



**EARLY LEARNING PLACE  
PRESCHOOL  
EMERGENCY RESPONSE  
PLAN HANDBOOK**

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**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, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.**

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# EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communication 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: <https://www.wpcfw.org/earlylearningplacepreschool>

In times of emergency, general information will be shared with the community through major radio and television stations:

*The staff of the Early Learning Place 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 incidents 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, outside gang activity.

*Our designated Safe Rooms are located across from the Director’s Office.*

### 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 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, 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 backpacks
- 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
- 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 back fence line of the parking lot in the back of the church.*

### **PROCEDURES FOR FIRE EVACUATION**

- Activate fire alarm or otherwise alert staff that there is a fire by use intercom or cell phones
- Evacuate the building quickly and calmly
- Take attendance sheets and emergency backpacks.
- 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 of Latter Day Saints, 5001 Altamesa Blvd, Fort Worth, TX 76133. Children and Staff will walk to this location across the open field 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, children would be moved by the Fire Department to Edgepark Methodist Church, 5616 Crowley Road, Fort Worth, Texas, 76134. 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, parents, 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: Edgepark Methodist Church, 5616 Crowley Road, Fort Worth, TX 76134 (817)293-5140. 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 Room at this time.”*

### Teachers

- Take your class roster and emergency backpacks as you exit to the area.
- 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 to 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 church staff of the need to relocate and, if possible, have the relocation site information put on the preschool website: <https://www.wpcfw.org/earlylearningplacepreschool>.

The Preschool Director will notify the church 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 7)
- 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 (fence line).
- Ensure staff 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 (Church of Latter Day Saints).
- **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:
- Church of Latter Day Saints, 5001 Alta Mesa Blvd., by walking children across the field to the church.
- Teachers will leave classroom doors open when exiting; take classroom rosters and emergency backpacks.
- 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.*

**BOMB THREAT CHECKLIST**

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of a bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Age: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number (including area code) at which call was received: \_\_\_\_\_

**Notes:**

Caller's Voice – Circle as applicable:

<i>Calm</i>	<i>Nasal</i>	<i>Angry</i>	<i>Stutter</i>
<i>Excited</i>	<i>Lisp</i>	<i>Slow</i>	<i>Raspy</i>
<i>Rapid</i>	<i>Deep</i>	<i>Soft</i>	<i>Ragged</i>
<i>Loud</i>	<i>Clearing Throat</i>	<i>Laughter</i>	<i>Deep Breathing</i>
<i>Crying</i>	<i>Cracked Voice</i>	<i>Normal</i>	<i>Disguised</i>
<i>Distinct Accent</i>	<i>Slurred</i>	<i>Familiar</i>	

If voice is familiar, whom did it sound like? \_\_\_\_\_

Background Sounds: \_\_\_\_\_

**INTRUDER/HOSTAGE**

**Intruder – When an unauthorized person enters the school property:**

- Notify Preschool Director and/or Church 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 church 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 interruption of electrical power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. 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 Off-Site Location across the field to Church of Latter Day Saints.
- 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. (See map on page 13 for gas and utility shut off locations)

## Teachers

- 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 Off-Site location site at the Church of Latter Day Saints by walking the children across the field 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.

**(See map on page 13 for utility shut off locations)**

## **MEDICAL EMERGENCY**

### **Preschool Staff Response – All Staff are First Aid and CPR Certified**

- 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, ask someone to retrieve the Automated External Defibrillator (AED) located in the church Narthex at the end of the preschool hallway and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.

### Preschool Director

- Direct staff to call 911, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/AED 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 and 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:

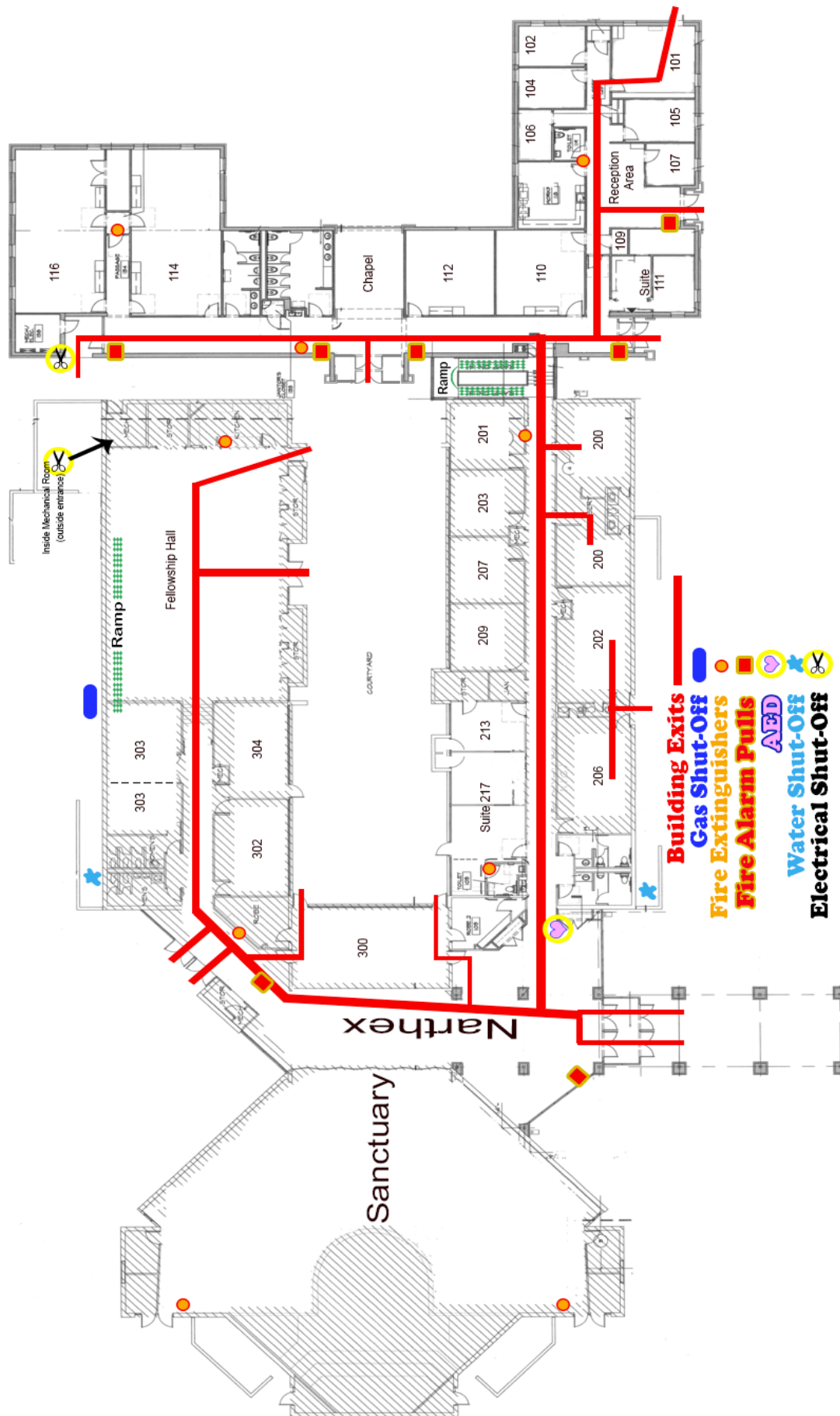
- Unusual unsolicited deliveries
- Suspicious items left around the outside of the facility
- Individuals “hanging around” for no apparent reason
- *Enforce facility security. Ensure that all visitors are identified and appropriately cleared before they enter the facility.*
- Bear in mind that the criminals/terrorists 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**

<i>Police, Fire, Medical Emergencies</i> .....	911
<i>Poison Control</i> .....	1-800-222-1222
<i>Gas – Atmos Gas</i> .....	1-866-322-8667 (24/7)
<i>Electric-Star Tex Power- Oncor</i> .....	1-888-313-4747
<i>Fort Worth Water</i> .....	817-392-4477
<i>Child Abuse</i> .....	1-800-252-5400
<i>Church of Latter Day Saints (evacuation)</i> .....	817-292-4230
<i>Edgepark Methodist (remote evacuation)</i> .....	817-293-5140
<i>Dr. Don Hogg, Church Minister</i> .....	817-994-9343
<i>Early Learning Place</i> .....	817-292-1155





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# Early Learning Place

## EMERGENCY RESPONSE PLAN HANDBOOK

On \_\_\_\_\_, I \_\_\_\_\_, read and understood this  
Emergency Response Handbook in full.

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Signature