

Faith Friends Academy EMERGENCY PLAN

200 Zebulon St.

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I. GENERAL:

1. Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from harm. The safety and well being of children and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.
3. The plan will be reviewed and updated at least annually, and after every actual emergency.
4. All staff will be given a copy of the plan and will be trained to follow it in an emergency. A drill will be held at least annually to test the plan and the staff, in addition to any drills required by the Fire Marshall.
5. Quick response guides are attached to this plan as Tab A. They explain what to do in each type of emergency.
6. A list of emergency telephone numbers is attached to Tab A.

II. SITUATION:

1. This daycare center is located at the corner of Sardis St. and Zebulon St.
2. The daycare center has three buildings. A floor plan is attached.
3. This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts .
4. A list of the staff is attached. The average number of children who are at the center most days is ?
5. *A list of contact numbers for parents and guardians is attached.*

III. CONCEPT OF OPERATIONS:

1. The Administrator/director, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person will be assigned to listen for alerts on the radio and check on the status of the emergency.
2. Depending on the type of emergency, Mrs. Meadows will decide whether to shelter in place or evacuate a building or the whole center. If an evacuation is needed for a fire in one of the buildings, the staff will lead the children to the parking lot of the CFLC and parents and guardians will be notified to pick up their children

- A. *Shelter In Place: We will remain in the building or go to the youth house directly across the street.*
 - B. *Evacuate: Mrs. Meadows will order and evacuation. The children will be moved to a safe distance. If the entire center has to be evacuated then we will move the children to the youth house adjacent to the school.*
- 3. All actions shall be taken carefully and quickly to ensure that children and staff are protected from harm.
 - 4. Depending on the type of emergency, the staff will follow the steps listed in the attached hazard guides. The emergency actions will be in three phases; Alert, Action and Recovery.

IV. ASSIGNMENT OF RESPONSIBILITIES:

- 1. Mrs. Meadows is responsible for everything that happens to the children. She will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.
- 2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency.
- 3. Mrs. Meadows will update the plan as needed and will hold at least one practice drill every year, in addition to any drills that may be required by fire regulations.

V. SIGNATURE:

Mrs. Emily Meadows

Date

BUILDING DAMAGED

ALERT PHASE

1. WHERE IS THE BUILDING DAMAGED?
 - A. DETERMINE SEVERITY THEN EVACUATE IF REQUIRED.
2. IS ANYBODY TRAPPED IN THE BUILDING?
 - A. IF YES,
 - (1) EVACUATE EVERYBODY ELSE.
 - (2) CALL 911 OR LOCAL FIRE DEPARTMENT.
 - (3) HAVE STAFF MEMBER STAY BY TRAPPED PERSON.
3. ARE ANY EXITS BLOCKED?
 - A. IF YES,
 - (1) EVACUATE USING OTHER EXITS.
 - (2) IDENTIFY DANGERS AND BLOCK ACCESS.
4. IS THERE DANGER OF A PARTIAL OR TOTAL BUILDING COLLAPSE?
 - A. EVACUATE IMMEDIATELY AND CALL 911 OR LOCAL FIRE DEPARTMENT.
5. ARE THERE ANY OTHER CLUES: GAS SMELL, WATER LEAK, POWER OUT?
 - A. EVACUATE TO A SAFE DISTANCE.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. CALM STAFF AND CHILDREN
 - B. BEGIN STANDARD BUILDING EVACUATION.
 - C. ASSEMBLE CHILDREN AT DESIGNATED SPOT.
 - D. PICK UP EMERGENCY CARD FILE OR DIRECTORY.
 - E. IF 911 WAS CALLED, HAVE A STAFF MEMBER STAY BY BUILDING TO MEET RESPONDERS.
 - F. ACCOUNT FOR ALL CHILDREN AND MOVE TO A SAFER LOCATION. DESIGNATE A NEAR LOCATION AND A FAR AWAY LOCATION.
2. SECONDARY STAFF ACTIONS:
 - A. SHUT OFF GAS.
 - B. CHECK BUILDING FOR STRAGGLERS.
 - C. CALL PARENTS AND NOTIFY THEM OF SITUATION.
 - D. KEEP ANYBODY FROM RE-ENTERING BUILDING.
 - E. MAKE SURE THAT TRANSPORT IS AVAILABLE TO MOVE CHILDREN AND STAFF TO FAR AWAY LOCATION.
 - F. IF THE DAMAGE IS WEATHER RELATED, MAKE SURE A PORTABLE RADIO IS BROUGHT TO CHECK WEATHER STATUS.

RECOVERY PHASE

1. WHEN CHILDREN ARE OUT OF BUILDING, IS ANYBODY HURT?
 - A. IF YES, PERFORM FIRST AID AND CALL 911 OR FIRE DEPARTMENT.
2. IS EVERYBODY ACCOUNTED FOR?
 - A. IF NOT, START SEARCH AND CALL FOR HELP IF NEEDED.
3. ARE THERE ASSOCIATED DANGERS: FLOOD WATERS, LOOSE ELECTRIC WIRES, FIRES, DEBRIS?
 - A. IF YES, TAKE CHILDREN TO FAR AWAY EVACUATION SITE.
4. HAS 911 OR THE FIRE DEPARTMENT BEEN CALLED?
 - A. IF YES, MAKE SURE THAT SOMEBODY STAYS TO MEET EMERGENCY RESPONDERS.

EVACUATIONS

ALERT PHASE

1. WHAT IS THE THREAT?
 - A. FIRE: MOVE CHILDREN TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
 - B. GAS SMELL: MOVE CHILDREN TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
 - C. DAMAGED BUILDING: MOVE CHILDREN AWAY FROM DAMAGED PARTS, THEN OUT OF BUILDING IF NECESSARY.
 - D. WATER LEAK INSIDE: MOVE CHILDREN AWAY FROM LEAK.
 - E. WATER RISING OUTSIDE: IF TIME PERMITS, EVACUATE BUILDING AND AREA AHEAD OF WATER. IF WATER RISES TOO FAST, STAY IN BUILDING AND CALL FOR HELP. MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.
 - F. HAZARDOUS MATERIALS RELEASE: IF TIME PERMITS, MOVE CHILDREN TO A FAR EVACUATION SITE. IF TIME IS SHORT, SHELTER IN PLACE.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. MOVE CHILDREN QUICKLY AND QUIETLY TO ASSEMBLY AREAS INSIDE OR OUTSIDE.
 - B. ACCOUNT FOR ALL CHILDREN AND STAFF.
 - C. CHECK FOR INJURIES
 - D. PICK UP EMERGENCY INFORMATION CARD DECK OR MANUAL AND TAKE ALONG.
 - E. IF AN AREA EVACUATION IS REQUIRED, SECURE TRANSPORT AND LEAVE A NOTE STATING WHERE YOU HAVE GONE AND WHAT YOU WILL DO.

2. SECONDARY STAFF FUNCTIONS:
 - A. SHUT OFF GAS.
 - B. CLOSE WINDOWS.
 - C. CALL APPROPRIATE AGENCY; 911, FIRE DEPARTMENT, POLICE, GAS COMPANY, ETC.
 - D. LEAVE A STAFF PERSON BEHIND, IF POSSIBLE, TO MEET EMERGENCY RESPONDERS.

RECOVERY PHASE

1. AFTER EVACUATION, DOES A DANGER EXIST IN THE BUILDING?
 - A. IF YES, DO NOT ALLOW STAFF OR CHILDREN TO RE-ENTER THE BUILDING.

2. IS THE AREA DANGEROUS, WITH FLOOD WATERS, LIVE WIRES, ETC.?
 - A. IF YES, DO NOT ALLOW CHILDREN OR STAFF TO RE-ENTER THE AREA.

3. HOW DO YOU FIND WHETHER THE AREA CAN BE RE-ENTERED?
 - A. CALL THE POLICE OR FIRE OR OFFICE OF EMERGENCY PREPAREDNESS. IF YOU DON'T KNOW, DON'T GO.

4. SHOULD CHILDREN BE BROUGHT BACK TO THE CENTER AFTER AN EVACUATION?
 - A. IF A SITUATION IS SERIOUS ENOUGH TO EVACUATE, CHILDREN SHOULD NOT BE BROUGHT BACK UNTIL THE FACILITY CAN BE EVALUATED AS SAFE.

FIRE

ALERT PHASE

1. DO YOU HEAR A SMOKE DETECTOR?
 - A. IF YES, EVACUATE IMMEDIATELY.
2. DO YOU SEE SMOKE?
 - A. IF YES, EVACUATE IMMEDIATELY.
3. DO YOU SEE FLAMES?
 - A. IF YES, EVACUATE IMMEDIATELY. ASSIST HANDICAPPED PEOPLE OUT OF THE BUILDING.
4. IS THE MAIN EXIT BLOCKED?
 - A. IF YES, EXIT THROUGH AN ALTERNATE EXIT OR A WINDOW. IF UNABLE TO EVACUATE IN A MULTISTORY BUILDING, GO TO A SAFE LOCATION SUCH AS A FIRE RATED STAIRWELL ENCLOSURE
5. **SHOULD YOU CALL THE FIRE DEPARTMENT FROM THE CENTER?**
 - A. **IF ANY OF THE ABOVE APPLIES, EVACUATE FIRST, THEN CALL. TREAT EVERY ALARM AS AN EMERGENCY**

ACTION PHASE

1. ACCOUNT FOR ALL CHILDREN AND STAFF.
2. ONCE EVERYBODY IS OUT AND ACCOUNTED FOR, DO NOT LET ANYBODY BACK IN.
3. IF THE FIRE IS SMALL, YOU MAY BE ABLE TO PUT IT OUT WITH THE CENTER'S FIRE EXTINGUISHERS.
4. REMEMBER FIRE RULES:
 - A. ALWAYS CRAWL CLOSE TO THE FLOOR IN SMOKE.
 - B. FEEL EACH DOOR FOR HEAT BEFORE OPENING IT.
 - C. IF YOUR CLOTHING CATCHES FIRE, STOP, DROP TO THE FLOOR, COVER YOUR FACE WITH YOUR HANDS AND ROLL OVER AND OVER AGAIN TO PUT OUT THE FLAMES.

RECOVERY PHASE

1. BE READY TO ANSWER FIRE DEPARTMENT QUESTIONS:
 - A. IS ANYBODY STILL IN THE BUILDING?
 - B. HAS ANYBODY BEEN INJURED BEFORE, DURING OR AFTER THE EVACUATION?
 - C. WHERE DID THE FIRE START?

- D. IS THERE ANYTHING IN THE BUILDING THAT COULD BE DANGEROUS TO FIREFIGHTERS; GASOLINE, CHEMICALS, PROPANE, PAINT, ETC.?
 - E. HOW LONG HAS THE FIRE BEEN GOING ON?
2. DO NOT RE-ENTER BUILDING UNTIL THE FIRE DEPARTMENT HAS APPROVED RE-ENTRY.

FLOOD

ALERT PHASE

1. IS THERE A SEVERE WEATHER WATCH OR WARNING?
- A. IF YES, TURN ON THE TV OR RADIO TO GET INFORMATION.
3. IS THERE A FLASH FLOOD OR FLOOD WATCH OR WARNING?
- A. CONTINUE TO MONITOR THE TV AND RADIO TO KEEP A CLOSE WATCH ON THE WEATHER.
4. IS THE CENTER IN A FLOOD PRONE AREA?
- A. IF YES, KEEP ALERT AND WATCH WEATHER WARNINGS. ADVISE STAFF TO BE ALERT.
5. IS WATER COMING INTO THE BUILDING?
- A. IF YES, ATTEMPT TO SEAL UP WATER ENTRY AREAS. PUT CHILDREN UP ON TABLES OR CHAIRS AND CALL 911 TO REPORT. DO NOT TRY TO TAKE CHILDREN ACROSS FLOODED STREETS OR AREAS.
6. IS EVACUATION AN IMMEDIATE CONCERN?
- A. ASSEMBLE AND MOVE CHILDREN, ONE AT A TIME, WITH AN ADULT, TO A HIGHER PLACE, UPSTAIRS IN A MULTISTORY BUILDING.

ACTION PHASE

1. PRIMARY STAFF ACTIONS IF CENTER IS IN FLOOD AREA
- A. POSITION SANDBAGS AT FIRST SIGN OF FLOODING.
 - B. CHECK NEARBY MULTI-STORY BUILDINGS FOR SHELTERS.
 - C. CHECK RAIN APPAREL FOR CHILDREN AND STAFF.
 - D. LOCATE AND BOX EMERGENCY CARD FILE.
 - E. LOCATE AND BOX FIRST AID KIT.
 - F. REVIEW RESPONSIBILITIES AND THINGS TO DO LIST.
 - G. DOUBLE CHECK EVACUATION ROUTES TO NEAR AND FAR SHELTERS.
 - H. FOLLOW STANDARD EVACUATION PROCEDURES.
2. SECONDARY STAFF ACTIONS:
- A. PROTECT EQUIPMENT AND FILES FROM WATER BY PUTTING THEM INTO PLASTIC BAGS AND MOVING THEM TO HIGHER SHELVES.

- B. TURN OFF GAS AND ELECTRICITY BEFORE LEAVING.
- C. LEAVE A NOTE ON DOOR TO TELL WHERE YOU ARE GOING.
- D. LEAVE A STAFF MEMBER TO WAIT FOR RESPONDERS IF HELP WAS REQUESTED AND HAD NOT YET ARRIVED.

RECOVERY PHASE

1. HAS THE SEVERE WEATHER WATCH/WARNING BEEN LIFTED?
 - A. IF SHELTERED IN PLACE, RETURN TO NORMAL.
 - B. IF EVACUATED, BEGIN RETURN PREPARATIONS.
2. IS THE BUILDING DAMAGED?
 - A. IF YES, SEE BUILDING DAMAGED CHECKLIST.
3. IS EVERYBODY ACCOUNTED FOR?
 - A. RESUME NORMAL OPERATIONS AS SOON AS POSSIBLE.

NATURAL GAS LEAK

ALERT PHASE

1. IS THERE A NATURAL GAS SMELL IN THE CENTER (NOTE: ALL STAFF WILL BE FAMILIARIZED WITH THE SMELL OF NATURAL GAS)?
 - A. IF YES, CALL THE GAS COMPANY AT ONCE AND OPEN A WINDOW NEAR THE SOURCE. PUT OUT ANY OPEN FLAMES.
 - B. IF YES, KEEP STAFF AND CHILDREN AWAY FROM GAS LEAK.
 - C. IF YES, EVACUATE CHILDREN AND STAFF FROM BUILDING. DO NOT TURN ANY ELECTRICAL SWITCHES ON OR OFF AND DO NOT USE THE TELEPHONE INSIDE THE CENTER.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. USE STANDARD EVACUATION PROCEDURES.
 - B. ONCE EVACUATED, DO NOT RETURN UNTIL BUILDING IS SAFE.
 - C. CALL GAS COMPANY/911 FROM AN OUTSIDE PHONE.
 - D. WAIT A SAFE DISTANCE UNTIL THE GAS COMPANY ARRIVES.
2. SECONDARY STAFF ACTION:

KEEP OTHER PEOPLE AWAY FROM THE BUILDING.

RECOVERY PHASE

1. HAS AN ALL CLEAR BEEN ISSUED BY THE GAS COMPANY/911?
 - A. RETURN TO NORMAL ACTIVITIES AS THE RESPONDERS RECOMMEND.