontas Elementary School
4294 Anderson Highway
Powhatan, VA 23139
804-598-5717

Relocation Meeting Point #2: Powhatan Post Office
4195 Anderson Highway
Powhatan, VA 23139
800-275-8777

When all children have been escorted into the building a placed in a safe area staff will account for all students and start calling all emergency contacts. All students will stay with staff member until reunited with family.

Lockdown Procedures

In the event that the building needs to be locked down due to an intruder, suspicious person, etc. the Director will notify the teacher via radio or in person. All classroom doors should be closed, locked, all windows covered, lights turned off, and children need to be moved to a safe area of the room away from windows and doors. The teacher should keep the class emergency bag with her at all times. The lockdown will only be complete when the Director or a Senior

Pastor/Executive Pastor, or church staff member comes to the classroom door and unlocks it themselves. They will then notify you IN PERSON that the lockdown is over and activities may resume as usual. In the case of an emergency all teachers are to call 911.

Shelter-in-Place Procedures

If there is a fear of dangerous weather, staff should wait for a teacher or the Director to instruct them what to do. This instruction may come in person or via the radio. In no way should a staff member act in such a way as to incite panic among the children or other staff members. In the event that the children need to be taken to a more secure inside location, the Director will notify the group. If this happens teachers are to take emergency bags with them. Teachers are to escort all student to the back stairwell and down the stairs to have a spot against the wall where the student will bend and tuck for safety. Director/church staff will take role call. After danger has passed Director/church staff will check building. If able will move children to another location. Emergency contact will be made for student pick up.

Fire, explosion

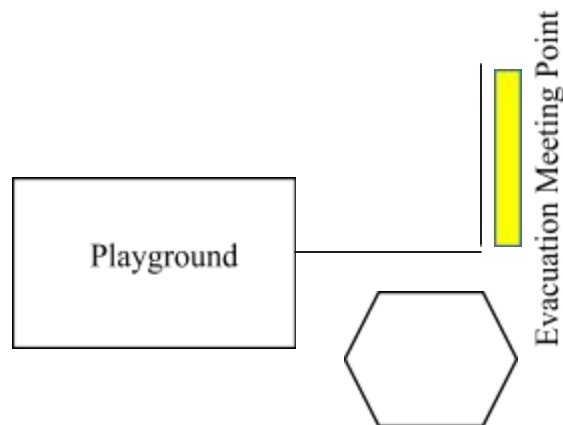
Evacuation Procedure- All children will be evacuated from the building by all teachers on the floor. Using the closest exits. Meeting point is east side of playground along exterior fence facing main road. If deemed safe all students and staff will be placed in playground till all students have been picked up. Water bottles and first aid kit located in playground.

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Severe weather, including floods, tornadoes and blizzards

Shelter-in-Place Procedure- If there is a fear of dangerous weather, staff should wait for a teacher or the Director to instruct them what to do. This instruction may come in person or via the radio. In no way should a staff member act in such a way as to incite panic among the children or other staff members. In the event that the children need to be taken to a more secure inside location, the Director will notify the group. If this happens teachers are to take emergency bags with them. Teachers are to escort all student to the back stairwell and down the stairs to have a spot again the wall where the student will bend and tuck of safety. Director/church staff will take roll call. After danger has passed

Director/church staff will check building. If able will move children to another location. Emergency contract will be made for student pick up.

Utility failure

In the event that power or water/sewer is unavailable we can continue care for approximately 30 minutes. If there is imminent danger, evacuate the building following the emergency procedures outlined above. The Director or Church staff member in charge will make a decision whether or not the Preschool should close. Parents will be notified to pick up their child if deemed necessary.

Hazardous materials, nuclear disaster

If relocation is necessary all students will be evacuated to our upper parking lot where they will be divided and placed in employee transportation. Once all students have been accounted for teacher/staff will transport all student to our relocation meeting points.

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Acts of terrorism, intruder

In the event that the building needs to be locked down due to an intruder, suspicious person, etc the Director will notify the teacher via radio or in person. All classroom doors should be closed, locked, all windows covered, lights turned off, and children need to be moved to a safe area of the room away from windows and doors. The teacher should keep the class emergency bag with her at all times. The lockdown will only be complete when the Director or a Senior Pastor/Executive Pastor, or church staff member comes to the classroom door and unlocks it themselves. They will then notify you IN PERSON that the lockdown is over and activities may resume as usual. In the case of an emergency all teachers are to call 911.

Bomb scare

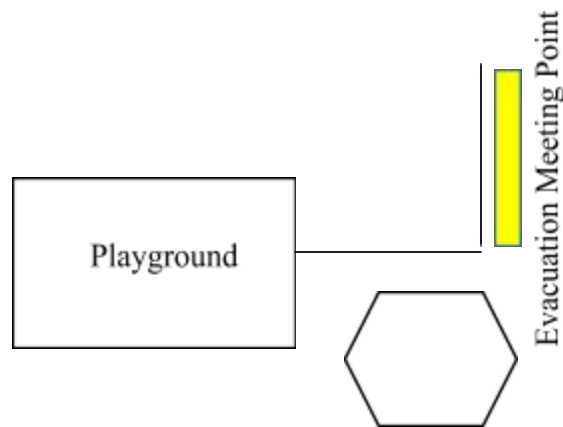
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Dangerous animal

Animal control will be called. Students will stay inside building in a safe location.

Police incidents near the facility, civil unrest

Building will remained lock and staff will be on alert.

Education/Communication/Drills

Staff will be educated and trained in these Emergency Procedures by Director/Church Staff Member.

at PCC on Orientation day.

To assure effective Emergency response, the following drills will be conducted:

Lock Down Drill

Fire Drill

Tornado/Weather Drill

Family Education

Sections of these Emergency Procedures of which families need to be made aware will be communicated by:
Enrollment Packet- Annually

Revisions

This plan will be kept current by the following process:
Email addendums and handed out annually

This plan outline has been prepared to help you identify contents for your program's Emergency Plan. Since each child care program differs in size, facilities, staff and diversity of services, there is no single template that works for all. As you build the plan for your program, your basic guiding principle should be common sense. Please note, it is critical that your plan be compatible with state, county and community ordinances and that you coordinate procedures with community emergency services and procedures. This website and CCA Global Partners, Inc. make no warranty as to the reliability, accuracy, timeliness or completeness of the information contained in this document, nor guarantee its suitability for your organization.