



Family Christian Academy Preschool

"Building Foundations for Faith and Learning"

Emergency Plan

General Information

The purpose of this plan is to describe the actions to be taken in an emergency to ensure that children and staff are kept safe from harm. Disasters which could potentially affect the Preschool include: hurricanes, severe storms, fires, criminal acts, and flooding. The safety and wellbeing of children and staff shall always take first priority over all other considerations.

In accordance with State Licensing, this plan will be reviewed by the Director and Staff at least annually and modifications will be made as needed throughout the year. Parents will be provided a copy of the plan at enrollment (within the enrollment packet) and updated copies will be distributed as changes occur.

Per licensing guidelines, fire drills will be conducted monthly, tornado drills will be conducted monthly from March through June, and site evacuation drills will be conducted semi-annually.

Concept of Operations

When an emergency happens, the Preschool Director, Assistant Director, and Administrator (Preschool Administration) will be notified immediately. Depending on the type of emergency, Preschool Administration will enact the appropriate emergency operations plan. The Director will work with First Responders to ensure the safety of all staff and children until they can be reunited with their parent or guardian. In the following sections of this plan each type of disaster that could affect the Preschool will be listed and the plan for response will be provided. The plans detail evacuation, sheltering in the Preschool, and Preschool lockdown.

Evacuate

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the Preschool, rising floodwaters, or an evacuation order issued by the police, fire department, or other governmental authority. Preschool Administration will order an evacuation. If the emergency is limited to a single building or area, staff and children will be moved a safe distance. If the entire Preschool has to be evacuated, staff and children will be moved to a predetermined evacuation site (Family Worship Center Church).

Preschool administration will notify parents and guardians via cell phone or evacuation site landline to pick their children up at the evacuation site. Additionally, parents will be notified of the evacuation and reunification procedures via the Remind notification system. In any evacuation, children will be accounted for (by their teacher according to the classroom roster) at the start and again at the completion. Children will remain with their teacher until reunited with a parent or guardian. Children will only be released to an adult named on the Restricted Pick Up Authorization; identification will be required.



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Shelter within the Preschool

Shelter within the Preschool will be utilized for emergencies including: severe storms, tornados, and/or other hazardous conditions in the area. Children and staff that are outside will be brought in, accounted for, and will return to their classroom. Classroom doors will be closed. If a storm gets very strong and windows are threatened, children and staff will be moved to interior classrooms and hallways. Staff members shall account for children and ensure that no one leaves the classroom/safe area. While seeking shelter within the Preschool, children will only be released to an adult named on the Restricted Pick Up Authorization; identification will be required.

In the event of a tornado warning, children and staff will be moved to their assigned tornado shelters:

- a. Infant Room: In cribs in the Infant hallway
- b. Crawler/Wobbler: In cribs along interior classroom walls.
- c. One's: In K1 classroom (Room 165) sitting along interior walls.
- d. Two's: In bathrooms along interior walls.
- e. Three's: In Wobbler and Crawler rooms along interior walls.

Preschool Lockdown

During a lockdown, the staff and children will remain in the Preschool with all doors locked. A Preschool lockdown can be used in emergencies such as escaped prisoners, criminals being chased by the police, threats made by known or unknown persons, or any other event that threatens the safety of staff and children.

The Director shall immediately notify Preschool management of the lock down and Preschool Administration will work together to get all children and staff to a safe area. Children or staff who are outside will be brought in, accounted for, and moved to their classroom or secondary safe area if they are unable to get to their classroom. Staff members shall account for children and ensure that no one leaves the classroom/safe area.

Staff and children shall remain in the classroom/safe area, with the door closed, lower the lights, and cover the windows if applicable. Staff and children will engage in quiet time activities until the all clear is announced. Parents shall be notified of the lock down no later than at the time of pick up on the date of the occurrence.



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Quick Response Guides

EVACUATIONS ALERT PHASE

What is the threat?

1. FIRE: Move children to fire exits and out of the building.
2. GAS SMELL: Move children to fire exits and out of the building.
3. WATER LEAK INSIDE: Move children away from the leak and contact Maintenance to ensure power is shut off to the affected area.
4. WATER RISING OUTSIDE: If time permits, evacuate building to an area ahead of the water. If water rises too fast, stay in the building and call for help.
5. HAZARDOUS MATERIALS RELEASE: If time permits, move children to an evacuation site. If evacuation is not an option, take shelter within the Preschool.
6. BUILDING DAMAGE: Determine severity and evacuate if needed.

ACTION PHASE

Primary Staff Actions:

1. Move children quickly and quietly to assembly areas inside or outside depending on the type of emergency.
 - a. Infants will be placed in evacuation cribs and moved to a safe location.
 - b. One year olds will be placed in buggies and moved to a safe location.
 - c. Two and three year olds will use the walking ropes and will be moved to a safe location.
2. Account for all children and staff - Children will be accounted for, by their teacher according to the classroom roster, at the start and again at the completion.
3. Check for injuries.
4. Pick up emergency information notebook and emergency evacuation pack (supplies) from the Office. (The notebook contains Pick up lists and contact information for all Preschool children.) Take Emergency Notebook and evacuation pack to evacuation site.
5. Pick up any Emergency medicine from Office (Epi-Pen's, etc.) and take to evacuation site.
6. If evacuation is required, notify parents/guardians of reunification location - Preschool administration will notify parents and guardians via cell phone or evacuation site landline to pick their children up at the evacuation site. Additionally, parents will be notified of the evacuation and reunification procedures via the Remind notification system.

Secondary Staff Actions:

1. Call 911
2. When possible, leave a staff person behind in a safe place to meet with first responders.

RECOVERY PHASE

1. After evacuation, does a danger exist in the building?
 - a. If yes, do not allow staff or children to go back in the building.
2. Is the area dangerous, with flood waters, live wires, etc.?
 - a. If yes, do not allow children or staff to go back in the area.
3. Who should you contact to find out when it is safe to return to the area?
 - a. Call the Police or Fire Department non-emergency number. If you don't know, then don't go.
4. Should children be brought back to the center after evacuation?
 - a. If the event was serious enough to evacuate then it should be evaluated for safety prior to return of children and staff.
 - b. Enact reunification plans, have parents/guardians pick up children at evacuation pick up point. Children will remain with their teacher until reunited with a parent or guardian. Children will only be released to an adult named on the Restricted Pick Up Authorization; identification will be required.

A Ministry of Family Worship Center
8919 World Ministry Ave * Baton Rouge, LA 70810-9099 * (225) 768-3024
P.O. Box 262550 * Baton Rouge, LA 70826-2550

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FIRE ALERT PHASE

1. Do you hear smoke detectors?
 - a. If yes, evacuate immediately.
2. Do you see smoke?
 - a. If yes, evacuate immediately.
3. Do you see flames?
 - a. If yes, evacuate immediately. Assist handicapped people out of the building.
4. Is the main exit blocked?
 - a. If yes, use your second exit. Always know two ways out.
 - b. If unable to evacuate the second floor K3 hallway, go to a safe location near a window. Hang something out the window to alert firemen that you need help.
5. Should you call the fire department from the center?
 - a. If any of the above applies, then evacuate first and call for help from a safe location.

ACTION PHASE

1. Begin fire evacuation procedures:
 - a. Infants will be placed in evacuation cribs and moved to a safe location.
 - b. One year olds will be placed in buggies and moved to a safe location.
 - c. Two and three year olds will use the walking ropes and will be moved to a safe location.
2. Account for all children and staff. Children will be accounted for, by their teacher according to the classroom roster, at the start and again at the completion. Ensure everyone is out of the fire departments way.
3. Pick up emergency information notebook and emergency evacuation pack (supplies) from the Office. (The notebook contains Pick up lists and contact information for all Preschool children.) Take Emergency Notebook and evacuation pack to evacuation site.
4. Pick up any Emergency medicine from Office (Epi-Pen's, etc.) and take to evacuation site.
5. Once everyone is outside stay there, remembering "Get out and Stay out."
6. If the fire is small, you may be able to put it out with a fire extinguisher. Only do so if you are trained to use it. Remember, keep the exit door behind you and never let the fire get between you and the exit. If the fire is too big for a fire extinguisher, get out and let the fire department address the fire when they arrive.
 - a. Remember these safety tips:
 - i. Always crawl low to the floor in smoke.
 - ii. Feel each door for heat before opening it.
 - iii. If your clothing catches fire, STOP, DROP to the floor, COVER your face with your hands, and ROLL until the fire is put out.

RECOVERY PHASE

1. Be ready to answer the fire departments questions:
 - a. Is anyone still in the building?
 - b. Is anyone injured?
 - c. Where did the fire start?
 - d. Is there anything in the building that could be dangerous to firefighters such as: gasoline, chemicals, propane, paint, etc.?
 - e. How long has the fire been burning?
2. Do not go inside the building until the Fire Department says it's safe to do so.
3. If unable to return to the Preschool, notify parents/guardians of reunification location - Preschool administration will notify parents and guardians via cell phone or evacuation site landline to pick their children up at the evacuation site. Additionally, parents will be notified of the evacuation and reunification procedures via the Remind notification system.

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FLOOD ALERT PHASE

1. Is there severe weather or a weather warning?
 - a. If yes, turn on the weather radio to get up to date weather information.
2. Is there a Flash Flood or a Flood warning?
 - a. If yes, turn on the weather radio to get up to date weather information.
3. Is water coming into the Preschool?
 - a. If yes, attempt to seal up areas where water is entering and notify the Maintenance department. If unable to evacuate, move children to the highest part of the building. Call 911 for help. DO NOT move children out of the building or into flooded areas, the water could be moving very fast.

ACTION PHASE

Primary Staff Actions:

1. Secure areas where water can enter.
2. Check nearby multi-story buildings for shelter.
3. Have first aid kit and Emergency medicine ready if needed.
4. Review responsibilities with staff.
5. Use evacuation procedures when needed.
6. Follow evacuation orders from first responders.

Secondary Staff Actions:

1. Notify Maintenance to turn off utilities before leaving to reduce fire hazard.
2. Enact reunification plan so parents and guardians know where to meet children.
3. If it is safe to do so, leave a staff member behind to inform responders and parents where the children have been moved to.

RECOVERY PHASE

1. Has the severe weather watch/warning been lifted?
 - a. If sheltered in place, return to normal.
 - b. If evacuated, begin return preparations.
2. Is the building damaged?
 - a. If yes, do not return to Preschool until the building has been declared safe for children and staff.
3. Is everyone accounted for?
 - a. Resume normal operations as soon as possible.

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SHELTER IN PLACE ALERT PHASE

What is the threat?

1. Severe weather or tornado:
 - a. Get information from the weather radio, TV, or phone.
2. Hazardous materials release:
 - a. Get all children and staff inside.
 - b. Close and seal all doors, windows, and vents.
 - c. Turn off air conditioning/heating and fans.
 - d. Turn off or extinguish an open flame device.
 - e. Keep radio or TV on to get bulletins.

ACTION PHASE

Primary Staff Actions:

2. Call 911 and tell them you are sheltering in place.
3. Move to interior of the building and locate an area that is safe and secure such as: interior hallways, bathrooms, or small rooms located within the center of the Preschool.
4. If it's a tornado, have children and staff seek shelter within their assigned shelter locations:
 - a. Infant Room: In cribs in the Infant hallway
 - b. Crawler/Wobbler: In cribs along interior classroom walls.
 - c. One's: In K1 room sitting along interior walls.
 - d. Two's: In bathrooms along interior walls.
 - e. Three's: In Wobbler and Crawler rooms along interior walls.
5. Make sure to have a weather radio, phone, water, and first aid kit in the shelter area.
6. Move evacuation pack, evacuation notebook, and emergency medicine to shelter areas.
7. Do not leave the building until the authorities give an all clear notice.

RECOVERY PHASE

1. Have you received an all clear from the authorities?
 - a. If so, return to normal operations.



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CENTER LOCKDOWN ALERT PHASE

1. Has there been a threat of criminal action against the center or any other type of criminal action in the area?
 - If yes, call the proper authorities immediately.
 - If yes, account for all children and staff, and move everyone inside the building.
2. Is a criminal or mentally unstable person present in the center, threatening some type of action?
 - If yes, get children and staff out of reach of the person. Place them behind a locked door.
 - If yes, call 911.

ACTION PHASE

Primary Staff Actions:

1. If a person is threatening or committing criminal acts, get children and staff away from the person and behind a locked door. CALL 911.
2. When possible, move children to a room where a second door can be locked. If you cannot lock the door, place an object in front of the door so that it is difficult to open.
3. If the person has harmed anyone, get to the injured person and perform first aid.

Secondary Staff Actions:

1. Account for all children and staff - Children will be accounted for (by their teacher according to the classroom roster) at the start and again at the completion.
2. If possible, keep other people away from the center.
3. If possible, have a staff member meet law enforcement responders outside the center and brief them on the situation. If not, stay on the phone until responders arrive.
4. Stand by to assist responders.

RECOVERY PHASE

1. Make sure that authorities have issued an "all clear", that the person or danger has been removed or otherwise rendered safe.
2. Return to normal activities as soon as possible.