

Calvary Baptist Church

Calvary Weekday Ministry
Calvary Preschool and Kindergarten

Emergency Procedure Plan

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Emergency Numbers:

Emergency-911

Poison Control-1-800-292-6678

City of Dothan-334-793-0100

Ambulance-334-794-4444

September 2020

Calvary Weekday Ministry/Calvary Preschool and Kindergarten

Emergency Procedures

**We follow all unplanned closures by Dothan City Schools schedule.

Proper emergency personnel will be called for situations where their assistance is needed.

Communication between Calvary Weekday Ministry and Calvary Preschool and Kindergarten is done through phone system and cell phone.

Communication with parents for all emergencies will be Facebook, Remind, Bloomz (used by preschool/kindergarten), Text, or Call.

Weather Emergencies/Natural Disasters

- Severe thunderstorms-All children will remain in their classes and not go outside. If a parent picks a child up during a thunderstorm, Calvary Weekday Ministry/Calvary Preschool and Kindergarten is not responsible at the point the child is handed over to the parent.
- Tornadoes-All children will evacuate to the hall and away from all doors and windows until warning and storm is over. Parents may pick up once the warning is lifted.
- Flash Flooding-The children will evacuate to the Fellowship Center. We will contact parents to pick children up from the Fellowship Center.
- Major Snowfall/Blizzard-Children will gather on the bottom floor and prepare for pickup. We will call parents immediately. We will close and follow the Dothan City Schools for closures. We will not be open during a blizzard.
- Ice Storms-We will have communication with the local weather service/police to determine how safe it is for parents to pick up children. We will have children picked up as soon as we are cleared that they can safely pick children up from daycare. We will follow Dothan City Schools closures.
- Earthquakes-Children will be directed to get under a table or in a doorway during an earthquake. Teachers will then evacuate children out of the building safely. Calvary Weekday Ministry will evacuate to 801 Pontiac Street and Calvary Preschool and Kindergarten will evacuate to the parking lot across Montezuma Avenue in front of the Children's Building. We will

lot. We will then call for parents to pick up children when the proper authorities say it is safe for them to come to the parking lot.

- Fire-Children will be guided by teachers to exit the building by the exit map located in each room. Calvary Weekday Ministry will meet across the street from our parking lot in the yard of 801 Pontiac Street. Babies-1-year olds will travel in evacuation cribs during evacuation and all others will walk to evacuate the building. Calvary Preschool and Kindergarten will exit the building and go to the parking lot across Montezuma Avenue. We will then call parents to come and pick children up if necessary.
- Infectious Disease Emergencies-We will follow the orders of the CDC/local health department/government officials in closing the center. We will stay closed until we are able to open in a way for everyone to be safe. It will be at the discretion of administration, if a doctor's note will be required to return to school.
- Loss of Power, Water, or Heat-We will call and report any outages. We are equipped with emergency lighting during a power failure. If unable to function due to outages, we will call parents to pick up children.

Emergency Preparedness:

Staff Training-All teachers are trained in health and safety and can handle any medical situation. All staff is involved in 12 hours of continuing education each year. Staff are trained each year on emergency procedures and updated on any changes. Each teacher is assigned a certain task during an emergency. For children with special needs (autism, deafness, etc.) these children will be assigned a teacher who will care for them throughout the entire emergency.

Contact Information-All contact numbers are located on the front page of the emergency plan and a copy of our emergency plan is in each classroom in a notebook with a list of students and their contact information. This notebook is taken out of the classroom during any emergency and will remain with the class teacher throughout the emergency. This list of contact numbers is also located at the front desk of Calvary Weekday Ministry and Calvary Preschool and Kindergarten.

Teachers are in possession of a cell phone to use in case of emergency. All teachers will use their cell phones to contact parents of their students in case of emergency dismissal. On-site telephones are located at the front desk and in the teacher workroom.

Location of Fire Extinguishers/First Aid Kit-Calvary Weekday Ministry-Fire Extinguishers are located on the wall in the large hall and inside the door of the

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I have read and understand the Emergency Procedure Plan of Calvary Weekday Ministry and Calvary Preschool and Kindergarten. I understand this signed paper is required for my child's file to attend Calvary Weekday Ministry and Calvary Preschool and Kindergarten.

Child's Name: _____

Parent's Signature: _____

Date: _____

For Staff Use:

Staff Signature: _____

Date: _____