

Emergency Response Plan:

This plan defines emergency response such as communication plans, student release procedures and general emergency actions. This plan will be reviewed by **ALL** preschool staff annually during Teacher Planning and Training. New staff will be trained on procedures during new teacher orientation. This TPP Security and Crisis and Management Plan will be kept in the administration and classroom emergency bags.

Parent 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 preschool administration to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone line or cell phone tower outage. Staff will contact parents as soon as possible.

The preschool requests that parents do not call the preschool or church office landlines in times of emergency as it is important to keep phone lines free for emergency communications with emergency personnel. School personnel will communicate information and status reports with parents within the steps listed below.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Circumstances may prevent parents from picking up their children or may require that children be picked up in a location other than the preschool facility.

Parents should check the following sources for information and status reports:

1. Information Text reminders (Remind)
2. Emails sent to parents
3. TPP website: www.trinitypresbyterianpreschool.org. **Front page blog post**
4. Local media

Preschool Evacuation Procedures:

Toddlers: The toddlers will use evacuation cribs in case of an emergency that requires them to leave the classroom quickly such as fire, tornado or emergency evacuation.

Escape routes: A detailed escape route map to use in case of fire or tornado are to be posted inside each classroom near the exit door and outside each classroom on the class bulletin board.

Emergency Books: Each class emergency bag will have an emergency book that will give detailed instructions on how to respond in case of emergency.

Family Reunification

In case of the need to evacuate or when parents are not able to get to their children, the following procedures will be followed to reunite children with parents/guardians (or other contacts as designated by parent/guardian) as soon as it is safe.

Notification:

- Parents will be notified of the evacuation site
- Information on the main contact at the evacuation site and procedures for picking up their child.
 - Through the following steps in this order:
 1. Remind app
 2. Email
 3. Update on website
 4. If needed (calls will be made to parent/guardian cell #)

Release:

- Parents/guardian contact information will be stored in classroom and administration emergency bags
- Children will only be released to contacts listed on the child's emergency card with proper identification.

Preschool Security Procedures:

Access to school: During preschool hours from 9 am-1 pm, all doors to the preschool area will be locked. Only approved staff, parents and visitors should have access to the building during this time. All other visitors will be directed to the church Welcome Center.

Locked doors: All doors to the preschool will be locked during the preschool operating hours from 9 am to 1 pm.

Key fob entry: Parents and staff will all be given a key fob so that they can access the preschool at any time during the preschool day.

Teachers name tags: Preschool Administration and teachers must wear their blue TPP name tag at all times when in the preschool building.

Parent and Visitor Sign In: Parents and visitors must sign in and out at the front desk when they visit the preschool outside of the normal drop off (8:50-9:15 am) and pick up times (12:40-1:00 pm)

Emergency Bags: Each classroom will have an emergency bag that will travel with the class whenever they leave the classroom.

Contents of Bag:

First Aid Kit

TPP Emergency Plan Book

TPP Emergency Notebook

- All children in class green emergency cards
- Class lists with parent names, emails, and cell
- All class schedules
- TPP Security and Crisis Management Plan
- In Case of Fire Instructions

Class attendance

Administration Emergency Bag: An administration emergency bag will be assessable at all times. The bag will hang on the back door of the administrative front office. Administration will take the bag with them whenever a forced emergency evacuation of the preschool occurs.

Contents:

First Aid Kit

TPP Emergency Book

All classroom's schedules and lists

All preschool children's green emergency cards

Security and Crisis Plan

School Attendance

Practice Drills

Every 6 months: Lockdown and tornado

Once a month: Fire Drill

In case of emergency, TPP personnel should use their Emergency book and follow all procedures as listed.

POINT PERSONS FOR ALL EMERGENCIES:

TEACHERS:

- Teachers will bring their Emergency bags when leaving their rooms.
- Teachers will be in charge of supervising all children in their class.
- Teachers will administer any first aid to the children in their class.
- Teachers will call all parents in their class (if necessary).

ADMINISTRATIVE ASSISTANT:

- AA will bring the daily enrollment list.
- AA will check each room for any children and adults left behind and closing all doors in the **front** of preschool.

DIRECTOR OF CURRICULUM AND FINANCE:

- DCF will supervise teachers administering first aid.
- DCF will make decisions if child needs additional care.
- DCF will check each room for any children and adults left behind and closing all doors in the **back** of preschool.

EXECUTIVE DIRECTOR:

- ED will supervise all classes in TPC parking lot or St. Anne's parking lot.
- ED will bring School Emergency book, First Aid kit, Emergency Medications from the office.
- ED will supervise teachers administering first aid.
- ED will make decisions if child needs additional care.
- ED will call 911.
- ED will speak with Emergency operators and/or media
- ED will contact BFTS if needed

HOSPITAL AND RELOCATION INFORMATION:

Nearest Medical Facilities:

Children should be transported to these hospitals in this order:

1. Children's Healthcare of Atlanta at Scottish Rite
1001 Johnson Ferry Road
Atlanta, GA 30342
404-785-5252
2. Piedmont Hospital
1968 Peachtree Road NW
Atlanta, GA 30309
404-605-5000

Emergency Relocation:

1. Back parking lot of Trinity Presbyterian Church

Or if we need to meet offsite:

Front parking lot of St. Anne's Church or Parish Hall if meeting place must be inside

Fire Drills

September 11 (Wednesday)

October 3(Thursday)

November 12 (Tuesday)

December 11 (Wednesday)

January 10(Friday)

February 6 (Thursday)

March

April

May

Tornado Drills

September 18

March 19

Lockdown Drill

October 23

April 7