**Little Saints Comprehensive Learning Center**

Emergency Preparedness Policy

**CODE GREEN:** **Evacuation Plan**

Notification: As soon as a staff member is aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an evacuation, the staff member shall immediately notify the Director, Program Coordinator and Teachers by the fastest means possible (phone or direct contact) and isolate the incident.

Staff Members:

1. Signal and announce evacuation: **CODE GREEN**
2. Emergency Kits/Emergency information will be taken when the safety of children is not compromised.
3. All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.
4. Call 911, identify yourself, and identify crisis. P.D. (615) 862-4700 or F.D. (615)862-8600.
5. Take attendance to make sure all children are accounted for.
6. Contact evacuation site (Born Again Church)
7. Parents will be notified of the evacuation
8. Announcements will be made when possible on TV or Phone
9. Transportation to evacuation locations, children will walk or be driven by all staff members in a crisis. All transportation safety measures will be taken to the best of our ability, but getting children to safety is our priority.

**Evacuation Site**: Born Again Church

858 W. Trinity Lane

Nashville, TN 37207

615-228-9287 or Administrator of Born Again Church Cell No. (615)500-3968

**Evacuation Response Assignments:**

1. Locate the Red Emergency Crisis Binder & Emergency Number Binder in the classroom
2. Locate the Medical Bag & Epi Pen Bin
3. Locate Activity Bag after everyone is evacuated

**Parent Reunification:**

Reunification is the process of reuniting children with their parent, guardian or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed.

Parents/guardians will be directed by Little Saints/Born Again Christian Academy or public official by phone, tv, radio, website, or other social media as soon as it is SAFE.

1. Parents/guardians will be provided information to evacuation site.
2. Contact information for Director Mrs. Frances (615) 496-8507 (cell) or contact their child’s teacher by cell phone.

**Release:**

Children will only be released to parents/guardians and to emergency contacts on pick-up list (proper identification will be required).

**CODE RED: Lockdown/Safe Place Plan**

Our mission is to provide a safe childcare and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed if an intruder attempts to invoke harm to children, staff and volunteers at Little Saints Learning Center/Born Again Preschool.

How to Respond:

The first person that is aware of the situation, immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, cellphone, etc.

The Director or designated staff member announces, “CODE RED”. This will signal the activation of a LOCKDOWN. Director or designated staff member notifies police by calling 911 or direct line (615) 862-4700 for police department.

**Indoor crisis**:

1. If doors are open, bring all children inside, lock all doors, and quickly move to a SAFE PLACE ROOM.
2. LOCK all doors to safe place room, close all windows, draw all shades and shut off lights.
3. Children, staff, and visitors should remain in safe area away from windows and doors without talking until lockdown has concluded.
4. Staff can use shelving, bookcase, or any other heavy furniture to put in front of locked door to add additional barrier.
5. Staff should take attendance to account for all students.
6. Keep children calm.
7. If any children or staff member is unaccounted for, notify the Director or Program Coordinator or other designated staff member upon completion of lockdown.
8. If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with door shut until it is safe for them to exit.
9. If children and staff members are on the playground and hear “CODE RED”, we ask that staff gather children and assemble them behind the portable or behind the storage shed. Staff will stay with children until the “all clear signal” directive is given.

\*In the event of a CODE RED/Lockdown/Safe Place Plan we will use the nationally accepted “RED BIRD PLAN” for the children. This plan is a way of preparing children for dangerous situations in a developmentally appropriate way.

The classroom has a place designated as the RED BIRD NEST. The phrase “RED BIRDS FLY TO YOUR NEST” is the signal for children and teachers to go to the designated area. We will remain there until all clear signal is given. We will have the red emergency binder, flash light, lockdown kit stored in the room, water/snacks/ porta-potty, doors will be locked in the room, shades will be drawn, attendance will be taken and everyone will be crowded and a bit uncomfortable, but safe. All emergency numbers are in the lockdown kit as well. The plan is used as a preventative and proactive response to anticipated emergencies. Due to the unpredictable nature of these types of situations, no guarantee of safety shall be implied using the RED BIRD PLAN. However, the regular practice and training of staff will be a step-in response to dangerous or threatening situations. We hope - as you do - to never have to use this plan in a real situation.

Emergency Supplies/Lockdown Kit:

In a short-term 72-hour emergency, we have supplies in eight basic categories that are stored in a large sturdy container called our “Lockdown Kit”:

1. Important papers, emergency contact list
2. Water
3. Food
4. Clothing
5. First Aid
6. Sanitation
7. Comfort and Safety
8. Communication

**Communication plan for parents**:

**Parents in Case of School Emergency**:

1. We will make sure that parents know children are safe what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.
2. Parents that have children with special needs or infants will be called first.
3. Although your first reaction would be to call or rush to your child, please follow the tips listed below:

* Do not call or rush to your child’s childcare or preschool. Phone lines and staff are needed for emergency response efforts.
* Tune in to the local TV/radio stations for official news alerts.
* Check Born Again Christian Academy website ([www.bornagainchristianacademy.or](http://www.bornagainchristianacademy.or)g) or social media sites for updates.
* Rely only on official communication from childcare, preschool or public safety officials.
* Listen for official communication regarding reunification with your child.
* All parents will receive a copy of this policy in this Parent Handbook upon their child’s enrollment. Written notification will be given of any updates.
* A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see Evacuation Drill Log.
* Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

**Emergency Closure**

There will be times when it is not safe for the children to come to the child care center, such as severe weather or power outages that occur before we open for the day and it may be unsafe to stay due to an emergency situation. To reduce confusion when closing, it is important to have an emergency closing plan which everyone is familiar. The director will make the decision and contact parents by email and have the teachers to text parents as soon as possible. We will take into consideration when it’s wisest to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitor for any other local emergency situations.

Emergency Drills and Procedures Checklist Include

* Plan the drill
* Talk the drill
* Walk the drill
* Run the drill
* Evaluate the drill

Emergency “Missing Child”

* Teaching staff immediately conduct a thorough search of the immediate surroundings.
* Call 911 or Emergency Number
* Notify parents
* The Department of Education/Licensing Regulations will also be notified.

Emergency Transportation Permission Agreement

Parents will have an Emergency Transportation Permission Agreement Form inside the enrollment packet giving Little Saints permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn’t remain at the child care facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

**Fire Drills**

We hold fire drills once a month to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. At the time of evacuation, an educator from each classroom will take their red emergency binder, emergency medical bag with epi-pens and inhalers, first aid kit, the cellphone, and make sure everyone is accounted for by taking attendance. In the event of areal fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.

**Medical Emergencies/Accidents**

Educators and staff at Little Saints/Born Again Preschool are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a Band-Aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return form to your child’s teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to our Director or Program Coordinator or we will call 911 to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up to date. You MUST have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half-hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an Emergency Consent Form, which is in the enrollment packet.

To help prevent medical emergencies teaching staff:

Make sure the play area is free of hazards.

Always supervise children closely.

Keep toxins and hazardous materials where children cannot see or reach them.

Have a cell phone or landline when outside or on a field trip.

Make sure that the first aid kit is always well equipped.

Employees are first aid and CPR certified.

**Shelter-in-Place Procedure**

In the event we had to create a “Shelter-in-Place Procedure

In the event we had to create a “Shelter-in-Place Plan” we would seal the room with duct tape, close and lock doors, and windows to the outside. Turn off all heating systems by heating control panel, turn off all air conditioners, and switch intakes to the position. We would turn off exhaust fans in bathroom, seal gaps around window-type air conditions with duct tape, close as many internal doors as possible, and supplies for sealing out air such as duct tape is located on top of the children’s mail boxes.

We would use tape and plastic food wrapping, wax paper or aluminum wrap to cover bathroom exhausts, grilles, range vents, dryer vents, and other openings to the extent possible. We would seal any obvious gaps around external windows and doors. Close shades for additional protection. Water and clothes located in red emergency lockdown kit. If vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth of children and staff. We will access emergency supplies for snacks and activities if needed.

**Tornadoes/Hurricanes**

If children are on the premises in the event of severe weather, we will proceed to the SAFE PLACE Room inside Little Saints/Born Again Preschool facility. A teacher will take the red emergency binder with emergency numbers, a landline or cellphone, the first aid kit, epi-pen bag, and move all children to the Safe Place Room that has our lockdown kit and snacks and water. Attendance will be taken, and parents will be notified immediately or as soon as it is safe to do so.