

Restoration Temple Early Learning Center
1801 Kienlen Ave St Louis Mo 63133
314-925-8817 Main Office

Table of Contents

Purpose.....	
Emergency Contact Numbers.....	
Assignment of Responsibilities.....	
Types of Emergency Response.....	
Location of emergency documents and supplies	
Children In Care.....	
Types of Emergencies or hazardous situations.....	
A. Tornado.....	
B. Earthquake.....	
C. Flooding.....	
D. Fire/Smoke.....	
E. Bomb Threat.....	
F. Gas Leak.....	
G. Hazardous Material Exposure.....	
H. Ice and Snow Storms.....	
I. Power Outage.....	
J. Medical Emergencies.....	
K. Missing Child (Kidnapping).....	
L. Potentially Violent Situation.....	
M. Intruder.....	
N. Evacuation from a Vehicle.....	
Staff Emergency Contact Information.....	
Preparedness for special needs children.....	
Appendix's 1 Emergency Evacuation Routes.....	
Appendix 2 First response checklist.....	
Appendix 3 Radio and television station communication list.....	
Appendix 4 Emergency Supplies Checklist.....	
Appendix 5 Local Emergency Contact Information.....	
Appendix 6 Emergency Response Locations and Codes.....	
Appendix 7 Staff Primary and Support Responsibility Chart.....	
Appendix 8 Parent Letter.....	

DISASTER AND EMERGENCY PLAN FOR RESTORATION TEMPLE EARLY LEARNING CENTER

Purpose

This emergency plan has been developed to assist Restoration Temple Early Learning Center in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Restoration Temple Early Learning Center.

Assignment of Responsibilities

All staff at Restoration Temple Early Learning Center are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

Emergency Contact Numbers

Director/Manager of Building	314-480-2565	Carma Henderson
Security/ Facility	314-229-2621	Jackie Henderson
All Emergencies	911	
Poison Control Center	800-366-8888 or 800-222-1212	
Fire Department	314-863-4018	
Police Department	314-725-2211	
Child Abuse & Neglect	800-392-3738	
Animal Control	314-657-1500	
Electric	800-552-7583	
Water	866-430-0820	
Gas	314-621-6960	
Sewer	314-768-6260	
Waste/Disposal	844-777-4656	
Nearest Hospital	911/ 314-747-3000	(Barnes Hosp)
FOX 2 (KTV1)	314-213-7842	
CBS4 (KMOV)	314-621-4444	
NBC 5(KSDK)	314-421-5055	

If you have an emergency, ALWAYS call 9-1-1

Evacuation

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Staff Training & Monthly or Quarterly Drills

All staff and children will participate in fire and disaster drills at the facility. Fire drills must be documented. In addition to these drills, fire alarm and extinguishers training will be completed.

Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for childcare.

Type of Emergencies and /or Hazardous situations

Fire/ Smoke Go to designated safe spot	Tornado- Watch/ Warning * away from windows	Missing Child (Kidnapping) *call 911 and notify parents
Carbon Monoxide Exposure Go to designated safe spot	Chemical Spill/ Hazardous Material Exposure *call 911	Power Failure * Go to designated safe spot
Intruder Lock all doors to classroom and call 911	Medical Emergencies Go to designated safe spot	Bomb Threat * Call 911 and leave building
Earthquake Children gather in hall along wall and shield for safety	Flooding Go to designated safe spot	Gas Leak * Leave Building and Call Spire
Ice and Snowstorms Gather in basement and call parents	Potentially Violent Situation * call 911	Water Line Disturbance Go to designated safe spot
Disgruntled Employees Call 911	Disgruntled Parents/ Guardians *Call 911	Other

Type of Emergency Response

*The first thing to remember in any emergency situation is to remain calm and collected. The children will look to you for cues on how to react and if you don't respond calmly and appropriately the situation could escalate and become more severe. So Stop, Take a Deep Breath and Remember your training.

A. TORNADO

Tornado Watch

1. A tornado watch means conditions are favorable for the development of tornadoes or very intense straight-line winds capable of causing severe damage. The watch will be issued by the National Weather Service for a specified period of time. The Child Care Center Director or designee will notify all staff of the watch.
2. No specific action should be taken by Child Care Center personnel during a watch except to stay alert to weather conditions and updates.
3. When the watch has been lifted and no other severe weather conditions exist, the Child Care Center Director or designee will notify all staff.

Tornado Warning

1. A tornado warning means a tornado has been spotted in or near St. Louis County. Personnel must stay alert to any sudden changes in weather conditions or weather announcements and be prepared to seek shelter in their designated take cover areas
 2. Personnel and children should stay away from the windows.
 3. The Child Care Center Director or designee will monitor conditions closely for any changes.
 4. If a tornado has been spotted in close proximity during normal operations, the city's sirens will sound and all building occupants should move to their take cover areas. When taking cover all staff, children, and guests should remain close to the floor with their heads covered. Staff and adults should remain calm and assure children of their safety. All nonessential activities will stop until the danger has passed and all clear has been announced. Teachers must pay special attention to keeping the children calm and relieving their fears. Singing songs, telling favorite participatory stories, talking softly, slowly, and calmly are important techniques to use at this time.
 5. When the warning has been lifted and no other severe weather conditions exist, the Child Care Center Director or designee will notify all staff.
- Tornado drills are held every 3 months

B. EARTHQUAKE

When you feel an earthquake, immediately have the children and staff duck under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Watch out for falling plaster and ceiling tiles. Stay under cover until the shaking stops. Hold onto your cover. If it moves, move with it. If you are outside, remain away from the building on the ground with your heads covered. When the shaking stops stay where you are until the Director or designee can inspect the premises. Parents and/or emergency contacts will be notified about the status of each child and if pick-up is necessary.

C. FLOODING

In the event the area becomes flooded and it is necessary to evacuate the children we will move to the nearest non-flooded area and begin calling parents/emergency contacts for pick-up instructions.

D. FIRE/SMOKE

In the event that a fire or smoke occurs in the building the fire alarm will sound alerting everyone to follow our practiced emergency exit procedures. If the fire is small and contained, after assessing the situation the director or designee will use the extinguisher to put out the fire. If the fire cannot be put out, doors will be closed to try and contain the fire before exiting. Each classroom will follow their routes to exit the building and relocate to the parking lot across the street next to Princeton. In the event the fire is large, and it is necessary to move further away the staff and children will re-locate to the Wellston City Hall, down the street at 6920 Olive. When the fire personnel give the all clear and we are allowed back into the building the Director or designee will inform the teachers. In the event the building sustains too much damage, and we cannot re-enter parents will be notified that an emergency pick-up is necessary. Staff and children will remain at the emergency location until all children are released to their appropriate guardian/emergency contact. The center conforms to all fire regulations as designated by the State Fire Marshall. A fire emergency route is drawn and posted in each room. The 911 emergency numbers and the exact address of the building are posted near the phones in each classroom. The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members are trained in how to use the fire extinguishers. Monthly fire drills are held

E. BOMB THREAT

In the event that RTELC receives a bomb threat the police will be contacted immediately and the center will be evacuated to the Wellston City Hall 6203 Cote Brillante St Louis MO 63133 or an area designated as safe by the Wellston City Fire/Police until an all clear is given from the fire/police department. If an emergency pick-up is needed parents/emergency contacts will be notified.

F. GAS LEAK

If a gas leak is detected the Laclede gas company will be notified and the center will be evacuated to the parking lot across the street next to Wellsmar until an all clear is given by the gas company. If emergency pick-up is needed parents/emergency contacts will be notified

G. HAZARDOUS MATERIAL EXPOSURE

In the event that hazardous material exposure occurs proper steps and actions will be taken depending on the type of exposure:

Skin contact: External exposure (splash):

- Call 911 and ask for assistance from co-workers if available
- Remove contaminated clothing, if appropriate
- Wash for at least 15 minutes
- Seek additional assistance as necessary

Inhalation:

- Leave the area and go to an area with fresh air
- If you have shortness of breath or trouble breathing, call 911 for help

Ingestion:

- Call 911 for help
- Call the National Capital Poison Center (800) 222-1222 for poison emergencies.

H. ICE AND SNOWSTORMS

In the event of an ice or snowstorm parents will be notified via phone and email that pick-up is necessary and the center will close early. If conditions are particularly bad and not conducive to driving the staff will house the children at the facility until the parents or guardians are able to pick them up. No late fees will be assessed. You can always find weather updates and Urban Sprouts school closings on ksdk.com under weather, school closings, or on channel 5.

I. POWER OUTAGE

Flashlights are kept with the emergency supplies in the teacher resource room. Emergency power pack lights are installed on each emergency exit sign. Teachers will continue with normal care routines unless otherwise directed. If the outage lasts too long and pick-up is necessary parents/emergency contacts will be notified.

J. MEDICAL EMERGENCIES

In a medical emergency, assess the situation and decide if 911 needs to be called. Assign someone to call 911. Stay with the child or adult and perform any necessary first aid or CPR until the paramedics arrive. All staff are certified in first aid and child/adult CPR. Parents will be notified of the emergency after 911 has been called. Children will be taken to the preferred hospital parents select on their enrollment paperwork or the nearest hospital to the center if no hospital has been named.

K. MISSING CHILD (KIDNAPPING)

Should a child be missing, staff shall search the building and grounds immediately. All other children will be placed in a secure area until the issue is resolved. If the child has not been located, the police and parent/guardian will be notified while staff continue searching the immediate surrounding area.

L. POTENTIALLY VIOLENT SITUATION

Children shall be protected from any potentially violent situation by either being evacuated to a safer location or placed under lockdown in the designated lockdown areas inside the center. It is the Director or designee's job to assess the situation and make an evacuation or lock down decision. If necessary 911 will be called and children will remain in their designated area until an all clear has been given by the police or Director.

M. INTRUDER

In the event of an intruder the Director will make a page over the phone using the appropriate code and children will be evacuated to the designated lockdown areas. 911 will be called immediately and staff and children will remain locked until an all clear is given by the police and/or Director. It is the teacher's responsibility to account for all children and to ensure no one leaves the safe area until the "all clear" is announced.

N. EVACUATION FROM A VEHICLE

In the event of a disaster or emergency while on a field trip, staff will assess the situation and decide if 911 needs to be called. Staff will always remain with the children until the parents or guardians arrive and an all clear has been given. Staff will assist the children in exiting the vehicle should the emergency require exiting the vehicle. Children shall be protected by exiting to the nearest safe area.

Medical Emergencies

Assess the situation and contact 911, if necessary. Notify the parents immediately. Document the date and circumstance regarding the medical emergency in the child's record.

Lock Down/ Shelter in Place

Location: Lower-Level Basement

Code: Boss Baby

All staff are to stay in the lockdown/ shelter in place areas until an all clear is given.

Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

Children's daily attendance records are kept in the classroom. The children's attendance is updated as they arrive and leave throughout the day.

Children Emergency Contact Information in kept in the office

In a widespread disaster we need to be prepared to care for children in the facility until assistance arrives. Emergency supplies are stored in "Blue Room" closet. These supplies are updated every six months.

Children in Care

All children in care are between the ages of 6 weeks to 13 years. We have no special needs children.

Emergency Assessment

Below is a list of possible disasters or emergencies that may affect the area.

**Restoration Temple Early Learning Center
1801 Kienlen Ave St Louis MO 63133**

Sex Offender Safety Plan

- Make sure the children are supervised at all times, indoors and outside.
- Notify Police
- Take Children to designated safe spot
- Make sure all doors are locked and secured
- Contact parents

Appendix 1: First Response Checklist

- Evacuate/Shelter in Place/Lockdown
- Count Children
- Notify Emergency Personnel
- Contact Parents/Guardians
- Emergency Supplies
- Staff Assignments
- Notify radio and television stations (if necessary)
- Notify Child Care Facility Specialist at the Section for Child
- Care Regulation

Appendix 2: Radio and Television Station Communication List

Fox 2 KTVI	314-213-7842	Television
CBS 4 KMOV	314-621-4444	Television
NBC 5 KSDK	314-421-5055	Television
CW 11 KPLR	314-213-2222	Television
96.3 KMJM	314-692-5100	FM Radio
103.3 KLOU	314-436-9370	FM Radio

Appendix 3: Emergency Supplies Checklist

Emergency Supplies located in basement storage (unless otherwise stated)

- Antibacterial Hand Sanitizer
- Battery-Powered Radio
- Baby Food for Infants
- Blankets (located in classrooms)
- Bottled Water
- Books
- Duct Tape
- Extra Batteries
- Fire Extinguisher
- First Aid Kit
- Flashlight
- Gloves
- Trash bags
- Toilet Paper
- Wipes
- Canned Food (in kitchen)
 - Diapers

Dear Parent/Guardian:

In the event of an emergency, Restoration Temple Early Learning Center, has outlined the below response plan. Please know that Restoration Early Learning Center, will make every attempt to notify you so it is vital that you keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation/Relocation

1. If the emergency is confined to the immediate area at the Restoration Temple Early Learning Center, e.g., fire, and the children cannot stay on the premises, the children will be taken to Wellston City Hall at 6203 Cote Brillante St Louis MO 63133. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood and the children cannot remain in the immediate area, they will be transported to _____. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations, 104.1

Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assure that Restoration Temple Early Learning Center staff will always remain with and care for the children during an emergency to ensure the children's safety. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Carma Henderson (Director/Pastor)
Jackie Henderson (Security/Deacon)
Rachael Askew (Facility Supervisor)

Jacqueline Henderson (Facility Supervisor)