



# Storybook Village Preschool's **PLAN FOR EMERGENCIES & DISASTERS**

Families, you won't want to miss this important information! Help us keep your child safe!

## **DRILLS & EMERGENCY KITS**

Disasters come in many forms and can occur at any time. Storybook Village Preschool has emergency plans and policies for disasters caused by natural events such as severe weather, earthquakes, fires, including wildfires and smoke, as well as a human-caused event such as an active shooter or a hazardous material incident. Families must plan for school closures and rapid communication during emergencies or disasters. We meet in the preschool's parking lot for emergency drills.

Each child has a "Ready-to-Go" Kit with 72-hour emergency supplies. Families are encouraged to share a family photo and to create a customized comfort note to cope during an emergency.

## **CHILD EMERGENCY INFORMATION**

It's crucial to have child care emergency forms that give us access to all the correct information to help children get through an emergency effectively and notify parents or guardians. Here are the five things we include on our child care emergency forms:

1. Child & Family Information
2. Child Medical History
3. Emergency Contact Information
4. Family Physician & Insurance
5. Parent Acknowledgment & Consent

Families must update the Child Emergency Information form for changes in names and/or phone numbers if needed.



# PLANNING TOGETHER!

## COMMUNICATION DURING A CRISIS

Not all channels of communication may be available in an emergency. To help families stay informed, we have set up the ability to send emergency updates more than one way. We will send a mass text and email through the Procure app and then use social media sites to connect with our online preschool community.

## EVACUATION & RELOCATION SITE

**We chose a safe place at the end of the court near our facility to gather in case of an evacuation. If needed, below is our relocation Site:**

**The Promise Center Church  
1211 North Dutton Avenue  
Santa Rosa, CA 95401**

## DISASTER PREPAREDNESS FOR FAMILIES

An emergency or disaster will likely disrupt our normal business operations. Planning ahead will allow Storybook Village Preschool to provide child care services as soon as possible after a disaster occurs.

1. Receive a copy of our school's Emergency Disaster Plan. (LIC600)
2. Hold onto a wallet card with important information to help reunite with your child in the case of relocation.
3. Review and update your child's emergency information.
4. Create a comfort note with a family picture for your child to help them cope in an emergency.
5. Check out community resources provided by the school to create a disaster plan at home and help your child and family thrive after a disaster strikes.
6. Learn how to communicate with our program before, during, and after a disaster.

# STAY INFORMED



Have you downloaded Procure's Parent App to your personal device? Has your child's emergency information been updated?

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**Shelter-in-Place:** Like severe weather or hazardous outdoor air, we will stay indoors. There are policies when it is too unsafe to operate, and we will notify parents or guardians to pick up their children.

**Lockdown:** We will keep everyone inside because of a potentially violent situation. The school's door will be disabled, so the family codes will not work. SRPD must confirm the neighborhood is safe for parents to pick up before we open the door for anyone.

**Evacuation & Relocation Sites:** We are familiar with what is around us if we can't re-enter our center. We have a backup location to go to and walk there safely with safety walking ropes and evacuation cribs if needed. We have developed a process for reunifying the children with their authorized person to pick up.