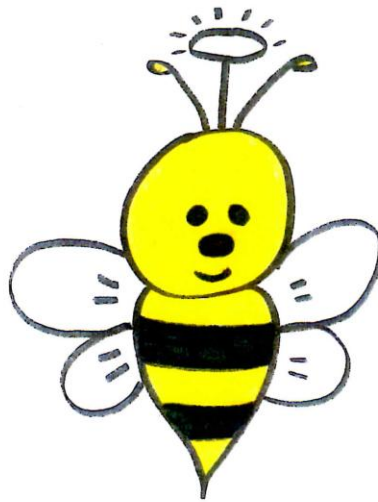


# Saint James Nursery School

## Emergency Preparedness Plan

2013-2014



4526 Albany Post Rd

Hyde Park, NY 12538

revised 6/13/2013

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The Saint James Nursery School has prepared guidelines for a wide range of unlikely emergency situations. These guidelines are subject to change as we will do whatever is necessary in an emergency to keep everyone safe.

### **St James Nursery School Emergency Plan Development**

- The Emergency Plan will be reviewed annually by the school board.
- Staff will be notified in writing of any changes
- Staff will educate parents at registration of the plan
- The board will notify parents of any changes by printing a notification of the change and handing them to the parent or guardian

### **Distribution of Emergency Plan**

- Each Staff Member and Board Member will receive a hard copy of the Emergency Plan
- A hard copy will be kept in the classroom. In the emergency folder
- A copy will be posted in the office and sexton closet.
- A copy will be kept on the St James Nursery School Page of the website

## Personnel Responsibilities During an Emergency

Headmaster	Office Staff/Sexton	Teacher	Asst. Teacher
Declare an Emergency	Lock exits	Back up for Headmaster	Back up office staff on Mondays or sick days
Call for assistance	Check restrooms	Lead evacuation lines	Carry Ready to go Kit
Make decision to evacuate	Check storage areas in hallway leading to the nursery school	Keep accurate head count	Contact families via text message/phone call
If necessary, direct Asst. Teacher to contact class families	Complete final building check after evacuation	Supervise Students	Close windows and doors of classroom
Contact President of the Board		Entertain and comfort students	If Code red hang Red Paper in classroom window
Act as media contact			
Determine when the emergency is over			

## Staff Training

- All Staff will review the plan outlining their responsibilities during an emergency
- Review Emergency exits and routes

## Communication

In case of an emergency the school will monitor local radio stations and weather on internet.

### Announcing Emergency within the Nursery School

- The Fire Alarm will be activated ( in case of a fire)
- 911 will be called
- The Headmaster (or Teacher if the Headmaster is unavailable) will inform staff of the emergency
- Two way radios will be available to teachers, office staff and sexton in case of power outage and no cell service. (these radios will be used daily for normal communication and will be equipped with NOAA weather channels and alerts)

### Announcing Emergency and Communicating with parents outside the Nursery School

- Notifying parents- Parents will be notified by a phone call or text message provided on the emergency contact list

- Once the emergency status has changed a second phone call or text will be sent
- Answering machine - if possible the school will leave a message on the status of the emergency and any instructions for the parents
- Sign on the front door in case of evacuation , the evacuation location and contact information

## **Shelter in Place**

This means the children will remain in the nursery school building until it is determined it is safe to release the students to authorized adults. Staff will remain with the students until all have been released to authorized adults. Students will only be released to those adults authorized on the emergency form.

**Code Red** (shelter in place) falls under this situation. Code red is caused by a specific local emergency such as a perpetrator in the area, or a possibly dangerous person on the premises or a NOAA weather alert notification.

- Teaching Staff will stay with the students. (all other staff will remain wherever they are safe)
- 911 will be called if necessary. (Ex: will not call in a weather emergency)

- If severe weather emergency the Teaching Staff will take the children to the basement hallway (Ex: tornado)
- Students outside will be immediately taken to the classroom (can be contacted with the two way radio)
- Exterior doors and windows will be locked
- Teaching Staff will close all curtains and blinds in the classroom
- Teaching Staff will keep students and themselves away from the windows and doors and keep students as quiet and calm as possible
- either a text message or phone call will be made to all emergency contact numbers. A Code Red text message will let parents know that they should **NOT** come to school.
- Another text message or call will follow when the Code Red has been lifted and that they can proceed to the school
- A red piece of paper will be placed in the front left school window to alert parents of a Code Red situation.
- All exterior doors will be locked and no one will be allowed in or out of the building
- Parents or guardians will not be allowed into the school to get their child until the emergency status has been lifted.
- If students need to be sheltered for an extended period, the Nursery School will do its best to ensure the safety and health by creating a "Disaster Supply Kit"

- a first aid kit
- general supplies including non perishable food , drinkable water, flashlight, whistle, batteries, blanket, etc.
- "Ready to Go" file containing : attendance list with contact numbers, sign in/out sheet and red paper

## **Evacuation**

The decision to evacuate will be made by the Headmaster. In case of his absence the teacher will make the decision.

- The fire alarm will sound
- the Headmaster will tell **all** staff to evacuate
- The children will be led out of the classroom to in front of the church

## **Drills**

Drills provide people with the skills and confidence to respond in an actual disaster.

We practice two types of drills regularly to assure our staff and students are prepared to respond to emergencies.



- Fire -evacuation drill is practiced monthly
- Lockdown (Secure building, stay together) is practiced twice a year. (When children are included in this drill we will use the words "Lets practice being together to stay safe). We will inform parents and guardians prior to the drill.