

## **St. Michael's Episcopal Day Preschool Emergency Disaster Plan**

In the case of any sort of emergency, accident, weather condition or earthquake, St. Michael's Preschool goal is to be prepared to meet the physical needs and psychological support of the children and staff.

**The following plan outlines our emergency plan and procedures.**

### **1. Responsibility:**

#### **School-**

The school will retain responsibility of all children on the premises until they are released to a parent, guardian, other designated person, or until they have been transported to an official evacuation center. In which case, selected staff will remain with the children until all children have been reunited with their families. Any relocation site's name and address will be posted.

#### **School Employees-**

All employees will remain on premises as designated by law. Each employee has their designated emergency duties and may not leave until given official permission by Director or acting Director.

#### **Parents-**

Parents should listen to radio/television for progress reports on the disaster. We will also be following official instructions via radio. If you are able to reach the school without danger to yourself or without interference with disaster workers, you should pick up your child. Remember children will only be released to parents, guardian or to other designated persons on their emergency card.

**Parents are required to provide the following disaster supplies for their child/children –an Econo-life pack (purchased from school) and provide a “Comfort Baggie”.**

**The comfort baggie should include the following items:**

- **Emergency Card**
- **Picture of family**
- **Note to child**
- **Small toy**

## **2. In Case of Fire we will perform the following 4 steps:**

**Save lives:** Evacuate any person in immediate danger.

**Sound alarm**

**Report fire**

**Contain fire-** Staff will use a fire extinguisher. If it's safe. The designated staff will close all doors, windows and shut off electricity and gas.

**Evacuate Children:**

As soon as a fire is discovered, an orderly evacuation of the building will begin as done in our monthly fire drills. Building will be checked to assure that all children are out. Our evacuation site is on the far side of Esperanza street.

**At the Evacuation site-**

All children and staff will be accounted for, children reassured, first aid administered if needed. Building will not be reentered until permission given by fire officials.

## **3. In Case of an Earthquake:**

**During an earthquake**

Staff will shout "Duck, and Cover." Children will follow instructions as practiced in earthquake drills every month. Staff will do the same.

**After an earthquake**

All staff will check their group for injuries. By voice should all adults will verify they are safe. Predestinated staff will check all areas of the building and a safety check. Classes/groups will calmly walk to our prearranged evacuation site in the parking lot.

**At Evacuation site**

All persons will be accounted for, reassurance given to children, and staff will begin their Emergency duties. These duties include a Command person, Supply person, First Aid person, and Morale persons. Staff emergency jobs are listed on the Emergency Care and Disaster Action Plan form posted in the school hall.

## **4. In Case of a Power Blackout:**

The staff will have the children FREEZE, where they are until alternate lighting can be obtained. Each classroom has an Emergency supply box that includes flashlights. If power failure occurs in the daytime, and weather is nice we will transfer all activities to the playground. If it is very hot outdoors, we will find the coolest possible area where there is shade. We will utilize emergency supplies to keep children comfortable. Children will be reassured. In the event, that the power out prior to the 6:15am, School will be closed. Do not bring your child to school. If you are unsure the school's power is out, please call first. If the power is out for more than an hour, the emergency will be assessed. If it is decided that the school will be closed, you will be phoned. If phones are out we will remain on site and follow all official emergency instructions via radio, TV, ect.

**5. In Case of Flooding:**

If it is safe to remain in the building we will do so, unless ordered to evacuate. If the grounds are flooded we will wait for official assistance. Emergency supplies will be used to keep the children comfortable. Children will be reassured. If assistance is not forthcoming, we will get the children to the highest possible location.

**6. In case of a Tornado:**

If there is sufficient warning, children can be picked up by their parents. Children who are at school during the tornado warning will be kept indoors and taken to our inner hall. A door and window will be left open to allow air to move through, care will be taken to stay out of the path of debris. Children will be reassured. Emergency supplies will be used as needed.

**7. Any other emergency:**

We will follow instructions of the Community Warning System, police, or other officials. We will reassure the children. As necessary we will stay inside the building or evacuate. Emergency supplies will be used as needed.

**8. Fire Drills and Earthquake drills will be conducted each month.**

**Parent signature:** \_\_\_\_\_ **Date** \_\_\_\_\_