CHURCH IN THE GARDENS

PRESCHOOL

**EMERGENCY RESPONSE PLAN**

REVISED FEBRUARY 2018

**HOW TO USE THIS GUIDE**

A copy of this guide should be placed in every classroom, office, and other prominent locations. This guide should be a product of the school’s emergency readiness and response plan. This guide is intended to serve as a reference for staff and does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

**RESPONSE TO ANY EMERGENCY**

\_\_\_ Make sure student are safe and follow emergency procedures.

\_\_\_ Notify the director and 911, if necessary. The director notifies the lead pastor and parents.

**GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES**

Director, or admin in charge in lieu of director if applicable:

\_\_ Verify information.

\_\_ Call 911, if necessary.

\_\_ Seal off high-risk area(s).

\_\_ Notify lead pastor.

\_\_ Notify staff. Note: depending on the emergency, students may be notified by

teachers.

\_\_ Evacuate students and staff, if necessary.

\_\_ Keep detailed notes of incident.

\_\_ Refer media to lead pastor, if needed.

\_\_ Notify community agencies, if necessary (those not responding

to the 911 call).

\_\_ Implement post-incident procedures, as necessary.

Teachers:

\_\_ Verify information.

\_\_ Lock classroom doors unless evacuation orders are issued.

\_\_ Warn students, if advised.

\_\_ Account for all students.

\_\_ Stay with students during an evacuation. Take class roster.

\_\_ Refer media to director.

\_\_ Keep detailed notes of incident.

**EMERGENCY ALERT SYSTEM**

Call local police department for information regarding a potential or impending emergency.

**PUBLIC INFORMATION**

\*\* All staff must refer all media to school director; director refers media to lead pastor \*\*

\_\_\_ Lead Pastor assumes responsibility for issuing public statements during an emergency.

\_\_\_ Lead Pastor serves as official spokesperson unless another person is assigned. Alternate spokespersons should be identified in advance.

During an emergency, spokesperson should adhere to the following procedures:

\_\_\_ Director relays all factual information to the lead pastor on a timely basis.

\_\_\_ Establish a media information center away from the school.

\_\_\_ Regularly provide updates to media. Only provide known facts. Do not

guess, exaggerate, offer personal opinions, or promote rumors or

sensationalism. Never say, “No comment.” Do not argue with the media.

\_\_\_ Maintain a log of all telephone inquiries and conversations. Where

possible, use a scripted response to inquiries, e.g., press release.

Public Information:

\_\_\_ Develop a variety of pre-scripted media releases before an incident

occurs. Adapt statements during a crisis to meet existing needs.

\_\_\_ Emphasize the safety of students and staff.

\_\_\_ Briefly describe school’s plan for responding to emergencies.

\_\_\_ Make certain all information released is factual.

\_\_\_ Respect the privacy of affected persons and their families.

\_\_\_ Do not release names to the media.

**WARNING AND NOTIFICATION**

\*\* Call 911 if necessary. Assess life and safety issues first! \*\*

\_\_\_ Inform director or assistant director if director is absent.

\_\_\_ Director notifies lead pastor.

\_\_\_ Warn students and staff.

\_\_\_ Codes may be used in situations where immediate notification is

required, but the safety of the students and staff may be compromised

if everyone in the school building(s) knows of the emergency (i.e., a

hostile intruder may panic if the director announces the intruder’s

presence over the intercom system). The code words will inform school

personnel of the type of emergency and appropriate actions.

**CODE WORDS**



Code Word Emergency Actions:

\_\_\_ If a code word is necessary, director or assistant director will announce it via intercom.

\_\_\_ If immediate action is not required, notify staff members at a meeting

before, or after school hours.

\_\_\_ Director notifies parent(s) or guardian(s) of affected students, or

emergency contact(s) of staff as necessary.

\_\_\_ Director notifies other schools in the district. The school(s) with siblings of the affected student(s) or children of the affected staff should be called first.

**EMERGENCY TELEPHONE NUMBERS**

\*Call 911 for emergency Fire, Police, Sheriff, EMS, Ambulance, and Rescue.\*

Non-Emergency:

Fire: 561-799-4300

Police: 561-799-4406

Sheriff: 561-881-3326

EMS: 561-881-3326

School District Crisis Line: 211

Child Abuse: 1800-96ABUSE

Poison Control Center: 1800-222-1222

**EVACUATION / RELOCATION**

\_\_\_ Call 911, if necessary.

\_\_\_ Director determines evacuation procedures

\_\_\_ Director determines if students and staff should be evacuated outside of school buildings(s), or to send students home.

\_\_\_ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

\_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.

Teachers:

\_\_\_ Direct students to follow normal fire drill procedures unless director alters route or normal route is too dangerous.

\_\_\_ Take class roster.

\_\_\_ Close classroom doors and turn out lights.

\_\_\_ When outside building, account for all students. Inform director immediately if students are missing.

**LOCK-DOWN PROCEDURES**

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

\_\_\_ Director will issue lock-down notification / procedures by announcing a code word warning over the intercom system or by calling each classroom.

\_\_\_ Intercom announcement may be a code word or basic alert (see Warning

and Notification for coded warnings).

\_\_\_ Direct all students, staff, and visitors into classrooms (or bathrooms if classroom doors don’t lock).

\_\_\_ Lock doors.

\_\_\_ Cover windows of classrooms, including the window in the door.

\_\_\_ Move all persons away from windows and doors.

\_\_\_ Allow no one outside of classroom until the director gives an all-clear

signal.

**SHELTERING PROCEDURES – SAFE AREAS**

Sheltering provides refuge for students, staff, and the public within the

school building(s) during an emergency. Shelters should be located in

areas that maximize the safety of inhabitants. Safe areas may change

depending on the type of emergency (staff bathrooms and hallways for inclement weather, sanctuary or fellowship hall for threats involving education building):

\_\_\_ Identify safe area(s) in each school building.

\_\_\_ Director warns students and staff to assemble in safe areas. Bring all

persons inside school building(s).

\_\_\_ Teachers take class roster. Teachers should account for all students

after arriving in a safe area.

\_\_\_ Close all exterior doors and windows.

\_\_\_ Turn off any ventilation leading outdoors.

\_\_\_ If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

\_\_\_ All persons must remain in safe areas until notified by the principal or

emergency responders.

**ASSAULTS / FIGHTS**

\_\_\_ First, ensure the safety of students and staff

\_\_\_ Call 911, if necessary.

\_\_\_ Notify the director.

\_\_\_ Seal off the area where the assault took place.

\_\_\_ De-escalate and defuse the situation, if possible.

\_\_\_ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.

**STUDENT/PARENT/STAFF UNREST**

Administration:

\_\_\_ First, ensure the safety of students and staff members.

\_\_\_ Contain area of unrest.

\_\_\_ Move staff, students or parents involved in disturbance to an isolated area.

\_\_\_ Notify director.

\_\_\_ Advise staff; director may issue a lock-down (see Lock-Down Procedures)

\_\_\_ Meet with student representatives, staff or parents to address issues, as appropriate.

\_\_\_ Document incidents with detailed notes.

Teachers:

\_\_\_ Keep students calm.

\_\_\_ Lock classroom doors.

\_\_\_ Do not allow students outside of classroom until you receive an “all

clear” signal from the director.

\_\_\_ Make a list of any students absent from classroom.

\_\_\_ Document all incidents.

**FIRE**

In the event that a fire, smoke from a fire, or a gas odor has been detected:

\_\_\_ Pull the fire alarm.

\_\_\_ Evacuate students and staff to a safe distance outside of the building.

\_\_\_ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.

\_\_\_ Teachers should take a class roster and account for all students. Roll must be taken after evacuation.

\_\_\_ Director calls 911, notifies authorities, and lead pastor. Director and / or lead pastor must report incident to the fire marshal.

\_\_\_ After consulting with lead pastor, director may move students and staff to church sanctuary if building is damaged or weather is inclement.

\_\_\_ No one should re-enter the building(s) until declared safe by fire service personnel.

\_\_\_Director notifies students and staff of termination of emergency and

resumption of normal operations.

**SEVERE WEATHER**

Sever wind, rain, hail, thunderstorms, hurricanes, tornadoes and floods are not uncommon in Florida. Procedures for dealing with these threats are similar.

\_\_\_ Be alert for weather warnings. Monitor Emergency Alert Stations with the Digital Weather device located at the front desk or NOAA Weather Stations (National Weather Service, Weather Channel).

\_\_\_ Bring all students and staff inside building(s). Move to safe areas.

\_\_\_ Close windows and blinds; avoid outside walls.

\_\_\_ Take class rosters; account for all students.

\_\_\_ Be ready to move quickly if flooding threatens.

\_\_\_ Remain in safe areas until warning(s) expire or emergency personnel

have issued “all clear” advisories. Administer first aid, if necessary.

\_\_\_ Wear sturdy shoes in areas near fallen obstacles and broken glass.

\_\_\_ Check natural gas, water, and electrical lines for damage.

\_\_\_ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.

\_\_\_ Do not touch electrical power lines or broken electrical equipment.

\_\_\_ Be prepared for aftershocks.

**HAZARDOUS MATERIALS / CHEMICAL SPILLS**

Incident in School or Incident near School Property

\_\_ Call 911.

\_\_ Notify director.

\_\_ Take charge of area until fire or hazmat personnel contain the incident.

\_\_ Fire officer in charge will recommend sheltering or evacuation actions.

\_\_ Follow plans and procedures for sheltering or evacuation.

\_\_ Resume normal operations after consulting with fire or hazmat officials.

\_\_ Fire, police, or hazmat personnel will notify lead pastor.

\_\_ Lead pastor will notify director.

\_\_ Fire officer in charge of scene will recommend sheltering or evacuation actions.

\_\_ Notify parents if students are evacuated.

**WEAPONS**

Staff who is aware of a weapon brought to school:

\_\_\_ Immediately notify director.

\_\_\_ Tell director the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.

\_\_\_ If the teachers suspect that a weapons is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.

Director:

\_\_\_ Call the police if a weapon is suspected to be in school, as viewed by a

reasonable person.

\_\_\_ Ask another administrator to join you in questioning the suspected person.

\_\_\_ Accompany the suspect to a private office to wait for the police.

\_\_\_ Conduct a search with police.

\_\_\_ Keep detailed notes of all incidents and why the search was conducted.

\_\_\_ If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.

\_\_\_ If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.

**SUICIDE ATTEMPT**

Suicide Attempt in School

\_\_ Verify information; call 911.

\_\_ Notify director.

\_\_ Try to calm suicidal person.

\_\_ Try to isolate suicidal person from other students and staff.

\_\_ Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.

\_\_ Director notifies lead pastor, parent(s) or guardian(s) if a student is suicidal. Director may schedule meeting with parents to determine course of action and may contact DCF and other authorities if necessary.

**SERIOUS INJURY OR DEATH**

If incident occurs at school:

\_\_\_ Call 911.

\_\_\_ Notify director of medical emergency.

\_\_\_ Isolate affected students(s) / staff member(s), if possible.

\_\_\_Director notifies parent(s) or guardian(s) of affected student(s), or

emergency contact(s) of affected staff member(s).

\_\_\_ Determine method to notify students, staff members, and parents.

\_\_\_ Refer media to lead pastor.

If incident occurs outside of school:

\_\_\_ Notify staff members before normal operating hours.

\_\_\_ Determine method of notifying students and parents. Announce

availability of counseling services if available.

**BOMB THREAT**

On receiving a message that a bomb has been planted in the school:

\_\_\_ Use bomb threat checklist.

\_\_\_ Ask where bomb is located, when bomb will go off, what materials are

in the bomb, who is calling, and why is caller doing this.

\_\_\_ Listen closely to caller’s voice, speech patterns, and for background noises.

\_\_\_ After hanging up, immediately dial \*57 to trace the call.

\_\_\_ Notify director.

\_\_\_ Director will contact lead pastor and determines whether a lock-down or evacuation is the appropriate course of action.

\_\_\_ Principal notifies 911 (police).

\_\_\_ Director and lead pastor must report incident to fire marshal. If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow the safest route.

\_\_\_ Do not mention term “Bomb Threat” over intercom. Use appropriate Code Word.

\_\_\_ Use standard fire drill procedures to evacuate school building(s) unless

evacuating into the reported bomb location.

\_\_\_ Students and staff must be evacuated to a safe distance away from

the school.

\_\_\_ After consulting with the lead pastor, the principal may move students to sanctuary.

\_\_\_ Teachers should take roll of students following evacuation.

\_\_\_ No one should re-enter the building(s) until declared to be safe by fire

or police personnel.

\_\_\_ Director notifies staff and students when emergency is terminated.

Resume normal operations.

**INTRUDER / HOSTAGE**

Intruder: “An unauthorized person who enters school property.”

\_\_\_ Notify director.

\_\_\_ Ask another staff member to accompany you before approaching the

intruder.

\_\_\_ Politely greet intruder and identify yourself.

\_\_\_ Ask the intruder the purpose of his/her visit.

\_\_\_ Inform intruder that all visitors must register at the main office.

\_\_\_ If purpose is not legitimate, ask intruder to leave.

\_\_\_ Accompany intruder to the exit.

If intruder refuses to leave:

\_\_\_ Warn of the consequences for staying on school property. Inform

intruder that police will be called.

\_\_\_ Notify director if intruder refuses to leave. Provide full description of intruder.

\_\_\_ Walk away from intruder if he/she indicates potential for violence (be

aware of actions, location, weapons, or packages, etc.)

\_\_\_ Director notifies lead pastor and may issue lock-down procedures.

Hostage situation:

\_\_\_ If hostage taker is unaware of your presence, do not intervene.

\_\_\_ Call 911 immediately. Provide details of situation, ask for assistance.

\_\_\_ Seal off area near hostage scene.

\_\_\_ Notify director; director notifies lead pastor.

\_\_\_Give control of scene to police and hostage negotiation team.

\_\_\_ Keep detailed notes of events and actions.

If taken hostage:

\_\_\_ Follow instructions of hostage taker.

\_\_\_ Try to keep calm. Calm students if they are present.

\_\_\_ Treat the hostage taker as normally as possible.

\_\_\_ Be respectful to hostage taker.

\_\_\_ Ask permission to speak; do not argue or make suggestions.