



# Calvary Lutheran Preschool Emergency Plan

# Emergency Plan

Calvary Lutheran Preschool  
937 NE Jackson School Rd.  
Hillsboro OR 97124  
503-693-0407

## Emergency Contacts:

Christe Fitzsimmons, Director:	503-267-1952
Rachel Kramer, Pastor:	661-347-6393

## Emergency Phone Numbers:

Fire/Rescue & Police:	911
Non-Emergency Police:	503-629-0111
Online Reporting:	<a href="https://hillsboro-oregon.gov/ReportCrime">Hillsboro-Oregon.gov/ReportCrime</a>
Poison Control:	800-222-1222
Gas Company:	800-882-3377
Water Company:	503-615-6702

# Procedures for Evacuation

<p><b>Procedure for Evacuation</b></p> <p>This procedure applies to any emergency where evacuation is required. Examples: Fire, strong smell of gas, after an earthquake</p>	<ul style="list-style-type: none"><li>• Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle)</li><li>• Evacuate the building quickly and calmly as practiced</li><li>• Take cart with water/food and Emergency Supply Kit, if immediately available</li><li>• Take pink folder with parent contact information</li><li>• Have each member of staff confirm that all children are present and in line</li><li>• Gather in meeting spot outside as previously designated (South parking lot alongside the garden). Account for all children, staff and visitors.</li><li>• Call 911 from outside the building.</li><li>• Do not re-enter the building until it is cleared by the authorities/fire department</li><li>• If you are leaving the premises, leave a note on the door of the evacuation location</li></ul>
<p>Alternative meeting place if the primary location is unsafe</p>	<ul style="list-style-type: none"><li>• Teachers will walk the children to the basketball courts at Hamby Park (next to the church)</li></ul>

# Lockdown/Shelter-in-Place Procedures

Lockdowns may be required with an active shooter, or a dangerous person is in the area. There may be emergencies where you may need to shelter-in-place due to atmospheric contamination or radiation leaks. In both cases, listen to your local news stations if possible.

We will lockdown in the side room next to the sanctuary if it is necessary and if the sanctuary is accessible.

## Procedures for lockdown

- Lock outside doors and windows
- Close and secure interior doors
- Close any curtains or blinds
- Turn off lights
- Keep everyone away from doors and windows. Go to the side room next to the sanctuary and shut doors
- Wait for all clear by authorities, call parents if necessary

## Procedures for Shelter in place:

- Gather everyone inside, preferably in a room with few or no windows (Sanctuary)
- Shut down ventilation system, fans
- Close and lock doors and windows
- Account for all children
- Close off non-essential rooms. Close as many interior doors as possible
- Seal off windows, doors and vents as much as possible
- Monitor radio for information and emergency instructions
- Wait for all clear by authorities, call parents if necessary

## Earthquake procedures: (as practiced during earthquake drills)

- Have children DROP down onto their hands and knees
- Have them COVER their head and neck and go under the shelter of a sturdy table or desk. If there is no shelter nearby, have them get down near an interior wall or next to low-lying furniture that won't fall on them, and have them cover their head and neck with their arms and hands.
- HOLD ON to the shelter (or head and neck) until the shaking stops.

### Procedures for after an earthquake:

- Account for all children, staff and visitors
- Check for injuries and administer first aid as necessary
- Call 911 for any life-threatening emergency
- Expect aftershocks
- Determine if evacuation is necessary and if outside areas are safe. If so, evacuate the building calmly and quickly. Always bring the pink folder with parent contact information when evacuating the building. This is located at the end of the hall of the large classroom
- Escort the children to designated meeting spot, CLP will meet in the south parking lot, next to the garden, if this meeting space is not safe, we will meet at the basketball court at Hamby Park.
- Remain outside of building until it has been inspected.
- Call parents

### Procedures for Floods, leaks, power outage, extreme weather:

- Determine if the program should be closed
- If the program is closed, notify parents/guardians to pick up children

# Practice Drills:

The procedures listed in this plan will be practiced per this schedule. Before each practice drill, the children will be told that it is just a drill.

Emergency Drill for evacuation/earthquake

Year	Monthly Fire Drill		Monthly Earthquake Drill	
Date/Time	# children	Length of drill	# children	Length of drill
Sept				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
June				