

LITTLE TREASURES PRESCHOOL EMERGENCY RESPONSE PLAN



**Approved by Little Treasures Board of Directors January 28, 2015
Updated 9/2018**

SAFETY: The staff of Little Treasures Preschool will always strive to protect our students. In the event of an emergency, we will do our best to keep students safe and will cooperate with local emergency preparedness agencies. All staff will be trained in emergency response procedures within 90 days of hire.

ON-GOING SAFETY PROCEDURES:

Locked Doors. Little Treasures front door will be open during drop-off and pick-up times. A staff member will be in the front offices at all times when the front door is unlocked. Doors will be kept locked at all other times throughout the day. A buzzer system will be located at the front door and day care entry so parents or others may be admitted when doors are locked.

Panic Buttons. All staff will be issued lanyards with panic buttons and entry keys. Lanyards will be kept at Little Treasures and worn when staff and students are present. When activated, panic buttons contact the security company. The security company will then try to contact Little Treasures. If contact and code are not successful or correct, the security company will dispatch emergency services to Little Treasures.

<u>Safety Items</u> Little Treasures will keep the following emergency preparedness items on hand:	IN KIT: Student roster Staff roster Emergency response plan Site plan Towels Duct tape Rope Tarp	ON HAND: First aid kit Gloves Blankets 5 gallons of water Food and snack items Flashlight (rechargeable in pantry)
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PARENT GUIDELINES:

Parents may be notified of an emergency and child pick-up information in a number of ways: phone calls, local law enforcement notification, social media postings, notification from the school district, text messages, etc... If an emergency occurs during preschool hours, please keep phone lines free for emergency responders. Do not drive to the preschool unless it is safe to do so and/or you have been directed by preschool staff or emergency responders to pick up your child. Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release, and possibly from an evacuation location (the library, county arena building, or high school). Parents or approved emergency contact adults should bring identification to the reunification site.

STANDARD RESPONSE PROTOCOL:

Director and/or administrative assistant will call 9-1-1 and all staff will press panic buttons. One of the four following response codes will be communicated to staff and staff will respond accordingly:

LOCKOUT

Bring students into the building
Increase situational awareness
Take roll
Conduct preschool as usual

LOCKDOWN

Lock classroom door
Turn out the lights
Close blinds
Move away from sight
Maintain silence if possible
Wait for responder to open door
Account for students

EVACUATION

Teachers take sign in sheet and emergency contact lists and lead students to library, county arena building, or high school
Students with disabilities will be pre-identified. Teacher assistants will help child evacuate, carrying the child or pushing wheelchair as needed
Assistant teacher checks bathrooms, closes classroom door, and follows students to evacuation site
Teachers take roll and notify emergency responders if missing, extra, or injured students

SHELTER

Close and lock doors
Close blinds
Direct children to shelter in interior bathrooms, beneath tables or teachers desk
Direct children to crouch, cover head, and hold still

SEVERE WEATHER
(including tornadoes or wind events)

- * Follow **SHELTER** protocol.

FIRE

- * Pull fire alarm located in main hallway
- * Call 9-1-1 and press panic buttons
- * Follow **EVACUATION** protocol

BOMB THREAT

- * Call 9-1-1 and press panic buttons
- * Follow **EVACUATION** protocol

HAZARDOUS MATERIAL RELEASE

- * Call 9-1-1 / press panic buttons
- * Follow **SHELTER** protocol

INTRUDER OUTSIDE

- * Call 9-1-1 and press panic buttons
- * Secure the building
- * Follow **LOCKOUT** protocol

INTRUDER INSIDE

- * Call 9-1-1 and press panic buttons
- * Follow **EVACUATION** or **LOCKDOWN** protocol

ACTIVE SHOOTER

- * Call 9-1-1 and press panic buttons
- * **ESCAPE** if possible (all staff and teachers through doors or windows, if necessary). Account for all staff and students and notify emergency responders if any are missing.
- * If escape is not possible, follow **LOCKDOWN** protocol