

# ADVENT PRESCHOOL EMERGENCY PREPAREDNESS PLAN

**Always take the emergency kit hanging at your classroom door AND cell phone!**

**Must include emergency contact information for all students and first aid kit!**

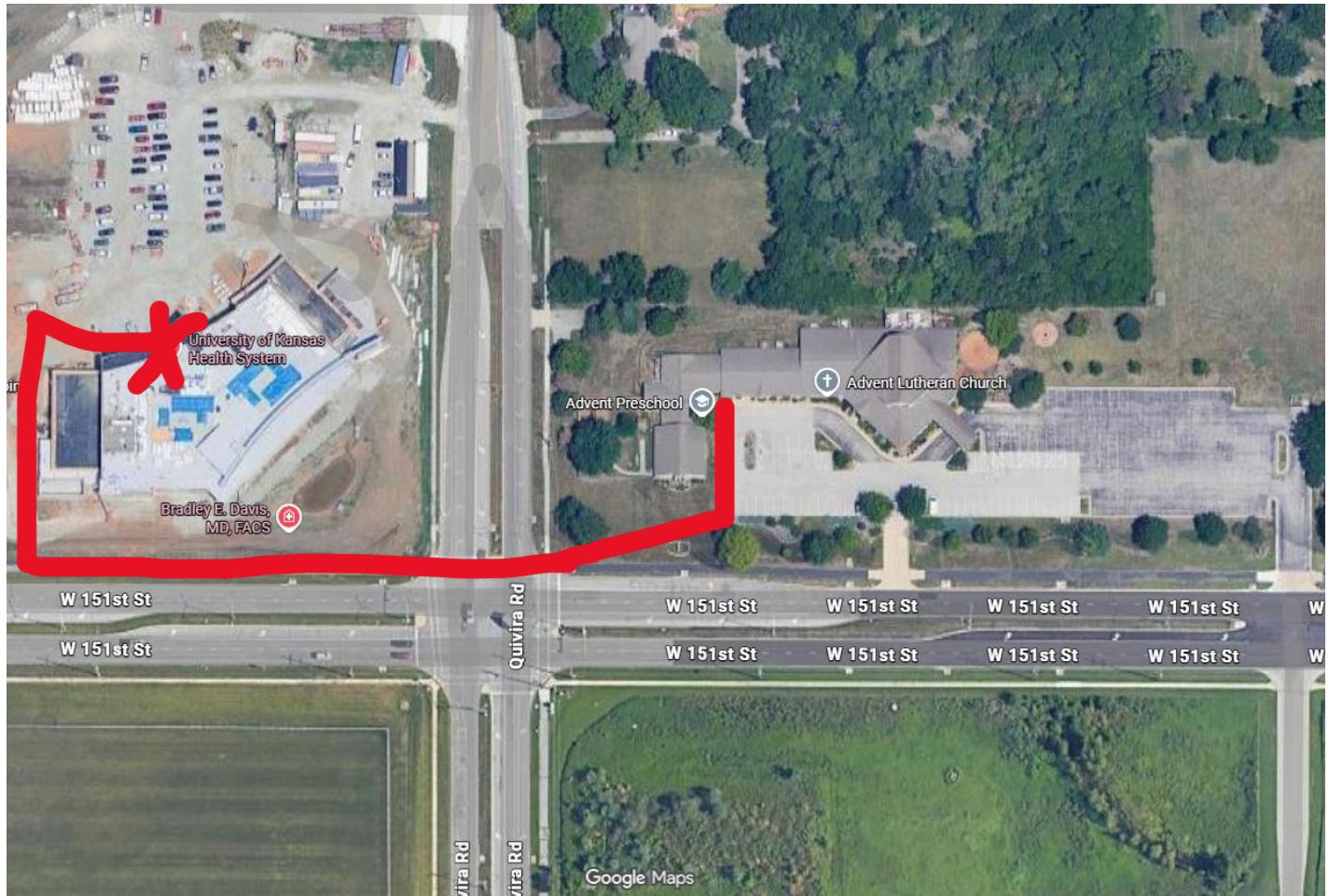
**\*\* All Parent Notification is by cell phone or other telephone use.**

EMERGENCY	PROCEDURE
Fire	<ul style="list-style-type: none"><li>• Contact 911</li><li>• Exit out classroom door and walk to designated spot, which is the grassy area at the East (church) end of the parking lot.</li><li>• The teacher will head count the number of children at designated spot and wait there for further instructions from the fire department.</li><li>• If needed to move off premises, teachers will walk their students across the street to KU Health System. (see evacuation route)</li><li>• Parents will be notified for reunification at Advent Lutheran Church -or- KU Health System**</li><li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li><li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li><li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li></ul>
Weather	<p>Tornado:</p> <ul style="list-style-type: none"><li>• Exit out classroom door and walk to designated spot, which are the bathrooms at the East (church) end of building.</li><li>• The teacher will head count the number of children at designated spot.</li><li>• All children and staff will be seated on the floor as close to the wall as possible.</li><li>• Once the weather has passed, parents will be notified for reunification at Advent Lutheran Church**</li><li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li><li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li><li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li></ul> <p>Flood:</p> <ul style="list-style-type: none"><li>• Classroom teachers will be warned by the director or office personnel.</li><li>• Exit out classroom door and walk to designated spot, which is the church sanctuary and seat children in the back rows of the pews.</li><li>• The teacher will head count number of children at designated spot.</li><li>• Parents will be notified for reunification at Advent Lutheran Church**</li><li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li><li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li><li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li><li>• Advent Preschool is not in a flood plain.</li></ul>
Missing/Runaway Child	<ul style="list-style-type: none"><li>• Classroom teacher will notify director if they discover a child is not accounted for in their group.</li><li>• Director will conduct search of their immediate surroundings. All classes will remain inside their contained classroom.</li><li>• Director and office staff will begin a wider search in other parts of the school/surrounding premises. Director will call 911 if necessary.</li><li>• Parents will be notified.**</li></ul>
Utility Emergency/ Chemical Release	<ul style="list-style-type: none"><li>• Exit out classroom door and walk to designated spot, which is the grassy area at the East (church) end of the parking lot.</li><li>• The teacher will head count the number of children at designated spot.</li><li>• Contact 911 that there is a possible utility emergency at the school.</li><li>• Do not turn ON or OFF any electrical switches when leaving the building.</li><li>• If needed to move off premises, teachers will walk their students across the street to KU Health System. (see evacuation route)</li><li>• Parents will be notified for reunification at Advent Lutheran Church -or- KU Health System**</li><li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li><li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li><li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li></ul>

Intruder Lockdown	<p>Indicates activity outside the building or area around building. Everyone, including the teacher, stays in the classroom.</p> <ul style="list-style-type: none"> <li>• Contact 911.</li> <li>• Close and lock all classroom and facility doors.</li> <li>• No students or staff are to leave the classroom.</li> <li>• Walkie Talkies should be turned on to channel 3.</li> <li>• Classrooms will stay locked and quiet until given an all clear from the school.</li> <li>• Parents will be notified for reunification at Advent Lutheran Church.**</li> <li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li> <li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li> <li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li> </ul>
Acts of Violence Lockdown/Terrorism	<p>Indicates there is a potentially violent activity present in or near the building. All occupants should quickly find secure hiding places and, if possible, turn off the lights, and draw window shades.</p> <ul style="list-style-type: none"> <li>• Close and lock classroom doors. Turn ALL lights off.</li> <li>• No students or staff are to leave the classroom</li> <li>• Walkie Talkies should be turned on to channel 3.</li> <li>• Staff and students should sit quietly in a non-visible corner of the classroom until given an all clear from the school.</li> <li>• If needed to move off premises, teachers will walk their students across the street to KU Health System. (see evacuation route)</li> <li>• Parents will be notified for reunification at Advent Lutheran Church -or- KU Health System.**</li> <li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li> <li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li> <li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li> </ul>
Allergic Reaction	<ul style="list-style-type: none"> <li>• Contact 911 if necessary.</li> <li>• Parents will be notified by telephone.</li> <li>• When an allergic reaction occurs get the director immediately using walkie talkies. Never leave other children in the classroom alone.</li> <li>• Director will retrieve prescribed allergy medicines, if available, and begin to administer first aid.</li> <li>• Classroom Teacher will move other children to a separate classroom.</li> </ul>
Serious Injury	<ul style="list-style-type: none"> <li>• Contact 911.</li> <li>• Parents will be notified by telephone.</li> <li>• When an accident occurs get the director immediately using walkie talkies. Never leave other children in the classroom alone.</li> <li>• Classroom Teacher will move other children to a separate classroom.</li> <li>• Director will retrieve Emergency Supplies and begin to access the child and administer first aid.</li> <li>• The director will pull child's health file to take to hospital.</li> <li>• The director will go with the child to the hospital.</li> </ul>
Unscheduled Closing	<ul style="list-style-type: none"> <li>• Parents will be notified for reunification at Advent Lutheran Church.**</li> <li>• All medications needed for allergies and special conditions will be in director's emergency bag.</li> <li>• Emergency Supplies: complete first aid kit, class rosters, cell phone, child medications (if on file).</li> <li>• In case of prolonged closure of operations, preschool will remain closed until necessary.</li> </ul>
First Aid Kit/Emergency Supplies  (located in kitchen and director's emergency bag)	<ul style="list-style-type: none"> <li>• First Aid Manual</li> <li>• Single Use Gloves</li> <li>• Adhesive bandages, assorted sizes</li> <li>• Adhesive tape</li> <li>• Roll or sterile gauze</li> <li>• Sharp scissors</li> <li>• Sterile gauze, 4x4in minimum</li> <li>• Cleansing agent or liquid soap</li> <li>• Elastic bandage</li> <li>• Tweezers</li> <li>• Bottle of water for washing/cleansing</li> <li>• Classroom rosters</li> </ul>

- All students with special needs or chronic medical conditions will meet with director and classroom teacher before child begins attending preschool to discuss action plan and fill out medical administration forms.

Off-Premise Relocation Route  
University of Kansas Health System  
12000 W. 151<sup>st</sup> St. Olathe, KS 66062



Fire/Utility Failure/Chemical Release Evacuation Route  
Advent Lutheran Church  
11800 W. 151<sup>st</sup> St. Olathe, KS 66062

