

Emergency Management Plan



This Emergency Management Plan is to support the church prep during a crisis. The plan is divided into three sections. Section I is designed to identify and review the center's **Internal Resources and Capabilities**. Section II is designed to outline the **Emergency Management Plan** the church prep's employees should follow during an emergency or crisis involving employees, students or patrons of the community. Section III indicates appropriate **forms and evacuation routes** to use during an emergency.

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Incident Command Team Contact

the church prep, 1130 SW Lee Blvd., 580-704-9015

Position	Name (R=Radio)	Phone Number
Incident Commander	Donna Madden (R)	580-917-5602
Asst. Incident Commander	Shayla Washington (R)	580-917-2002
Lead Public Information Officer	Elijah Garcia (R)	580-458-1686
Asst. Public Information Officer	Sheridan Garcia (R)	580-591-3306
Lead Safety Officer	Monica Ortega (R)	253-985-5027
Lead Liaison Officer	Molly Inger (R)	580-695-1194
Facility Officer	Jumelle Bronson, Jr. (R)	580-291-5500
Medical Professional Consultant	Leslie Aiku, M.D.	580-585-5549
the church prep staff		

SECTION I: INTERNAL RESOURCES AND CAPABILITIES

Emergency Management Plan Preface

The **Incident Command Team (ICT)** has developed this Local Emergency Management Plan to support the church prep during a crisis. The plan is divided into three sections. Section I is designed to identify and review the center's **Internal Resources and Capabilities**. Section II is designed to outline the **Emergency Management Plan** the church prep's employees should follow during an emergency or crisis involving employees, students or patrons of the community. Section III indicates appropriate forms and evacuation routes to use during an emergency.

This plan will help:

1. Provide quick access to emergency procedures.
2. Involve other emergency response agencies, i.e., fire and police departments.
3. Define the roles and responsibilities of school personnel.
4. Minimize potentially serious situations before escalating to a full emergency.
5. Take a proactive approach to determining risk and vulnerability before an emergency occurs.
6. Provide a safe center for our staff and students.

This plan offers maximum flexibility for handling unpredictable situations while operating within an outlined structure that supports the church prep and offers maximum administrative control. The ICT will become a standing committee responsible for reviewing and updating the Emergency Management Plan. This will be done through regular meetings called by the Incident Commander. It will also be the team's responsibility to assist in providing staff training for all staff and faculty.

- See page 3 for the Emergency Contact Information.

Activating the Incident Command Team

Activation of the **Incident Command Team** will be a direct result of a crisis (serious, life-threatening situation) involving the church prep, the church prep personnel, or students. The **Incident Commander** or designee will call a meeting to the administration area of the church prep, as necessary. Once the incident has been identified, information will be given to the team members regarding the nature of the emergency. Each team member will then be expected to fulfill his or her duties as outlined in the **Emergency Management Plan**. The church prep's

operator will begin calling as outlined in the Emergency Management Plan (telephone list located **on page 4**)

Implementation of the Emergency Management Plan

Employees with responsibilities outlined in this plan should begin carrying out their assigned duties. If the primary person responsible for carrying out a specific part of the plan is not available or is incapacitated, the individual designated as the backup will be responsible for carrying out the assigned duties.

The **Incident Commander (IC)** or designee will be responsible for supervising all procedures during the initial staging of the emergency. As soon as the nature of the emergency is identified, the **IC** will make sure that:

1. The appropriate announcement or emergency tone is sounded to announce to the staff and students the nature of the emergency.
2. Procedures are followed to ensure the safety of staff and students.
3. Authorities and emergency response agencies are notified.
4. Internal communication channels are established within the church prep.
5. Duties and roles are reinforced.
6. External communication channels are established.

It is the intent of the church prep to provide for the safety of clients, students, and faculty in the event of any threatening situations. Comprehensive planning and preparation are necessary to avoid or lessen the impact of any such emergency.

This manual has been developed as a guide for all employees of the church prep, to follow in the event of such an emergency. It is vital for all personnel to read and understand this manual thoroughly in order to ensure the safety of all students and personnel in the event of an emergency.

Below is a list of steps to prepare for emergencies:

1. Review evacuation and non-evacuation procedures for all emergencies.
2. Review emergency procedures with staff and students.
3. Conduct drills for fires, tornadoes, etc., pursuant to school law.
4. Make sure custodians and staff are trained to use fire extinguishers.

5. Make sure custodians are trained to shut off utilities and to keep buildings clear of flammable materials.
6. Have emergency contact numbers available.
7. Check and maintain adequate first aid supplies in each area.

Incident Command Team's Role and Responsibilities

A. Incident Commander: Responsible for coordinating activities and training involving implementation of the Emergency Management Plan. Will also be responsible for executing the emergency procedures outlined in this guide. The IC will receive additional training involving National Incident Management System (NIMS) to ensure all personnel, facilities, equipment, and communications used will be able to work in unison with the local emergency response agencies supporting our community. The IC will serve as the church prep's representative to each of the emergency response agencies and provide a direct source of communication to each agency.

B. Assistant Incident Commander: Will serve as an assistant to the IC and will assume the IC role when the IC is not on campus during an emergency, or the emergency occurs after hours. The duties will be the same as outlined above. The assistant(s) will also be responsible for the same NIMS training listed above.

C. Public Information Officer: Will be responsible for gathering information regarding the nature of the emergency and coordinate the release of the information to the media. The center's spokesperson will prepare statements originating from the center and will be responsible for preparing any statement made by the Director regarding the nature of the crisis.

D. Assistant Public Information Officer: Will be responsible to work directly with the media. Only official members of the media will be admitted into the Media Center.

E. Lead Safety Officer: Ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

F. Lead Liaison Officer: Serves as the point of contact for agency representatives from assisting organizations and agencies outside the center and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

G. Facility Officer: Building Administrator and Building Custodians. Staff as assigned. Work in pairs; take no action that will endanger yourself. Wear a hardhat and orange identification vest, if available. Take appropriate tools, radio, and a copy of the Emergency Management Plan.

Staff Responsibilities

H. Director assumes the responsibilities of the incident commanders if off campus during an emergency situation. Director will contact parents and DHS licensing if applicable.

I. Teaching personnel act as safety officers in addition to the Lead Safety Officer during life-threatening situations. Teaching personnel will be responsible for the well-being and security of their students. Teachers should not leave students unattended under any circumstances. Teachers will move students to designated areas during crisis situations. Teachers will take attendance, to account for children.

J. Support staff will assist teaching personnel in ensuring all children are accounted for while following the policies outlined in this plan. Custodian operates as the Facility officer.

Resources

A. Fire Alarm System. The church prep has sprinklers installed throughout the building. Fire extinguishers have been installed in various locations throughout the building.

B. First Aid Supplies & Emergency Supplies. All classrooms have First Aid Kits that are checked annually and restocked as needed.

C. Communication Equipment. All custodial staff, selected administrators and staff carry hand-held radios. Channel 1 serves as the teacher communication channel and Channel 3 serves as the administrative channel. During an actual emergency, Channel 1 will serve as the church prep's emergency communications channel.

Procure Solutions, management software. Complete daycare management software that allows quick communication between administration, teaching personnel, support staff, and parents. Procure is downloaded on each classroom iPad. Parents are required to download the Procure App upon enrollment. Procure will be utilized during specific emergency situations.

D. Warning Equipment. Fully functioning detection and alarm system for smoke and carbon monoxide.

E. Security System. Video surveillance and keyless entry for advanced security.

Facilities

A. Incident Command. The primary location for the Incident Command will be the administration area of the church prep. Incident Command location contains backup communications equipment, reference materials, facilities, diagrams of the campus and other tools necessary to respond quickly and appropriately to an emergency.

B. Media Briefing Center. The Media Briefing Center will be configured to support the needs of the media during a disaster involving the church prep.

C. Sanitation Facilities. If water and sewage lines have been disrupted, relocation procedures will be in effect.

Considerations: the church prep will have general cleaning supplies on hand.

1. Supplies – basic sanitation supplies are always on hand. These are plastic garbage bags and ties (heavy duty), household chlorine bleach, soap, liquid detergent, toilet paper, paper towels, and towelettes.
2. Water Substitutes – Water substitutes for cleansing are Purell hand-sanitizer dispensers, rubbing alcohol, lotions containing alcohol, shaving lotion, face creams and lotions, towelettes, wet washcloth, spray bottle to act as makeshift shower.
3. Disinfectants – can be made from using 1-part liquid chlorine bleach to 10 parts water.
4. Health – Reserve water for drinking purposes. Consider other ways to wash the body. Take steps to protect against diseases. Keep body, hands, and cooking and eating utensils clean. Control rodents and insects.

D. Shelter-in-Place Areas. Areas for short-term and extended stay situations requiring children to stay in the building, such as severe weather and intruders. See individual procedures in section II.

Organization Capabilities

A. Training and Review. Safety and prevention training is provided to all staff and faculty on a regular basis. Emergency plans are set in place for serious injuries, serious illness, poison exposure, natural and man-made disasters, and human threat to oneself or others. Emergency drills are conducted monthly and annual, and the content of this emergency plan is reviewed at least once a year.

Required Staff Training: *Entry Level Child Care Training, First Aid and CPR, Safe Sleep, Infection Control, Food Service Training, and ongoing professional development courses.*

Relocation Sites

In the event of an evacuation of students and/or staff, three relocation sites have been established. The nature, day and time of the evacuation will determine the relocation site that is selected. These sites are viable relocation sites during the church prep’s normal operating days and times; Monday-Friday 5:30 a.m. - 5:30 p.m.

Site	Address	Point of Contact	Phone Number	Operating Hours	Distance & Walk Time
The center of the church prep’s parking lot, halfway to Burger King.					

Burger King	1102 SW Lee Blvd. Lawton, OK 73501	Erika Ortiz	(s) 580-357-9895 (c) 405-425-9252	6:00 am - 12: 00 am	500 feet, 1 minute
Fort Sill National Bank	1420 SW Lee Blvd. 73501	Michael Sweat	1-580-357-9880	8:30 am - 6:00 pm	1056 feet, 6 minutes
Zoe Christian Center	1108 SW Tennessee Ave, Lawton, OK 73501	Willie Shaw	(s) 580-357-5288 (c) 580-695-3375	Call as needed.	1 mile, 20 minutes

SECTION II: EMERGENCY POLICY AND PROCEDURES

Evacuation Policy

The building will be evacuated in the event of a fire, gas leak, bomb threat, or any other situation determined by the incident commander or director. The general evacuation route is found on **pg. 30**. Specific routes are marked according to the location in the building and posted in conspicuous places within each classroom and office area. **See relocation sites on pg. 10.** **Child Consideration (CC)**. In instances where children and staff must evacuate the building, children two years of age and younger, and/or with special needs or medical conditions that impairs mobility will be transported in portable cribs and wagons to expedite the process.

*Abbreviation will be used to indicate child consideration methods

Supervision Policy

Supervision is the function of observing, overseeing, and guiding a child or group of children, including an awareness of, and responsibility for the ongoing activity of each child, and being near enough to intervene when needed. This program maintains supervision at **all** times. Teaching personnel maintain a digital roster of children signed into their classrooms through Procure Solutions, management software. **Child Accountability (CA)** measures will differ pertaining to the situation. In general, teaching personnel are required to have their assigned iPad and emergency bag. Teachers will take attendance of children once class is in a secured location and notify administration.

*Abbreviation will be used to indicate child accountability methods

Reporting Policy

In the event of an incident or emergency the appropriate **emergency authorities (EAN)** will be notified. See individual procedure for details. **Parent Notification (PN)**. Parents will be notified

of minor accident and emergency situations through Procure Solutions, management software. Emergency situations include; major injury/illness, missing child, poison exposure, evacuations, relocations, shelter-in-place, and lockdown/out. Parents will be notified by phone during situations that require immediate notification. Emergency contacts will be notified if parents cannot be reached. **Oklahoma Human Services (OKDHSN)** will be notified in various situations.

*Abbreviations will be used to indicate reporting methods

Sick/Exclusion Policy

Children and/or adults with symptoms of serious illness are excluded from the program for a specific length of time. If a child becomes ill in our care, they will be separated from the general population, and parents will be contacted and required to pick up immediately. Teaching personnel and staff will monitor the child until the parent arrives. Students will need to be symptom free for 24 hours before returning back to school. In some instances, a note from a medical professional will be required. If your child contracts a serious illness while out of our care please inform administration as soon as possible. For a full list of sickness/illness that excludes students and staff, see **pg.28. OKDHS** and the **Health department** will be notified in the event of communicable disease outbreak, including pandemic influenza.

Severe Weather Policy

The church prep's administration will monitor changing weather conditions and monitor weather forecasts. The Owner/Operator and Director or his/her designee will communicate with KSWO before 6 a.m. regarding any adverse weather that developed overnight. the church prep will follow any action taken by Lawton Public Schools regarding whether classes will be held, delayed, or canceled. Communication of closings will be sent through Procure.

Emergency Drills Policy

At least one fire and one tornado drill will be conducted monthly, and two lockdown drills will be conducted annually at various times throughout the church prep's operating hours. Drills will follow the same procedure as in an actual emergency. Drills are documented. **See pg. 29**

Lockdown/out Procedure

Code Yellow (lockdown) procedures will be implemented when it is necessary to limit student movement. For example stray animals on campus. Severity is light.

CA= notify administration through Procure messaging. Thumbs up indicates all children are present, and thumbs down indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedure

1. Personnel who witness the threat will notify the director.
2. Director will message the staff "Activate Code Yellow".
3. Teachers and students are to remain in a secure classroom until security is canceled.
4. If students are outside of a secure classroom, teaching personnel will guide students to appropriate classrooms and remain in class until security is canceled.
5. Class will operate as normal.
6. A Secure Classroom may include a small, designated area of the building.
7. A Secure Classroom may be time specific.
8. Director will message the staff "Deactivate Code Yellow" to cancel the security.
9. Return to normal operations

Code Orange (lockout) Lockout procedures will be implemented when the threat or possible threat is believed to be **OFF campus** and the students and staff are **not** in immediate danger. Severity is moderate. **EAN, PN, OKDHSN**

CA= notify administration through Procure messaging. Thumbs up indicates all children are present, and thumbs down indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

1. Personnel who witness the threat will notify the director.
2. Director will call the appropriate agency pertaining to the outside threat.
3. Director will message the staff "Activate Code Orange".
4. Teachers will secure their area, limiting access into classrooms by locking entrances to their classrooms. Students will be instructed to stay within the classroom unless given permission by their teacher to leave, with instructions to return as quickly as possible.
5. Student breaks may be canceled or adjusted as directed by the Director. If student breaks are allowed during the campus lockdown, teachers will provide direct supervision of their students to the building break area and back to their classroom.
6. Entrances into the building will be locked. Guests, students, and faculty may enter under supervision of administration and/or designee.
7. Director will message the staff "Deactivate Code Yellow" to cancel the security.
8. Return to normal operations

Code Red (lockdown) Lockdown procedures will be implemented when the threat of possible threat is **INSIDE** of the building and the students and staff **are** in immediate danger. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration through Procure messaging. Thumbs up indicates all children are present, and thumbs down indicates a child is missing. **See missing/lost child procedure on pg.18**

CC= Lockdown transition song, snacks packed in emergency bags, small soft toys, to help children stay quiet.

General Procedures

1. The Director should be called when any person poses a threat to the safety of students or staff. Once an intruder is identified, the person that ID's the threat will be responsible for calling 911.
2. The Director or designee will message the staff "Activate Code Red".
3. This will alert all staff to move to a secure location and to lock their doors.
4. Turn off the lights, screens, phones and iPads are on silent, and remain silent if possible.
5. Designated personnel will immediately start locking outside doors. ***During any incident, all radio communication will switch to Channel 1. However, we want to limit as much audible communication as possible.***
6. Teaching personnel will constantly check messages for special instructions and updates.
7. Responsible personnel will announce when the building is secure, to the Incident Commander by radio or message.
8. All should remain in lockdown until physically released by administration or law enforcement personnel.
9. Once the incident is clear, the Director will message the staff "Deactivate Code Red" to cancel the security.
10. Return to normal operation

Response Team:

- Director or Designee message warning signal.
- Director or Designee will assist with evacuation of students. Ensure all doors are locked.
- Witness or Director call the police (911). Notify Director and/or designee.
- TeacherSecure classroom and children accountability.
- Designated Staff will secure outside doors.

- Medical Response Team will triage and/or provide first aid to victims.

Accident/Incident Procedure

Accident procedures will be implemented when a child or staff member experiences a major injury that requires medical attention. Severity is high. **Incident** procedures will be implemented when a child or staff member experiences a minor injury that does not require medical attention. Severity is light. **EAN, PN, OKDHSN**

*An injury will be anything that damages the body (leaves a mark), and/or impairs physical/mental capabilities.

General Procedures

1. Personnel who witness the injury take measures to ensure a safe and secure environment (clear the area, get bandages, etc.)
2. Personnel will contact the administration and custodian through radio, channel 1.
3. The Incident Command team assesses the injury and determines the severity.
4. If the injury is determined to be an **ACCIDENT**, the Director will call 911 immediately and parents if applicable. OKDHS will be notified by the next business day.
5. Be prepared to answer the following questions:
 - a. What is the student's / victim's name?
 - b. Where is the child / victim located?
 - c. What is the nature of the injury?
 - d. Is the child/victim conscious, unconscious, responsive, bleeding, not bleeding?
6. If injury is determined as an **INCIDENT**, teaching personnel/staff will monitor the child/victim throughout the day.
7. In the case of an **ACCIDENT**, Personnel present at the time will complete an incident form on Procure, and an OKDHS Injury and Poison Exposure Report form, **pg.25**
8. In the case of an **INCIDENT**, Personnel present at the time will complete an incident form on Procure,

Response Team:

- Witness notify director and custodian.
- Incident Command Team assess severity.

- Witness or Director call the police (911) if applicable.
- Witness..... Fill out appropriate documentation.
- Director..... Notify parents and OKDHS if applicable.
- Medical Response Team will triage and/or provide first aid to victims.

Fighting/Assault

Fighting/Assault procedures will be implemented when a child or staff member engages in physical confrontation. **Accident procedures will be followed. See pg.14.** Severity is high. **EAN, PN, OKDHSN**

Additional Procedures

1. It is very typical for a child who is 2 or 3 years old to start hitting or biting to express frustration or to get something they want. However, to ensure the safety of all children, a child who has a continual pattern of hitting or biting is at risk of suspension and expulsion from the program.
 - a. **Discipline measures:**
 - i. Redirection
 - ii. Discuss a better way to express feelings
 - iii. Time-away
 - iv. Director's office & parent contact
 - v. Three Day Suspension
 - vi. Five Day Suspension
 - vii. Expulsion
2. Adults assaulting a child, parent and/or staff member will result in charges being pressed. The police will be contacted immediately.

Response Team:

- **Teacher** will call the Director for assistance.
- **Director**Contact parents and police, follow-up with other individuals.

Bomb Procedure

Bomb (Code Black) procedures will be implemented when a threat is received or unusual, specious items and/or devices are found. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration visibly. Green sign indicates all children are present, and Red sign indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

1. The witness will notify the director.
2. Do not touch, move, or open
3. Director will call the police (911)
4. Director will notify staff “activate code black” through message
5. Follow the evacuation plan. **See pg. 30**
6. Remain evacuating until the threat is cleared by the authorities.

If a bomb threat is received by phone, use the Bomb Report on page 27.

Person taking the call will get as much detail as possible about the bomb and its location. Request more information by expressing a desire to save lives.

Response Team:

- **Individuals taking the call or receiving the notice of a threat** note as much information as possible from the caller or person giving the information, contact the Director, complete the bomb report.
- **Director** determine the need for evacuation and notify staff and secure the scene.
- **Designee** call Police 911 as directed
- **Teachers**..... evacuate building and children accountability
- **Support Staff** assist with evacuation, check restrooms and other spaces to make sure building is clear and report to Director.
- **Maintenance Staff** secure entrances to campus.
- **REUNIFICATION SITE IN THE EVENT OF EVACUATION IS ON PAGE 10**

Child Abuse and Neglect

Child Abuse and Neglect procedures will be implemented when any person has reason to believe a child was abused or neglected. Severity is high. **EAN, OKDHSN**

General Procedures

1. Person who suspects is required by law to report to the Oklahoma Child Abuse Hotline at 1-800-522-3511. The staff member will contact the agency directly and will advise the church prep administrators.

2. The Director or designee shall call the police and then call 911, if necessary.
3. Call 911 if the **adult victim** wants to report the incident to law enforcement. Director will refer adult victims to the Department of Human Services (DHS), 580-250-3600. Director will call the Oklahoma Abuse HotLine at 1-800-522-3511 if the abuse is of an elderly, physically or mentally disabled adult. Director will also call the Domestic Violence Shelter at 580-357-2500 if necessary.
4. OKDHS will evaluate the situation and take appropriate action.

Response Team:

- **Teacher/Administration** call the Director.
- **Administration** Take appropriate action/refer to outside agencies.
- **Administrators** evaluate and act appropriately.

Missing/lost Child

Missing/lost Child procedures will be implemented when a child is not accounted for. Severity is high. **EAN, PN, OKDHSN**

General Procedures

1. Contact the director when a child is not accounted for.
2. The Director or designee shall call the police, 911, and parents immediately.
3. Support staff who are out of ratio will look for the child on and around the premises.
4. Follow the instructions of the authorities.

Response Team:

- **Teacher/Administration** call the Director.
- **Administration** Take appropriate action/refer to outside agencies.

Death of a Student/Staff

Death procedures will be implemented when any person dies, the cessation of all bodily functions. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration through Procure messaging. A thumbs up indicates all children are present, and thumbs down indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

Within the first 4 hours

1. The incident command team will be notified immediately if there is a death of a student.
2. The director will call 911. **Center will enter a Code Yellow lockdown.**
3. The Team will determine the response procedures and implement intervention steps as needed.
4. Some members may go to the hospital if the situation warrants.
5. The Team will identify appropriate friends and acquaintances of the deceased for special intervention.

Within the next 5-24 hours

1. The Team meets for a formal debriefing.
2. The Team reviews activities and makes any further decisions that are necessary.
3. The Team appoints an individual to oversee dealing with the needs of the victim's family.
4. The Team arranges for debriefing of the critical incident with students and staff.
5. The Team helps coordinate any monetary matters of the deceased student with the family.
6. The Team and supervisor will discuss additional needs of the faculty member.

After the funeral

7. The Team works with staff and administration to hold debriefing sessions for students and faculty.

NOTE: FOR ADDITIONAL RESOURCES OR REFERRALS CONTACT UNITED WAY "HELP-LINE" AT 211.

EARTHQUAKE

Earthquake procedures will be implemented in the event of an earthquake. Severity is high.
EAN, PN, OKDHSN

CA= notify administration through Procure messaging. Thumbs up indicates all children are present, and thumbs down indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

If Indoors

1. Remain calm and briefly assess the situation before acting.
2. Stay inside of the classroom or move to a secure classroom, move away from windows, shelves, and heavy objects or furniture that may fall. Take cover under a table or desks.
3. When the conditions allow for evacuation, leave the building.

If Outdoors

4. Remain calm and assess the situation before acting.
5. Move away from the building, if possible.
6. Avoid areas where objects are likely to fall.

After the Earthquake

7. Do not re-enter the building until cleared for re-entry.
8. Do not use open flames until advised by authorities that it is safe to do so.
9. Teachers should take the role of students to be sure all are present, and report to the Director or other person as directed.

Response Team:

- **Director** contact local agencies.
- **Information Officer** contact media with any class changes.
- **Custodian Staff** will assist with the clearing of paths and walkways; ice-melt will be stored in the warehouse to assist with the clearing of paths and walkways.

REUNIFICATION SITE IN THE EVENT OF EVACUATION IS ON PAGE 10

Outage

Outage procedures will be implemented in the event of an utility outage. Severity is moderate.
EAN, PN, OKDHSN

CA= notify administration visibly. Green sign indicates all children are present, and Red sign indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

1. Contact the Director and report the outage.
2. Director will investigate the cause of the outage, and report to the appropriate agency.
3. Director or designee will determine the extent of the outage and decide if there is a need to relocate classes or evacuate the building.
4. Remain at the relocation site until cleared by the appropriate agency.
5. If outages persist longer than an hour, parents will be contacted to pick up children immediately.

Response Team:

- **Staff** will notify the Director of power outage.
- **Director** will determine the need to relocate or close the center.

Fire Procedure

Fire procedures will be implemented in the event of a natural fire or man-made fire. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration visibly. Green sign indicates all children are present, and Red sign indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

1. Staff finding the fire will pull the fire alarm bell to sound the alarm and/or contact the director of the fire.
2. Staff will give the Director the general location of the fire.
3. Staff finding fire, if safe to do so, and if fire is in “small incipient stage” use a fire extinguisher. Do not block exit and make sure you have a way out and begin the evacuation of students/personnel from the area.
4. The public address fire alarm tone will be activated to warn building occupants of the danger.
5. Following the evacuation procedures, all staff will exit the building through the nearest safe exit, closing doors behind them as rooms are cleared.
6. Teachers will always keep a class roster available to ensure safety of all students and that all students are accounted for after reporting to designated relocation site.
7. Teachers immediately report unaccounted students to designated administration.

8. The Director or designee will assess damage; the teachers may be notified by the Director or designee to call the parents to pick up students, if the church prep is to be dismissed.

Wildfires/Grass Fires

Additional Procedures

1. The Director and Building Administrator will assess the situation and coordinate with the fire department the need to evacuate the building.
2. If evacuation of the building is required, evacuate the building under the supervision of the Director, Building Administrator, and/or the fire department.
3. Meet at the relocation site, and teachers complete children's accountability.

Response Team:

- **Staff** will notify the campus Director of the fire.
- **Director** Director or designee and call 911. Supervise evacuation, and work with local emergency response personnel.
- **Teachers** evacuate the classroom, remain with students, take roll call at assembly point, and report any unaccounted students to administration.
- **Staff** assist with the evacuation of students, report to the Director at central command post.

REUNIFICATION SITE IN THE EVENT OF EVACUATION IS ON PAGE 10

Tornado Procedure

Tornado procedures will be implemented in the event of a tornado. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration visibly. Green sign indicates all children are present, and Red sign indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedures

1. The director will notify staff through radio to “activate tornado evacuation”
2. All staff will move to the central hallway, designated as the Tornado Assembly area. It is designated by the green area on the Emergency Routes Map.
3. Administration will communicate with the KSWO to monitor conditions.
4. Teachers will always keep a class roster available to ensure safety of all students and that all students are accounted for after reporting to designated relocation sites.

5. Teachers immediately report unaccounted students to designated administration.
6. The Director or designee will assess damage; the teachers may be notified by the Director or designee to call the parents to pick up students, if the church prep is to be dismissed.
7. In severe situations the program will follow the instructions of the governing emergency authority.

Gas Leak or Hazardous Spill

Gas Leak procedures will be implemented in the event of a gas leak. Severity is high. **EAN, PN, OKDHSN**

CA= notify administration visibly. Green sign indicates all children are present, and Red sign indicates a child is missing. **See missing/lost child procedure on pg.18**

General Procedure

1. Notify Director, and the director will call 911
2. If gas annunciators do not alert. The director will announce over the radio to “activate evacuation”
3. The Director or designee will determine the nature or cause of suspected leak and take appropriate steps to correct the problem, i.e., shut off gas at valve.
4. If a gas leak or failure is determined, the Director and/or designee will determine whether to dismiss classes.
5. Students or staff that come in contact with poisonous substances will be informed to call poison control.
6. The OKDHS injury and poison exposure form must be completed for each individual affected.

Response Team:

- **Receptionist** will notify the Director and/or designee.
- **Director or designee** ... will notify the Gas Company.

REUNIFICATION SITE IN THE EVENT OF EVACUATION IS ON PAGE 10

Stray Animals on Campus

Stray Animal procedures will be implemented in the event of an animal on campus. All animals are treated as strays. Severity is moderate. **EAN, PN, OKDHSN**

CA= notify administration visibly if evacuation is required or messaging if shelter-in-place is required. **See missing/lost child procedure on pg.18**

General Procedures

1. Staff will instruct Individuals to leave all animals found on campus alone.
2. All individuals will move inside the building or to an area of protection. Code Orange Lockout procedures will be implemented.
3. Staff will contact administration.
4. Administration will call animal control
5. Director or building administrator will verify all doors are secure and students are protected.

Stray inside of the building

Additional procedures

1. If animal is on campus building will remain in Code Orange
2. If staff or student is bite by a stray animal, Accident procedures will be implemented

Response Team:

- **Staff** *move individuals to safety and contact*
- **Director** *call Lawton Animal Control. check area and manage the scene until Animal Control, and notify appropriate personnel.*

SECTION III: FORMS AND ROUTES

OKDHS Injury and Poison Exposure Report



Injury and Poison Exposure Report

Incident Information

Name of child injured or exposed to poison _____ Child's age _____ Incident date _____ Incident time _____

Notification to poison control, when applicable: _____
Notification date _____ Notification time _____

Notification to licensing, when applicable: _____
Notification date _____ Notification time _____

Physical location of injury or poison exposure: Facility Off-site
Where did the incident occur: _____

How did incident occur: _____

Description of injury and location on the child: _____

Treatment provided to child: _____

Method of notification to parent or individual legally responsible for child: _____

Notification date _____ Notification time _____

Was the parent or individual legally responsible for the child advised to obtain medical attention?
 Yes No

Name of personnel responsible for supervision at time of incident: _____

Name of personnel present at time of incident: _____

Name of other witness(es) to incident: _____

Injury and poison log completed: Yes No
Date completed _____

Signature

Signature of individual completing the form _____ Date _____

Sample Incident Form

INCIDENT REPORT FORM

Name of Child Involved: - _____

Gender: _____ Age: _____

Date when incident occurred: _____

Time when incident occurred: _____

Location where incident occurred: _____

Description of how incident occurred: _____

Description of incident: _____

Action taken to remedy incident: _____

Was parent/legal guardian specifically advised of incident? _____

Other witness to incident: _____

Name of staff involved in supervision at time of incident: _____

Name of person completing this report form: _____

Date of completion of form: _____

Facility Name: _____

Address: _____

Telephone: _____

Parent Signature: _____ Date: _____

BOMB REPORT

Name of Person Completing Form _____

This report should be filled out for purposes of investigation.

****Keep a copy of this form at the primary telephone in each building and at the two main switchboards.***

1. Document the following details:

a. Date _____

b. Time _____

c. Gender _____

d. Age _____

e. Culture _____

f. Length of call _____

g. Phone number called _____

h. Caller ID number displayed _____

2. Ask the caller the following questions:

a. When is the bomb going to explode? _____

b. Where is it right now? _____

c. What does it look like? _____

d. What will cause it to explode? _____

e. What kind of bomb is it? _____

f. Did you place the bomb? _____

g. Why did you put it in the building? _____

h. What is your address? _____

i. What is your name? _____

3. Document the caller's voice (check all that apply)

calm had stutter slow deep

nasal excited raspy familiar

angry had lisp rapid ragged

clearing throat deep breathing cracking voice whispered

disguised soft slurred distinct

normal laughter crying accent

4. Document the caller's threat language (check all that apply)

incoherent irrational taped foul

message read? well-spoken (educated)

5. Document any background sounds observed (check all that apply)

animal PA system static machinery

local booth street music

motors voices toll Other _____

DO NOT DISCUSS THIS CALL WITH OTHER PERSONNEL.

Exclusions due to illness: See policy on pg. 11

1. **Fever**- 100.4 degree temperature accompanied with behavior change and other signs of illness.
2. **Uncontrolled Diarrhea**- increased number of watery stools outside of the child's normal patterns.
3. **Uncontrolled Vomiting**- increased number of vomiting.
4. **Rash**- rash accompanied by a fever.
5. **Pink eye (Conjunctivitis)**- white, clear, or yellow eye discharge.
6. **Head Lice**- Students will be able to return when treatment is complete. A note from a medical professional is required.
7. **Strep Throat**- May return 24 hours after being treated. A note from a medical professional is required.
8. **Chicken Pox**- Students will be able to return when treatment is complete, the last lesion has dried up. A note from a medical professional is required.
9. **Flu**- May return 24 hours after being treated. A note from a medical professional is required.
10. **COVID**-May return 24 hours after being treated. A note from a medical professional is required.
11. **Ringworm**- May return 24 hours after being treated. A bandage is required if the child can not stop scratching.
12. **All other contagious illnesses.**

Sample Emergency Drill Log: See policy on pg. 12

CENTER DRILL LOG– YEAR _____

FIRE DRILLS



TORNADO DRILLS



SMOKE DETECTOR



CARBON MONOXIDE



CENTRAL DETECTION SYSTEM



ANNUAL DRILLS



Month:	Date:	Signature:	Month:	Date:	Signature:	Month:	Date:	Month:	Date:	Month:	Date:
Jan.			Jan.			Jan.		Jan.			
Feb.			Feb.			Feb.		Feb.			
March			March			March		March			
April			April			April		April			
May			May			May		May			
June			June			June		June			
July			July			July		July			
Aug.			Aug.			Aug.		Aug.			
Sept.			Sept.			Sept.		Sept.			
Oct.			Oct.			Oct.		Oct.			
Nov.			Nov.			Nov.		Nov.			
Dec.			Dec.			Dec.		Dec.			

Lock-Down Drill
Relocation Drill
Sheltering-In-Place Drill
Evacuation Drill

Emergency Plans and Procedures



Review Date

FIRE EXTINGUISHER



Expiration Date

Evacuation Map/Routes

EMERGENCY ROUTES

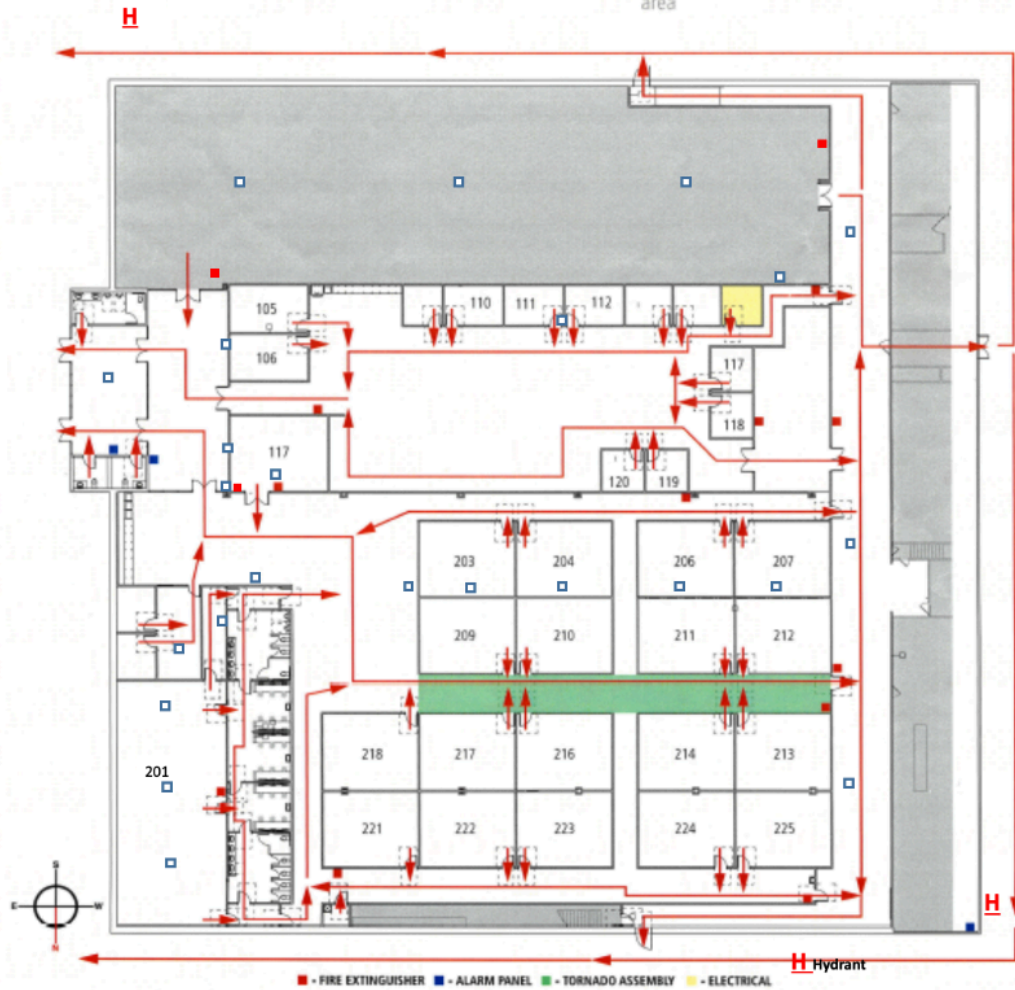


In case of fire, evacuate the building via the nearest exit and go to the center of the parking lot, halfway to the Burger King.



In case of tornado, move to the central hallway, designated as the Tornado Assembly area. It is designated by the green area

Parking Lot
Assembly Point



Fire Lane

Emergency Numbers

Child Abuse and Neglect Hotline	(800) 522-3511
Comanche County Department of Human Services	(580) 250-3600
Comanche County Health Department	(580) 248-5890
Emergency	911
Fire Station Department Station #2	(580) 581-3292
Lawton Animal Welfare	(580) 581-3219
Oklahoma Poison Control	(405) 271-5062
Police Department	(580) 581-3240
Operations Pastor/Incident Commander	(580) 917-5602
Electric Company	(888) 218-3919
Gas Company	(800)-992-7552
Water Company	(580) 581-3308
Comanche Memorial Hospital	(580) 531-4700
Southwestern Hospital	(580) 531-4700

Incident Command Team

Donna Madden..... 580-917-5602
 Shayla Washington.....580-917-2002
 Molly Inger.....580-695-1194
 Monica Ortega..... 253-985-5027

Rabbits in the Hole Emergency Procedure

Child Consideration/Application:

Each teacher develops a classroom “hole” for their room and models Rabbit in the Hole storyline to be used in case of an intruder.

Storyline:

There once was a rabbit family that lived on the edge of the farm. There was a mommy rabbit and two baby rabbits. Mommy rabbit knew that the big farmer didn't always like the rabbits hopping around his garden so she taught them a little game. When the big farmer would come around she would call out “rabbits in the hole.” This signaled the little rabbits to go into their hole for safety. The big farmer could not get them as long as they were quiet and inside their hole.

So now we are going to pretend that we are baby rabbits. I will be the teacher rabbit and call out to you “rabbits in the hole.” This signals my little rabbits to go to the hole we have chosen.



Understand the Weather



Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute



Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit Weather Guidelines for Children

Weather Guidelines for Children

Air Temperature	Wind Speed in mph								
	Calm	5	10	15	20	25	30	35	40
40	-40	-36	-34	-32	-30	-29	-28	-28	-27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play

Caution

Danger

Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

RECEIPT OF EMERGENCY MANAGEMENT PLAN

I acknowledge that I have received a copy of the church prep Emergency Management Plan, which contains vital information on the church prep’s emergency policies and procedures.

I understand the church prep may change its emergency policies and procedures at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read and agree to abide by all emergency policies and procedures contained therein.

Print name

Signature

Date

Director or designated personnel signature