



Parkview Christian Childcare Center

**EMERGENCY
RESPONSE PLAN
HANDBOOK**

These are our guidelines for critical events and emergencies. In all events we still need to use good judgement and common sense.

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In the event an emergency occurs during operation hours. The safety of children and staff is our first priority.

Our second priority the reunification of parents with their children.

Please keep phone lines open for emergency communication.

Our staff will do all they can to protect life, and keep personal injury down to a minimum, while cooperating with local emergency preparedness agencies.

Goals

*The primary goal of this plan is to protect our children, our staff and Parkview Ministries properties.

*Provide our parents with guidelines and procedures for emergency events.

Scope

Emergency Preparedness plan for critical and medical emergencies.

Critical events immediate response from public safety agencies. The preschool will manage until public safety officials arrive.

Examples : tornados, flooding, hurricanes, severe weather, terrorist attacks, fire, hazardous material spills, a hostage situation or kidnapping, threats involving weapons, explosions and suspects being pursued in our area.

Medical emergencies are possible life threatening, arising from health conditions as well as playground accidents, acts of violence, which will require emergency medical treatment.

Evacuation Locations

On site Evacuation

Safe room— a safe room is used when evacuation would place the children at risk. The most common on-site evacuation would be in response to a tornado warning, environmental hazard or gang activity. Our designated room is located in the Sanctuary (cry room).

Director: designates a evacuation to safe room. Teachers would move children immediately.

Lock Down and Hide

The director announces procedures by cell phones or runners.

Teachers lock doors and hide children in their classrooms. (Ignore all bells and alarms).

Stay quite as possible.

Director notifies authorities 9-1-1 we are in lock down and hide emergency.

Teachers clear hallways and bathrooms, lock your doors, turn off your lights, shut blinds and windows.

Take attendance

Allow no one outside of the classroom until all clear signal.

Lock down/Get out

If life threatening situation exists and you can exit immediately to a safe place.

Fire Evacuation

Evacuate the building quickly and calmly. Take count of children, notifying director if any are missing. Children go to fence line of parking lot.

Fire drills are practiced once a month.

Evacuation to off-site Location

We would move children to an off-site location, due to a natural disaster or facility hazard or bomb threat, and the building is considered unsafe. In this case, the children would be transported to CENTRAL CHRISTIAN CHURCH 4901 W Lakeshore Dr. Waco TX. 76710. Contact person Sharon Becerra 254-776-7768.

Family Reunification

Director will inform staff of the need to re locate. Director will call staff at the re location site. The relocation site will have a secure area to hold our children. Set up area for parents/guardians to sign children out. We will only release students to authorized person. We will check proof of identity.

Procedures for other Emergencies

Bomb Threat

Director notifies law enforcement by calling 911

Notify staff

Evacuate immediately. Leave doors open. Meet emergency responders outside the building.

All cell phones turned off.

Intruder/Hostage

Ask intruder the purpose of his/her visit. If not legitimate ask them to leave. If they refuse to leave: call 911 give description of intruder.

Hostage situation

Lock door and hide mode

Call 911 tell them we are in lock Down. Upon arrival, director will give law enforcement control of situation. Everyone stays in Lock Down until "All Clear" is given.

If taken hostage

Try not to panic

Utility Loss or Failure

In certain conditions the school may need to be closed and parents will be called to pick up their child/children.

Medical Emergency

All staff are First AID and CPR Certified

Assess the situation quickly.

Call 911

Do not move the sick or injured unless safe to do so.

Pandemic Flue/Contagious Disease

We will enforce illness exclusion policies for children and staff. Please keep sick children home.

Terrorism

The Department of Homeland Security tries to communicate the threat level by using a system called Homeland Security Alert System (HSAS).

Notify authorities as soon as possible.

Emergency Response Plans are review annually

Emergency Phone Numbers

Police, Fire, Medical Emergencies 911

Poison Control 1-800-222-1222

Gas Atmos 1-888-286-6700

Electric Hudson 1-800-527-2714

City of Waco Water 254-299-2489

Child abuse 1-800-252-5400

Safe room - The cry room in sanctuary

Fellowship Hall - Maintenance closet (lock from inside)

Fire drills: Children go all the way to the back of parking lot (by dumpster).

Leave the premises to: Central Christian Church

4901 W. Lakeshore Dr.

254-776-7768

Parkview Christian Childcare Center

Emergency Response Plan Handbook

On _____ I _____, read
and understand this Emergency Response Handbook.

Print

Sign

Date