

Emergency Procedures

Living Lord Lutheran Preschool

500 Cedar Circle Dr.

Lake St. Louis, MO 63367

636-327-7729

www.livinglordpreschool.weebly.com

School Emergency Information

In an emergency, get information about Living Lord Lutheran Preschool by calling the church office at:

636-327-7729

Student Release Procedures

In the event of a declared emergency, the following procedures need to occur to release a student to an authorized person:

1. Follow directional signs to the student release area at the back of the facility or classroom.
2. Give staff name of student(s) to be released and show ID if requested.
3. A staff member will get the student(s)
4. Authorized person will sign student(s) out on the appropriate form.

Be Prepared

We take safety seriously at Living Lord Lutheran Preschool, and student safety is of utmost importance. This brochure is a quick reference guide to our emergency plan. It is a supplement to the school's comprehensive plan, which is kept in the school office, and given to every staff member.

If you have any questions or concerns regarding our plan, please contact the Director at the school office 636-327-7729.

School Responsibility for Students

If the Director declares an emergency during the school day, the school has a clear statement of policy governing its actions.

Living Lord's policy is as follows: In the case of a declared emergency by the Director during school hours, all students will be required to remain at school or an alternate safe site under the supervision of school personnel:

1. Until regular dismissal time and then released only if considered safe: or
2. Until released to an adult authorized by the parent or legal guardian whose name appears on school records.

To provide supervision and care, Living Lord will use contracted employees. All contracted employees are required to stay at Living Lord until the Director has officially released them from duty.

Emergency Procedures

Bomb Threat

The warning for a bomb threat will be by messenger and /or telephone. You will be notified to evacuate building or stay in classroom. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Director.

1. Evacuate Building

- A. Evacuate to the evacuation area.
- B. Teacher needs to take emergency cards, keys and close door exiting last.
- C. Teacher leads student to the evacuation area.
- D. Upon reaching evacuation area, take roll, note if child is present, absent or missing on cards.
- E. Provide first aid to the best of your ability until the First Aid Station is activated.
- F. IF instructed, implement declared emergency procedure.

2. Stay in Classroom

Stay in classroom until given the all clear either by phone or messenger.

Chemical Accident

The warning for a chemical accident will be by telephone and/or email. You will be notified to evacuate the building or stay in the classroom. When necessary, teachers will take immediate action for the safety of students without waiting for directions from the Director.

1. Evacuate Building

- A. Evacuate to the evacuation area
- B. Teacher needs to take emergency cards, keys and close door exiting last.
- C. Teacher leads students to evacuation area.
- D. Upon reaching field evacuation area, take roll, note if child is present, absent or missing on cards.
- E. Provide First Aid to the best of your ability
- F. If instructed, implement declared emergency procedures.

1. Stay in Classroom

Stay in classroom until given the all clear either by phone or messenger.

Earthquake

Earthquakes usually strike with little or no warning. The following actions, as time permits, shall be accomplished.

1. If you are inside school building

A. At the first indication of an earthquake, all persons should “Duck, Cover, and Hold” at the “Drop” command of the teacher or adult in charge. Face away from windows and try to avoid falling objects.

B. When the shaking stops, evacuate to the field area.

C. Teacher needs to take emergency cards, keys and close door exiting last.

D. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.

E. Provide first aid to the best of your ability until the First Aid Station is activated.

F. If instructed, implement declared emergency procedures.

2. If you are on school grounds

A. At the first indication of an earthquake, all persons should “Duck, Cover, and Hold” at the “Drop” command of the teacher or adult in charge. The safest place is in the open.

B. When the shaking stops, lead the students to the field evacuation area.

C. Upon reaching field evacuation area, take roll, note if child is present, absent, or missing on the card.

D. Provide first aid to the best of your ability until the First Aid Station is activated.

E. If instructed, implement declared emergency procedures.

Explosion

1. You are inside the school building

A. The “Drop” command is given by the adult in charge and all persons should “Duck, Cover and Hold.”

When explosion is over, evacuate to the evacuation area.

A. Teacher needs to take emergency cards, keys, and close door exiting last.

B. Teacher leads students to the evacuation area.

C. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.

D. Provide first aid to the best of your ability until the First Aid Station is activated.

E. If instructed, implement declared emergency procedures.

2. You are on School Grounds

A. The “Drop” command is given by the adult in charge and all person should “Duck, Cover, and Hold.”

B. When explosion is over, evacuate to the field area.

C. Teacher leads student to the evacuation area.

D. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.

E. Provide first aid to the best of your ability until the First Aid Station is activated.

F. If instructed, implement declared emergency procedures.

Threat of Explosion

The warning for a threat of explosion will be by telephone and/or messenger.

1. You are inside school building

- A. Evacuate to the evacuation area.
- B. Teacher needs to take emergency cards, keys and close door exiting last.
- C. Teacher leads students to the evacuation area.
- D. Upon reaching field evacuation area, take roll, note if child is present, absent, or missing on the card.
- E. Provide first aid to the best of your ability until the First Aid Station is activated.
- F. If instructed, implement declared emergency procedures.

2. You are on school grounds

- A. Evacuate to the carline evacuation area.
- B. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.
- C. Provide first aid to the best of your ability until the First Aid Station is activated.
- D. If instructed, implement declared emergency procedures

Fallen Aircraft

The warning for a fallen aircraft on or near school grounds will be by telephone and/or messenger. You will be notified to evacuate building or stay in classroom. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Director.

1. Evacuate Building

- A. Evacuate to the evacuation area
- B. Teacher needs to take emergency cards, keys and close door exiting last.
- C. Teacher leads students to the evacuation area.
- D. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.
- E. Provide first aid to the best of your ability until the First Aid Station is activated.
- F. If instructed, implement declared emergency procedures.

2. Stay in classroom

Stay in classroom until given the all clear either by phone or messenger.

Fire

When the fire alarm sounds:

1. You are inside school building

- A. Evacuate to the evacuation area
- B. Teacher needs to take emergency cards, keys, and close door exiting last.
- C. Teacher leads students to the evacuation area
- D. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.
- E. Provide first aid to the best of your ability until the First Aid Station is activated.
- F. If instructed, implement declared emergency procedures.

2. You are on school grounds:

- A. Evacuate to the evacuation area.
- B. Upon reaching evacuation area, take roll, note if child is present, absent, or missing on the card.
- C. Provide first aid to the best of your ability until the First Aid Station is activated.
- D. If instructed, implement declared emergency procedures.

Fire on campus

Prevention

1. Classrooms are equipped with smoke detectors and a sprinkler system.
2. Fire extinguishers are also located in the hallways.
3. Matches and other incendiary devices are NOT kept in classrooms.
4. Classroom decorations are within the fire inspector's safety standards.

Prepare

1. Students and staff practice fire drills 3 times during school year.
2. Evacuation plans are posted in each classroom.
3. Students are taught fire safety during Fire Safety Week in October.

Respond

1. Teachers begin evacuation procedures taking children to designated area outside of building.
2. Call 911 from cell phone.
3. Teachers exit classroom with cell phone, class list/emergency contact cards.
4. Begin parent contact procedure using emergency contact cards.

Unauthorized visitor or intruder on campus

Prevention

1. Classroom doors to the outside are locked at all times.
2. Windows on classroom doors should not be covered. The teachers should have a clear view into the hallway from inside the classroom.
3. Preschool Director and/or office staff monitors entrance doors during drop off and dismissal.
4. Panic buttons located in 4 areas plus sound room.

Prepare

1. Staff will have a code phrase that will be used when communicating between classrooms and/or the church offices to alert everyone of an intruder on campus.
(LOCKDOWN)

Respond

1. Teachers make sure all doors to classrooms are locked.
2. If students are outside, staff member will move students to a secure location.
3. Staff member hits panic button as soon as possible and additionally calls 911 if possible.

Natural Disaster (earthquake, tornado, flash flood, etc.)

Prevention

1. Staff have instructed children what to do in the event of a tornado.
2. Tornado drills are conducted in the fall and spring.

Prepare

1. Teachers with cell phones can use these in notification of an emergency-main telephone is in preschool office.
2. Main office has access to weather/hazard alert radio.
3. Each classroom has a flashlight.
4. Each classroom is equipped with a first aid kit.

Respond

1. Call 911 in necessary.
2. Keep children in classrooms until it is determined if they need to be moved.
(tornado)
3. Take emergency information cards when evacuating students if needing to move to a safer location.
4. Begin parent notification process when given the clearance by Director to do so.

Chemical or hazardous material spills on or near school facility

Prevention

1. All toxic and/or hazardous material are kept locked in janitorial closets. There should never be any toxic materials housed in the preschool classrooms or common use areas.

Prepare

1. Each class is equipped with a first aid kit.

Respond

1. Call 911
2. Keep children in classroom until it is determined if they need to be moved.
3. Take emergency information cards when evacuating students to a safer location.
4. Begin parent notification process when given the clearance by director to do so.

Medical Emergency (injury, allergic reaction, asthma attack)

Prevention

1. While preschool is in session, classrooms and common use areas are designated as “peanut free.”
2. Keep a current list of students’ allergies posted in classrooms and kitchen.
3. Have epipen labeled with child’s name in Director’s office.
4. Keep all playground and classroom materials in good condition.

Prepare

1. Basic first aid poster are displayed in preschool bathrooms for reference by staff.
2. Students with severe allergies have medication on site to use in case of exposure or emergency.
3. Classrooms are equipped with a first aid kit.

Respond

1. Call 911 and follow emergency guidelines as stated in preschool procedural handbook.

Outbreak of Disease or Infection

Prevention

1. Students are taught proper hand washing and are required to wash their hands before snack, after using a tissue and after using the bathroom.
2. Parents are given health guidelines to follow to know when their students need to be excluded from class due to illness.

Prepare

1. Classroom first aid kits are equipped with thermometers to use if staff suspects a student has a fever as well as latex gloves.
2. Church is equipped with a mat and blanket for ill students to rest on in the director's office until a parent can be notified and student picked up.

Respond

1. If a student is diagnosed with a contagious disease, the preschool office will post notification.
2. If a student becomes ill while at school, the student is removed from the classroom and placed in the office. Parents will be notified.
3. Any clean up is done by preschool director or teacher if the director is not available.

Loss of Power or Water

Prevention

1. Ongoing maintenance of building and utilities.

Prepare

1. Each classroom is equipped with a flashlight.
2. Emergency lighting in building.

Respond

1. Keep children in classrooms until it is determined if school needs to be canceled.
2. Begin parent notification process if determined that school needs to be canceled.

Police Emergency in Neighborhood

Prevention

1. Nothing

Prepare

1. School is listed on call list to be notified by local police when deemed necessary.

Respond

1. Director will notify staff that a lock down is taking place.
2. Classroom doors are to be locked and lights turned off.
3. Staff will await further directions from Director with regards to parent notification.