

Saint Catherine of Siena Preschool Emergency Plan

Updated August 2025

Review on or before August 2026

This plan is reviewed with staff during orientation and with parents and guardians at the time of enrollment. The plan is reviewed with staff and parents annually, or sooner if the plan is updated.

Crisis Team

- Cheryl Gollmer/Safety Coordinator (215) 519-1387
- In the absence of Cheryl Gollmer, Marie Breuning will be contacted as acting director (215) 260-4251

Critical Information

Emergency Phone Numbers **In an emergency Call 911**

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|---------------------------------------|---|
| Physical Address | 317 Witmer Road, Horsham, PA 19044 |
| Landline Phone Number | (215) 674-1904 |
| Nearest Cross Street/ Landmark | Dresher Road, Saint Catherine of Siena Church |
| Non-Emergency Line for Horsham Police | (215) 643-8284 |

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Daily Procedures to Ensure the Safety of the Students and Staff

While no amount of planning can prevent a crisis or tragic event, it is our responsibility to remain vigilant and proactive when it comes to the safety of our students and our school. Clear plans and procedures, practiced and discussed regularly, are meant to help facilitate rapid and decisive decisions that will ensure safety.

- The school exterior doors and fire doors will be locked and secured at all times while children are in the building. If at any time a door is left unsecured, a staff member will be present at this unlocked door. This means that during morning drop off, a staff member must be at the unlocked door.
- All classroom doors will remain in the “locked” position and any devices utilized to prop these doors in an open position must allow for easy and rapid disarmament.
- Each student will be escorted to their assigned classroom by their parent or guardian at drop off and will be received by a staff member at this time. No children will be allowed to “walk themselves in” unaccompanied.
- All pertinent staff members will be notified of any custody or domestic issues that may impact the safety of a child.
- Any and all adults may be asked to provide identification when picking up a child. This should be enforced any time the staff member is not personally confident of the identity of the adult, regardless of that adult’s familiarity with other staff members.
- Classroom First Aid Kit and Safety Bag will be provided and stocked by SCS preschool based on the recommendations of PA Title 55 Chapter 3270.75
 - A first aid kit will be kept in every classroom, inaccessible to the children.
 - The Safety Bag will be kept with each class and travel with that class when they leave the classroom.

Emergency Drills

Emergency drills, referred to as “safety drills” will be conducted monthly during regular school hours. These drills will practice reaction procedures for weather, fire, intruder and other emergency situations.

- An announcement will be made over the intercom system of the school announcing a “Safety Drill” and the required action (shelter in place, evacuate, relocation inside the building)
 - For shelter in place - classrooms are required to engage all door locks, pull window coverings on doors and windows and move children to a safe area.
 - A shelter in place area for each classroom will be predetermined and discussed during classroom set up each school year with the classroom teachers.
 - A shelter in place area for other areas of the building that are used by the students will be predetermined and discussed during classroom set up each school year with the all building staff.
 - During this time, all staff and children should remain where they are or move to the nearest, securable location immediately.
 - For evacuation - teachers will account for and facilitate the safe progression of their students out of the building using the closest, safe exit.

- Teachers will be trained in exit plans for all parts of the building used by children. Classroom Safety Bag will be taken.
 - During an evacuation drill it is not necessary to close window coverings, turn off lights or close doors. Expeditious exit of the building with all children is the primary objective of all staff.
 - Teachers will escort all students to a safe area, away from the building.(next to farmhouse) The grassy area between the parking lot and the farm house will be the primary meeting point. If this is not safe, teachers will determine and proceed to a safe place with their class.(inside the farmhouse)
 - Teachers will utilize their provided color coded card to visually report accountability of all assigned students.
 - In the event that a child is unaccounted for, the teacher will relay this information to the director, acting director or safety coordinator immediately.
- For relocation inside the building - in the event that the children must be moved from the classroom/ school portion of the property for their safety (weather, etc). Teachers will follow the above listed guidelines for evacuation but proceed to either the gymnasium (Church Hall) or church building as directed by the director, acting director.
 - Teachers will utilize their provided color coded card to visually report accountability of all assigned students.
 - In the event that a child is unaccounted for, the teacher will relay this information to the director, acting director or safety coordinator immediately.

In the Event of an Actual Building Emergency

- Any staff member that becomes aware of an emergency situation will notify the director, acting director or safety coordinator at the first concern of that situation.
- The director, acting director or safety coordinator will assess the situation
 - Emergency services will be contacted by a staff member (911)
 - Ideally, simultaneously, an announcement will be made to notify the building of the emergency and critical information via the PA system.
 - For example - “This is not a drill, please evacuate.” “This is not a drill, please shelter in place”, etc.
 - All announcements will be made with “Plain Speech”, no codes will be used.
- Director, acting director or safety coordinator will notify parents/ guardians via ClassDojo of the circumstances and further plans for dismissal, if necessary.

Medical Emergency

In the event of a true medical emergency, 911 will be called immediately. Director, acting director or safety coordinator will be notified as quickly as possible but as child care providers, certified in CPR

and first aid and responsible for the care of our students, each of us is responsible to make the decision to contact emergency service when necessary.

In situations where OUTSIDE medical care is NOT necessary.

- Staff will ensure that basic first aid is provided to student.
- Complete incident “boo-boo report” in triplicate (providing one copy to parents and two to director).
- Director will notify parents/ guardians if necessary.

Other medical related safety measures

- Any student with a physical disability or special needs will be escorted with the help of the teacher/assistant in an emergency situation.
 - If there is a child with a disability they will be listed on the special needs list in the emergency folder in the red bag carried by classroom staff. Staff will be informed and are trained on how to assist specific individuals with disabilities, on a case by case basis according to their specific needs per school year.
- Any classroom allergies or special diets will be clearly indicated at the entrance and within the usual classroom of the child as well as in any area they would typically eat. (For example: CARES room).
- Any doctor prescribed medication will be accompanied by appropriate forms and labeled per the state's requirements. See attached form. This medication is to remain in the safety bag for that child's classroom, following 55 PA Code 3270.133. (For example: Epi pens, inhalers, etc).
- No medication of any kind is to be kept in child's belongings or within the reach of children. (No medications are to be kept in children's school bags.)

First Aid Kit

To be kept in each classroom, inaccessible to children, will contain (per 55 PA Code 3270.75)

- Soap, adhesive bandages, sterile gauze, tweezers, tape, scissors, gloves and a bottle of water

Safety Bag

To accompany each class on any excursions (when leaving the building)

- Above mentioned first aid kit
- A copy of each child's emergency contact form.
- A copy of any medical action plan for any child in the classroom.
- The red/ green visual attendance card for emergency drills/ evacuations.

“Continuity of Operations Plan” COOP -

Recovery – is defined as the period after an emergency or disaster where individuals or the community as a whole is attempting to return to, or has completely, resumed normal activities. Depending on the circumstances of the disaster, Recovery can vary in length of duration.

A critical element of Recovery is communication with families of children enrolled in childcare, staff, Regional Child Care Certification staff, and local Early Learning Resource Center Offices. It is important to establish whether the facility is operational so families can make appropriate alternative arrangements for childcare.

Depending on the size and scale of a disaster or epidemic/pandemic, Saint Catherine's will partner with ELRC's under the direction of OCDEL to reopen school with guidelines specific to the situation provided by the CDC or DHS. If Saint Catherin's cannot open the administration will work with the ELRC to help families find new sites for child care.

AED/ CPR Kit Location- in hall outside church