

# **Emergency Plan Policies**

**Grassland Mothers Day Out**

**Updated 8/10/15**

- **It is the responsibility of GMDO to prepare plans where by the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe weather, toxic fumes, electrical failure, or structural failure. In an emergency, evacuation of GMDO should proceed as rapidly and safely as possible.**

**These Plans Include:**

## **I. Lockdown Procedures / Intruder**

- a. Staff Duties**
- b. Designated Safe Places**
- c. Visitor policy**
- d. Emergency Response**

## **II. Emergency Procedures and Evacuation**

- a. Fire**
- b. Escape routes/plans**
- c. Reunification Process with Parents/Guardians**
- d. Inclement Weather**
- e. Flash Flood Warning**
- f. Illness or Injury**
- g. Utilities and Maintenance Emergency**

**The facility Directors shall create and present the completed plan at staff orientation and reviewed bi-annually. Floor plans/evacuation routes showing exits and drills public view. Drills will be held regularly.**

## **I. Lockdown Procedures - When there is a threat of violence or serious**

**incident that could jeopardize the safety of students or staff.**

### **DIRECTOR**

- **Announce via walkie talkie (or use runners to announce) that the school is "Under Lockdown."**

- Designate someone to call 911 and notify authorities.
- Check with the teachers (by calling or texting cell phones if it is unsafe to walk the halls or use two way radios) and account for all students.

### **TEACHERS**

- Clear hallways, moving all children into the classroom.
- Lock classroom doors.
- Turn off lights and shut window coverings/blinds.
- Move students and staff away from doors and windows.
- Have all students sit down against an interior wall, or in the assigned “safe place” in each room.
- Notify the director via two way radio (or via text message if deemed safer choice) if any child in your class is unaccounted for.
- Allow no one to leave the classroom until notified by the director/designee/emergency personnel.

### **If there is an unfamiliar person(s) in the building:**

- If a suspicious or unfamiliar person is comes to the door, do not open the door. Alert the Director or Designee immediately.
- If a suspicious or unauthorized person is spotted in the building, notify the director immediately. If there is no potential threat, ask them if they have registered in the office and lead them to the director in the office to check in.
- If welcoming a visitor into the school, politely greet them and identify yourself. As the person the purpose of the visit. Inform the person to register in the office.

- Walk away from the unauthorized person if they indicate a potential for violence. Notify the director immediately.
- Maintain visual contact with the person from a safe distance if possible. Call 911 and inform authorities.

**II. Emergency Procedures and Evacuation** – The safety of the children and staff members at GMDO is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff to insure the safety of the staff and children in the event of an emergency.

**FIRE:**

- Evacuate the area of the fire (always stay low, as smoke and heated gasses collect near the ceiling first).
- Activate the fire alarm if it has not activated itself by lifting plastic cover and pulling lever down.
- The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:
  - Yellow smoke – may indicate the presence of toxic gas. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
  - Gray smoke (with brown wisps) – may indicate electrical fire. Again, evacuate immediately and stay clear of the area.
  - Gray-black smoke – may indicate a primary fire. Evacuate immediately. Staff members may attempt to extinguish if it is contained in a small area and there is no severe danger of smoke inhalation.

- Ensure that no re-entry is attempted until authorized by the fire department.

**FIRE ESCAPE PLAN - All classrooms have an escape route posted in their rooms identifying their route of escape.**

Procedures for classrooms 105-109:

1. Teachers grab clipboard containing all student information and quickly ensure that all children are present (check bathrooms)
2. Exit through exterior doors located at rear of the classroom if deemed safe and clear and proceed through gates of gravel playground until you have safely reached back playground across the parking lot.
3. Keep children calm and in line. Upon reaching back playground, perform a headcount as well as checking clipboard with student names to ensure that everyone has arrived safely.
4. If a child is missing, notify the director or fireperson immediately with a description of the child and where they were last seen. DO NOT go back in the building to try to find them yourself. Remain with your class and keep them as calm and quiet as possible.
5. If your class is located in the gymnasium or lunchroom, follow the above procedures and exit through the closest exterior doors.
6. Remain on the playground until you have received an audible all clear (in drill situations) or further instructions from the director.

Procedures from classrooms 102-103

1. Teachers grab clipboard with student information located by exterior doors. The toddler assistant will immediately proceed to your area to aid in the evacuation of your children. The Director will also assist as soon as possible.

2. Place any new or non-walking children in evacuation crib (has wheels) and place the others in a line. (You may place all children in crib if necessary for quicker exit.) Ensure that all the children are present and quickly proceed to the back playground located across the parking lot in the rear of the building. (Continue with steps 3-6 as outlined above.)

Procedures for Assistant Teachers:

1. Each assistant should aide her designated teachers with the above stated evacuation process.
2. Assistants should perform a final sweep of classroom (and/or gymnasium or playground) including restrooms before exiting the building.

Director's Duties:

1. Establish communication between herself and GMDO staff through two way radios. She will assess the credibility of the alarm and then call 911 if threat is deemed real.
  - A. After evaluating the size and nature of the fire (or emergency) she will determine if the fire can be safely extinguished with one of the facility fire extinguishers

\* GMDO FIRE EXTINGUISHERS are located as follows:

  - Just outside of room 105 (3 yr. old class)
  - The Toddler Hallway
  - Supply Closet (fridge closet)
  - GMDO Office
  - Church Kitchen (located outside of gymnasium doors)
2. The Director will send a designated person to the nearest entrance near Hillsboro Rd to direct fire department vehicles.
3. Retrieve the master student information notebook and do a sweep of classrooms, bathrooms, hallways, and gymnasium to assure that everyone is out of the building or proceeding out of building.

4. Proceed to the playground and either give the all clear in case of a drill, or remain with teachers and students until help arrives. In case of a real emergency, begin to notify parents with the aid of the assistants and church staff.

## **NOTIFICATON OF PARENTS AND REUNIFICATION PROCESS**

1) If given permission by law enforcement and fire personnel, children will be moved to the west wing of the church facility (Eagle's Nest) for reunification with parents. If the entire church facility is deemed unsafe, children and staff will be relocated to Bethlehem United Methodist Church located at 2419 Bethlehem Loop Rd/ Franklin, TN 37069.

A. If relocation is needed, students and staff will be moved to Bethlehem UMC via GHBC church bus and emergency responder vehicles.

2) Parents will be contacted through our mass call system, ONE CALL NOW, which is preloaded with emergency contact numbers provided by families. This system can be activated through either either Director's cell phone (app) or through the main church office. Both a voice message direct call and text message will be sent immediately to parents with reunification instructions.

3) Teacher clipboards and Director's emergency clipboard will have backup contact information available for all students and staff.

4. GMDO staff will remain with children until all students have been reunited and signed out personally by a parent or guardian.

**INCLEMENT WEATHER - In the event of a tornado warning in our area, the children and staff will report to the fellowship hall and sit near the back wall closest to the restrooms.**

- Maintain a flashlight and voice contact through two way radios among staff members at all times.
- If there is an imminent threat (within five miles) direct all children to kneel down on their knees with their head between their legs, covering their head with their hands.

- Children should keep their shoes on.
- Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- AFTER ABSOLUTE CERTAINTY THAT THE STORM HAS PASSED,
  - Do a head count
  - Provide any necessary first aid and call 911 for any necessary response agencies.
  - Turn on and test utilities.
- Call 911 and notify all agents that services are needed.

**DURING THUNDERSTORM WATCH AND WARNINGS:**

- Advise all staff members of the weather condition.
- Monitor Doppler radar continuously through computer and weather radio.
- Cease any outdoor activity.
- Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter in a safe place mentioned above, call 911 and report it.

**If the preschool facility sustains damage, GMDO staff will work with church emergency personnel to move children to an area of the church facility deemed safe. The reunification process will proceed as outlined in the Fire evacuation section.**

**If facility is deemed unsafe, the children will be relocated to Bethlehem UMC and reunification process carried out as outlined previously.**

**FLASH FLOOD WARNING - Should there be an impending flood, we would contact the families and have them pick up their children early. We are affected by the creek that runs behind the church (only when a very, very large amount of rain is present). If children remain with the school until closing, we would monitor the situation very closely and take the children to upstairs areas for quiet and rest or play.**

When Flash Flood conditions are forecast, the following guidelines shall be used:

- Contact the on duty Director.

- Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- Make transportation preparations to move children and staff members in the event that evacuation is needed. (Follow reunification process.)
- Safe area to be evacuated is up the foyer stairs to the church sanctuary/foyer on second floor or Eagle's Nest located on third floor.
- Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- Evacuation:
  - If the facility is in a low lying area vulnerable to flooding, evacuation will be immediate.
  - If water is approaching building, 911 will be notified.
  - Evacuation is to follow the safest route possible as directed by emergency personnel (listen to weather and news reports for alternate routes as well). Maintain voice contact among staff members through two way radios (and cell phones when needed). GMDO staff will ensure all children and staff members are accounted for through use of clipboards before moving children, while moving children and once children reach designation.
  - If time and conditions permit, unplug all electrical appliances.
  - Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - All children and staff members with special needs are to be assisted as needed.
  - Conduct a second head count for children and staff members.
  - Do not approach or re-enter the building until consultation with the proper authorities.

**ILLNESS OR INJURY:**

- Minor Injuries -
  - Treat with first aid if needed. Evaluate periodically to see if further medical attention is required. Document treatments and evaluations in children's file. Consult family members.
- Major Injuries -
  - Employ first aid techniques as trained, if needed.



- If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.
- Call 911 , if immediate medical attention is required.
- No staff member should place themselves at risk in the rescue of an injured child or staff member. Call Emergency 911 and request the needed emergency responders.
- Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- Notify the Director.
- Treat immediately life-threatening injuries first in priority order:
  1. Impaired breathing - work efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock
  2. Heart or Circulatory - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
  3. Severe Bleeding - Act quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
  4. Shock - If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- Other injuries/illnesses should be treated in priority with respect to threat to life.
- Depending on the seriousness of the injury, the victim should be taken to a nearby hospital by ambulance, or driven by someone as determined by the Director.

## UTILITIES AND MAINTENANCE EMERGENCIES

- **GAS LEAK -**
  - If any staff member or children smells gas, act quickly. Activate fire alarm and begin evacuation process as in the case of a fire.
  - Open doors immediately.
  - Call 911 and report the possible gas leak.
  - Do not turn on any electrical switches on or off. Eliminate all flames.
  - Check all gas taps and turn them off.
  - If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
  - Do not return to the building until the fire department announces it is safe.
  
- **POWER FAILURE -**
  - The building's emergency lights, if so equipped, should come on automatically which are connected to our security/fire alarm system. Hallways and exits are illuminated throughout the building.
  - The center has flashlights located in the GMDO office and teacher's workroom. Spare batteries are also located in the teacher workroom in the brown cabinet.
  - In the event of a power failure, the director on duty should contact the local power company.

**If power is not able to be restored within 30 minutes, parents will be notified via ONE CALL NOW and school day will be ended early.**

