

**VANDERBILT PRESBYTERIAN CHILDCARE AND LEARNING CENTER,
1225 PIPER BLVD. NAPLES, FLORIDA, 34110**

PHONE -239-594-9557 OR 239-597-5410

EMERGENCY INFORMATION PLAN

I. Emergency structure: Line of Authority

A. Designate a person in charge of building during non-school hours.

1. When the Director is not in the building, The Preschool Assistant/ Director / Extended Day Care Person are in charge of the building.
2. When the Director/ Assistant Director/Day Care Person is not in the building, work with the Administrator/Head Custodian or other on-site staff as the person in charge.
3. All other staff works as a team to implement the emergency plan.

**B. Establish a protocol for dealing with emergencies/problem behaviors.
See Below.**

II. Staff and Student Orientation

A. Create and distribute to staff a standardized checklist for emergency procedures that include but are not limited to the following:

1. Current Class Attendance Roll
2. Checklist/sign-off emergency sheet, procedures
3. Copy of building map with designated exits
4. Evacuation procedure and appropriate action when leaving building.

B. All on site Staff should review emergency procedures and exit locations

with students/ staff the first day of school

III. Evacuation Procedures:

5. Civil Disturbance (intruder of any kind)

Action: Shut door staff remain in room with children.

Code Word: Cat in the building

Clear Word: Cat has been removed.

6. Power Outage

Action -1. Know where all the flashlights are located, regular check of batteries.

Action -2. If necessary, clear the building.

7. Fire and Bomb Threat

Action: Evacuate the building

8. Tornado Warning

Action: Move Students/Staff immediately to Room #8 or SC. Bring Attendance sheets and have children sit on floor away from the door. Remain in room 8 until the all clear has been given by Director or person in charge.

IV. Safety Drills

Action -leave the building.

1. When the fire alarm sounds or verbal instructions are issued everyone should file out of the building in a quiet and orderly manner through the nearest unblocked/designated exit.
2. Teachers/Staff will take the attendance sheet with them, turn off lights and close classroom doors after all students exit. Head count.
3. All Staff/Students will move away from the building at least 300 feet. Do not congregate in areas which will hinder emergency response personnel.
4. Staff will provide assistance to any handicapped students.
5. Students will be counted and cross checked on sign in sheets.
6. The Director/ Person in charge will give the all clear when it is safe to reenter the building.

The Director has gone over all emergency procedures. I understand and will follow these procedures during an emergency situation.

Signature _____ Date _____

Print Name _____

Jackie Elmer _____ Date Received _____
Director

