

ERDMAN PRESCHOOL

EMERGENCY CONTINGENCY PLANS 2016

CLASSROOM AND PLAYGROUND INJURIES OR BEHAVIORAL INCIDENTS

Teacher(s) will notify Director of emergency situation and both will assess the situation. If necessary, Director will call to 911 while teacher administers first aid and/or calms child. A teacher from another class will assist if necessary and Director will assist after completing call. Children may be moved to a different classroom or area of the playground if advisable. In any situation Director will notify parents or emergency contact and a course of action will be determined. Teacher or Director will remain with the child until designated adult arrives. Injury or behavioral incident report will be filed.

MISSING CHILD

Teacher notifies Director.

Playground:

- One teacher stays with children while the other teacher(s) along with Director and Office Assistant search area last seen for 5 minutes (including Tower side, driveway, garden, wooded area, senior housing area). At that time Director calls 911. Parents are notified and a picture from the child's file is given to the Police along with a detailed description of the child's clothing and other pertinent information. Other children may be taken inside to minimize apprehension.

Inside:

- One teacher stays in each room while other teachers, including Director and Office Assistant search all classrooms, bathrooms, then all areas of church downstairs including sanctuary. Director will call 911 after 10 minutes. It is difficult for a child to leave the building due to locked doors, but there are many hiding places so a longer search time is necessary. Parents will be notified and a picture, along with other descriptive information, will be given to Police.

Off Site:

- Each child is with his/her parent or paired with another adult. Constant head counting is necessary. If missing, a Lead Teacher and available parents search area while the other teacher stays with the children. The Lead Teacher will call 911 after 5 minutes. Picture is in the child's file that is taken on the trip. Other descriptive information will be provided.

Abduction:

- Teacher(s) who witnesses an abduction will provide a detailed description of the abductor, including physical appearance, type and color of clothing and, if possible, the make, model, color and license number of any vehicle used in the abduction. Director will call 911 and notify parents. Picture of child and other descriptive information will be given to police.

BUILDING EVACUATION

In the event of a fire, natural disaster or other situation (such as chemical spill, bomb threat, building issue) requiring the evacuation of the building, we will do the following:

- Teachers must take attendance book (and their cell phones if easily accessible).
- Proceed along safest designated escape routes as posted in each classroom to the designated outdoor meeting place. Playground if exiting from back door, side yard of church - owned 334 First Parish Road if exiting from fire escape or front door of church.
- Scituate Fire Department will be contacted by Director via cell phone.
- Attendance taken when at meeting place.
- If we must leave the premises we will walk to (1) Gates Intermediate School or (2) Scituate Library or Senior Housing depending upon the safest route. Walking to Susan Duff's house, 367 Country Way, may be a third option. Attendance will be taken before leaving the program, once outside and again upon arrival at shelter.
- If it is necessary to leave either of these locations we will be evacuated by Scituate School Bus along with Gates School. Location to be determined by Scituate Police/Fire planning. Attendance taken outside of school, on bus and upon arrival at shelter.
- A disaster kit containing all emergency contact/treatment information, medication, first aid kit, snacks and books, paper and crayons will be taken.
- Parents will be notified of evacuation via staff cell phones.
- Children will be picked up from the temporary location by parents or designated alternate. Name of adult and pick up time will be noted in attendance book.
- DEEC notified of any emergency relocation once all children are safe and settled.

SHELTER IN PLACE

In some emergency situations it may be safer to remain in school until the emergency has ended. In severe weather situations that produce loss of power, heat or water we have the resources to continue to operate until our 2.5 hour session has ended. The building will retain heat for 2.5 hours. We also have extra clothing and blankets available if some children become cold. Windows provide natural light and flashlights are on hand if necessary. Bottled water is available for drinking and flushing toilets. Antibacterial hand wipes and Purell are available to clean hands. Snack utensils are disposable and any dishes can be stored downstairs and washed later. Our refrigerator will keep food items cool for 2.5 hours. We will continue with our normal activities. Parents will be notified that there will be no afternoon activities and must pick up their child at the end of the class session. If the weather forecast is for deteriorating conditions, parents or emergency contacts will be asked to pick up children immediately. We strongly advise our parents to be mindful of the weather and use their best judgment if sending their child to school. If severe weather is forecast well in advance teachers will notify their classes that school is canceled. If the Scituate schools have not already done so.

In the event of a tornado or hurricane, children and staff will gather in center hallway or, if time, in the church basement. Disaster kit will be brought with us. We will not return to classroom until it is safe to do so. Parents will be called to pick up their child.

In the event of an earthquake, children and staff will evacuate the building and move away from all structures, trees and overhead wires (in the field behind the school). If we do not have enough time to do this we will shelter in the center hallway or church basement. When it is safe to do so, parents will be called to pick up their child.

If it is safe to do so, the Director will turn off water, gas and electricity.

INTRUDER

In the event of an intruder our response will depend upon the location and nature of the intruder. We may evacuate the building or it may be safer to shelter in place until the threat is resolved.

Disruptive person already in the building:

Code word to initiate 911 call is "Where's Margaret". Teacher or Director will call 911. Code Front or Code Side means evacuate building via noted route and proceed to Gates. Code Back means evacuate by back stairs and proceed to senior housing. If evacuation is not advisable, school doors locked at top of front stairs, 4 day room hall and office hall. Children shelter in room furthest from disruption (Big room if in back. 4 day if in front)

Intruder outside the building:

At front door of church: If banging, yelling, etc. is heard teacher notifies Director to call 911 and Code Back evacuation may begin if advisable.

At back door: as above but Code Front to begin evacuation.

At fire escape: Code Front will begin.

If intruder calls school and asks to be let in we will

- pick up card (says intruder back door - call 911) and go to closest classroom to notify teacher.
- Person on phone asks for name and reason for needing to come in. "Are you on pick up list? let me verify that, I'll be down in a minute, please have your picture ID ready. I have a unhappy child here. Be right with you, etc." Gain as much time as possible by keeping intruder in conversation.
- If intruder does not gain entrance we will shelter in place until police arrive.
- If intruder gains entrance through back door, we will begin Code Front and evacuate to Gates School.

If we have a disruptive person already in the school , such as a parent or family member, an available staff member will call 911. we will gather children and shelter in the Big Room locking door to hallway or shelter in the Four Day room locking doors to hallways. We will remain there until police arrive and situation is resolved.

Changes to this plan will be made based on information/suggestions from Scituate Police and/or Fire Departments.