

**RAY OF HOPE
PRESCHOOL
EMERGENCY
RESPONSE
PLAN HANDBOOK**

Ray of Hope Preschool Emergency Response Plan Handbook

We have developed general operating guidelines, and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

TABLE OF CONTENTS

Emergency Response Plan.....Page 4
Emergency Communications.....Page 4
Goals.....Page 4
Scope.....Page 5
Evacuation Locations.....Page 5
On Site Evacuation.....Page 5
Safe RoomPage 5-6
Lockdown and Hide..... Page 6-7
Fire Evacuation.....Page 7
Off-Site Evacuation.....Page 7
Off-Site Remote Location.....Page 8
Family Reunification..... Page 8-9
Bomb Threat.....Page 9-10
Bomb Threat Checklist.....Page 10-11
Intruder/Hostage.....Page 11-12
Utility Loss or Failure..... Page 12-13
Medical Emergency..... Page 13
Pandemics.....Page 14
Terrorism.....Page 14
Emergency Phone Numbers.....Page 14
Signature Page.....Page 15
Site Plan Map Exits.....Page 16

EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. **This plan will be reviewed by all preschool staff annually.**

EMERGENCY COMMUNICATIONS

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions. In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that parents do not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility. The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:
 - Local media
 - The preschool website: www.rayofhopechristian.com

In times of emergency, general information will be shared with the community through major radio and television stations: *The staff of Ray of Hope Preschool will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.*

GOALS

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident, or medical emergency.
- Prepare students and preschool staff to take appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

SCOPE

- For purposes of this Emergency Preparedness Plan, preschool crises are organized into two categories: critical incident and medical emergencies.
- Critical incidents are events requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. They are not limited to natural and technological disasters, or security emergencies that adversely affect the normal operation of the preschool.
- Examples include: tornadoes, hurricanes, flooding, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, situations involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the preschool by law enforcement.
- Medical emergencies are those possible life threatening situations arising from health conditions as well as unintentional injuries.
- Examples include cardiac arrest, serious illness or condition, seizure, playground accidents, and acts of violence that require emergency medical treatment. Preschool staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies.
- Acts of violence will also require law enforcement involvement. A crisis incident, critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire preschool.

EVACUATION LOCATIONS

On-site Evacuation

There are several causes for evacuation utilized by the preschool.

Safe Room

- One is the typical on-site evacuation to a Safe Room, where students and staff are evacuated from their classrooms to a central “Safe Room” location in the preschool facility.
- Safe rooms are located in areas of the building that maximize the safety of occupants. A Safe Room is used when evacuation would place students at risk. Safe Rooms may change depending on the necessity and emergency conditions.
- The most common on-site evacuation would be in response to a tornado warning, structural hazard, or severe outside environmental hazard. *Our designated Safe Rooms are the restrooms inside of each classroom. If the classroom does not have a restroom, or students are away from the classroom, the restroom nearest the lunchroom and storage room are also designated safe rooms, as they also do not have windows and can be locked.*

Safe Room Procedures

Preschool Director

- Order a Safe Room Evacuation for students inside and outside the facility.

Communication will be by cell phone, word of mouth, or intercom.

- If warranted, the Director would shut off heating, ventilation and air conditioning to stop inflow of outside air into the building.

Teachers

- Immediately move to Safe Room (if it is safe to do so) using the closest route to designated Safe Room.
- Teachers will take attendance and account for all students. Report any missing students to the Director. Be prepared to announce a change in status (drop, cover and hold).
- If necessary, teachers may place towels along the bottom of doors. No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

Lock Down and Hide

When there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, gang violence or civil disturbance; the staff will lock the doors and place children in the safest place possible in their classrooms or the nearest safe room that can be locked. *Lockdown and Hide drills are practiced monthly.*

Lockdown and Hide Procedures

Preschool Director

- The Preschool Director or designee will make the following announcement using the building intercom, cell phones or runners: “Your Attention, Please. We are in Lockdown and Hide emergency and you must lockdown and hide immediately.
- Teachers lock your doors and move children to a safe place inside your classroom. Ignore all alarms and bells unless advised otherwise. Stay quiet and as still as possible, use furniture to hide under or behind.”
- Notify staff and classes outside to immediately move to Lockdown and Hide. Account for the students by making sure teachers have classroom rosters and emergency clipboards.
- Director or designated staff will call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the Preschool.
- Close and lock all doors possible.

Teachers

- Clear the hallway and bathrooms by your room moving everyone into the classroom or nearest Safe Room.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall or position behind furniture. Ignore all bells and alarms unless otherwise instructed. (intruders often set off alarms)

- Take attendance and be prepared to notify the Preschool Director of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Preschool Director gives the “All Clear” signal.

Lockdown/Get Out

If an immediate life threatening situation exists, exit immediately to a place of safety when possible.

Fire Evacuation is when staff and students are moved out of the preschool facility to a safe location outside the building. Students are directed to leave the building and assemble at a designated site outside the facility.

Fire Drill designated locations are along the walking path between the school and church building.

Procedures for Fire Evacuation

- Activate fire alarm or otherwise alert staff that there is a fire by use of cell phones and intercom.
- Evacuate the building quickly and calmly. Take attendance sheets and emergency clipboards.
- If caught in smoke, have everyone drop to hands and knees and crawl to exit. Pull clothing over nose and mouth to use as a filter for breathing. If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- If necessary, have staff person check areas where children may be located or hiding before leaving building. Report any missing children to the Director immediately.
- Gather in designated meeting place outside and account for all children and staff
- Call 911 from outside of building. Do not re-enter building until cleared by fire department.

Fire Drills are practiced twice monthly

Evacuation to Off-Site Locations

We would move children to off-site evacuation site, as a result of a natural disaster or facility hazard, or bomb threat in which the preschool building is damaged or considered unsafe. The staff and students would need to immediately relocate to a different building. In this case, the children are escorted across the field to the church building of Ray of Hope Christian Fellowship, located at 384 Raymond Rd. Shepherdsville, KY 40165. Children and Staff will walk to this location along the blacktop to the church, and remain there until the “All Clear” is declared, or until Parent Reunification has been organized and parents have been notified when and where to pick up children.

Off-Site Evacuation to a Remote Location

- In case of complete area evacuation due to toxic spill, explosion or gas leak, the local fire department will be called upon to escort student and staff to Ridgeway Memorial Library, at 127 Walnut St, Shepherdsville, KY 40165.
- In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, due to a large non-confined hazard our local government agency will determine the mass shelter locations. All staff members will accompany their assigned children to the shelter and remain with them while families are notified. After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by preschool staff to the Parent pickup location in response to the emergency incident for reunification. ***Students will only be released to persons who are listed on the student's enrollment form.***

Procedures for Off-Site Evacuation to a Remote Location

These procedures are used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

Preschool Director

- The Preschool Director will notify the Fire Department/Law Enforcement (911) that the preschool will need to be moved to a remote location as soon as possible.
- The Preschool Director will advise the teachers of the decision to implement the Off-Site Evacuation to a Remote location and begin evacuation procedures immediately.
- Announcing “Your Attention Please. For Safety Reasons, We are evacuating to our Off-Site Remote Location: As determined by our local government agency. We will be implementing Family Reunification from our Remote Location. This move will be made with the help of the Fire Department and once the Fire Fighters arrive we will follow instructions for relocation. We will move all children to our Safe Rooms at this time.”
- Teachers, take your class roster, and emergency clipboards as you exit to the Safe Room. Take roll and account for all students. Report any missing students to the Preschool Director. After receiving the alert for Off-Site Remote Location evacuation, guide students from the Safe Room for movement to the relocation site. Account for all children at the remote location.

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and a remote site location is needed.

Preschool Director

- The Preschool Director will inform the staff of the need to relocate and, if possible, have the relocation site information put on the preschool website: www.rayofhopechristian.com.
- The Preschool Director will notify the staff person at the relocation site to prepare for arrival of students.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification. Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Only release students to authorized persons after checking proof of identity and signing a student out. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

- Account for your children.
- Sign children out to authorized family members only. Check I.D.'s if necessary.
- Follow the instructions of the Preschool Director when you arrive. You may be asked to assist in staffing the site areas for pick up and release or help in calming parents.

Procedures for Other Emergency Events

Bomb Threat

• **CALL TAKER:** Upon receiving a message that a bomb has been placed in the preschool: Use bomb threat checklist (page 10-11) Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)

• Listen closely to caller's voice and speech patterns and to noises in the background. After hanging up the phone, immediately dial *57 to trace the call. Notify the Church Staff or the Preschool Director immediately if needed.

Preschool Director

- Preschool Director or Staff notifies law enforcement by calling 911.
- Meet or assign staff to brief emergency responder agencies outside the building.
- Notify staff through by intercom, cell phone, word of mouth: "Your Attention Please. A building emergency is in effect. All Staff and Students should remain in their rooms until notified otherwise. All two way radios and cell phones should now be turned off so they do not trigger hidden devices."
- A decision to evacuate immediately will be made with advice of law enforcement.
- Search the building and evacuate to an offsite location outside the building (blacktop between school and church will be used)
- Ensure staff member who received the call completes the Bomb Threat Checklist and gives to law enforcement official. If a suspicious item is located, notify law enforcement official, order an EVACUATION immediately selecting routes away from the suspicious item.

- Evacuate to our offsite location (as determined by local agency) DO NOT ACTIVATE the fire ALARM.
- Teachers and staff will leave doors open when exiting. Students and staff must be evacuated to a safe distance outside of school building(s) a MINIMUM of 1000 Feet is the general rule.
- Consult with Fire and Police officials. Arrange for person who found a suspicious item to talk with law enforcement official. No one may re-enter the building until fire or police personnel declare them safe. The Preschool Director and law enforcement will notify students, teachers to “All Clear” or for Family Reunification procedures.

Teachers and Staff

- Teachers and staff will check their classrooms, offices and work areas for suspicious items and report any findings to the Preschool Director. If a suspicious item is found – DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if suspicious items are found. Teachers and staff will evacuate using standard procedures and exit routes to evacuation site: Ray of Hope Christian Fellowship, 384 Raymond Rd. Shepherdsville, KY 40165, by walking children along the blacktop to the church.
- Teachers will leave classroom doors open when exiting; take classroom rosters and emergency clipboards. Teachers take roll after being evacuated. Be prepared to report the names of any missing persons to the Preschool Director.
- Keep your class together at the offsite evacuation location until given further instructions.
- If given the “All Clear” signal, return to the building and resume normal operations. If not, be prepared for Family Reunification procedures. *Family Reunification Guidelines will be followed if children need to be picked up from evacuation locations.*

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race _____ <input type="checkbox"/> Not Local <input type="checkbox"/> Region _____	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____ Time Remaining_____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package?_____

How do you know so much about the bomb?_____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

INTRUDER/HOSTAGE

Intruder – When an unauthorized person enters the school property:

- Notify Preschool Director and/or School Staff
- The Preschool Director may issue a Lock Down and Hide procedure at this time if needed.
- Ask another staff person to accompany you before approaching the guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the preschool office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on preschool property.
- If intruder still refuses to leave, dial 911 and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.) Maintain visual contact with the intruder from a safe distance.

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Preschool Director and/or school staff.
- The Preschool Director or Staff Member will announce Lock Down and Hide action.
- The Preschool Director or Staff Member will ensure students outside are notified of the Lock Down and Hide in order to move students to a safe classroom that can be locked.
- The Preschool Director or Staff Member will call 911 immediately. Give dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCK DOWN. Ask for assistance from hostage negotiation team.
- The Preschool Director will give control of scene to police and hostage negotiation team.
- Teachers and staff will implement Lock Down procedures upon hearing the alert. If outside, move to safe classroom or area and wait for further instructions.
- Everyone should remain in Lock Down until given the “All Clear” or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

UTILITY LOSS OR FAILURE

Utility failure is the loss of or interruption of electrical power, natural gas, water or sewage services to the school. The most common utility failure results from power outages. In certain situations, students may need to be relocated until the power is restored.

Preschool Director

- Upon notice of loss of utilities, the Preschool Director will initiate appropriate immediate response actions, which may include Off-Site Evacuation or Evacuation to a Remote location.
- The Preschool Director may direct staff to shut off utilities, as deemed necessary.
- The Preschool Director or Staff Member will contact the local utility company and determine the anticipated duration of the outage.
- The Preschool Director will determine whether the school should be closed. If so, parents are to be notified to pick up their children.
- In the event of a gas leak, the Preschool Director will direct staff to call 911, give name and exact location of the school, state the emergency, identify affected area(s) of the building, and announce the school is Evacuating to the Off-Site Location across the field, Ray of Hope Christian Fellowship.
- For gas leaks, the Preschool Director will order an EVACUATION and open windows and doors. DO NOT ACTIVATE THE FIRE ALARM.
- The Director or Staff members will turn off appropriate utilities when possible.

- If evacuating, teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at the outside meeting area along the back fence line, take attendance and report any missing students to the Preschool Director.
- Teachers should be prepared to evacuate students to the Off-Site location site at Ray of Hope Christian Fellowship, by walking the children on the blacktop to the church and notify parents about Family Reunification, at the Off-Site location.
- Do not allow anyone to re-enter the building until the facility has been deemed safe.
- Turn off utilities and seal off the high risk area, if necessary or possible.
- The Preschool Director will dial 911 for medical emergencies.
- All Staff are CPR/first aid certified and will administer medical aid until EMS arrive.
- No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

MEDICAL EMERGENCY

Preschool Staff Response –We have CPR and First Aid

- Quickly assess the situation. Make sure the situation is safe for you to approach.
- Examples of danger include, but are not limited to: Live electric wires, Gas leak, Building Damage, and Animal threat.
- Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness. Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location (room number); describe illness or type of injury, and age of the victim(s). Immediately inform the Preschool Director.
- Protect yourself against contact with body fluids (blood borne pathogens). Administer appropriate first aid according to your level of training until help arrives. Comfort and reassure the victim.
- ***Do not move the sick or injured unless the scene is unsafe.***
- If the victim is not breathing or there is no pulse, begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing.

Preschool Director

- Direct staff to call 911, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/CPR training to the scene.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital.
- Notify parent or guardian of the situation, including type of injury or illness, medical care given, and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Develop and maintain written documentation of the incident. Follow up with the parents or guardians.

PANDEMIC FLU/CONTAGIOUS DISEASE

- We will enforce illness exclusion policies for children and staff - sick children and staff must stay home or will be sent home. Daily Morning Health Checks will be utilized in order to prevent illness.
- Illness logs are kept by each teacher.
- School will be closed as necessary due to pandemic illness. Check preschool website, for notifications.
- Follow simple guidelines: Keep Sick Children Home. Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough. Wash your hands often, especially after using a tissue or helping a sick child.

Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

Terrorism

The federal Department of Homeland Security tries to communicate the level of threat by using a system called the Homeland Security Alert System (HSAS). Director and Staff should always be on the lookout for unusual persons or things such as:

- Unusual unsolicited deliveries
- Suspicious items left around the outside of the facility
- Individuals “hanging around” for no apparent reason

Enforce facility security. Ensure that all visitors are identified and appropriately cleared before they enter the facility.

- Bear in mind that the criminals/terrorists may have multiple attacks planned.
- Notify authorities as soon as possible
- Follow evacuation plans for Bomb Threats

All Emergency Response Plans are reviewed annually.

Emergency Phone Numbers

Police, Fire, Medical Emergencies: 911

Poison Control: 1-800-222-1222

Gas – Louisville Gas: (502) 589-1444

Electric-Salt River Electric: (502) 955-9732

Water- Louisville Water: (502) 583-6610

Child Abuse, KY Hotline: 1-877-597-2331

Ray of Hope Christian Fellowship (evacuation) (502)921-2518

Ridgway Memorial Libraary (remote evacuation) (502) 543-7675

Ray of Hope Preschool: (502) 543-1857

RAY OF HOPE PRESCHOOL EMERGENCY RESPONSE PLAN HANDBOOK

On _____, I _____, read and understood this
Emergency Response Handbook in full.
Signature_____