

September 2019

**Reading Baptist Day School**

**Emergency Preparedness**

**PURPOSE**

This policy and procedure has been developed to insure the safety of the teachers and children at the Reading Baptist Day School in the event of a fire or emergency disaster. The principle objective is to prevent personal injury or loss of life in the event of an actual emergency. All employees shall be acquainted with these procedures to ensure a safe and efficient evacuation of the premises. An emergency disaster might be a missing child, power or heating failure, fire, loss of hot water or other water problem, bomb threat or natural disaster including but not limited to storms, flood, hurricane, thunderstorms and tornadoes.

**FACULTY ORGANIZATION**

***Director:***

Marjorie Gibson

***Classroom 1:***

Jody Donahue LT	Transitional Kindergarten
Marjorie Gibson D, LT	Transitional Kindergarten
Beth Thornton LT	2 Day Morning Class (Tuesday & Thursday)
Jody Donahue LT	2 Day Morning Class (Tuesday & Thursday)
Karen Rubin TA	2 Day Morning Class (Tuesday & Thursday)

***Classroom 2:***

Elaine Reidy LT	Pre K
Beth Thornton LT	Pre K
Elaine Reidy LT	2 Day Morning Class (Tuesday & Thursday)
Katie McLaughlin LT	2 Day Morning Class (Tuesday & Thursday)
Karen Rubin TA	2 Day Morning Class (Tuesday & Thursday)

**STAFF**

The staff at Reading Baptist Day School shall be trained in First Aid within 6 months from the date of hire. There shall be at least one staff member certified in CPR present during Preschool hours.

The Director shall be in charge in the event of an emergency. The director shall be responsible for the emergency backpack, cell phone, keys, children's medications, checking the facility, decision making and the call for help.

Staff is familiar with the location of water, gas and electricity shut offs.

The lead teachers shall be responsible for their students and attendance. If the director is unavailable, the lead teachers shall be responsible for all above.

### **NOTIFICATION OF EMERGENCY**

The church and preschool are registered with the Town of Reading to receive reverse 911 notifications of emergency situations and instructions for safe response and/or evacuation.

### **EMERGENCY NOTIFICATION**

The director (or assistant director) is responsible for contacting the appropriate authorities in the event of an emergency and after the facility has been evacuated.

Medical Emergency	911
Police	911
Fire	911
Rescue	911
Winchester Hospital	1-781-729-9000
Poison Control	1-800-222-1222
Mass Emergency Management Agency	1-800-820-2000
Utilities	
Reading Municipal Light	781-942-6598
National grid	1-800-233-5325
Town of Reading Water	781-942-9092
Town of Reading Board of Health	781-942-6653
Health Consultant: Jill Cain	978-664-9052 (H) 978 729-5602 (C)
EEC	978-524-0012
DCF-Malden	781-388-7100
Newspaper: Daily Times Chronicle	781-944-2200
Dental Care Eugene Mickey DMD	781-279-2400
Vision Care Lexington Eye Care	781-862-1620
Speech/Hearing Lorraine Salter	781-944-5866

## **SCHOOL CANCELLATION**

In Case of school cancellation, the Day School has the following policy:

- No School for Reading: Day School closed
- One Hour Delay: Day School open
- 90 Minute Delay: Day School closed
- 2 Hour Delay: Day School closed
- A.M. Kindergarten Closed: Day School closed

## **CLASS SIZE**

Maximum number of students in the 2-Day Classes is 16 (Tues/Thurs).

Maximum number of students in the Pre-K and Transitional Classes is 18 (Mon/Wed/Fri).

Maximum number of children in school at any time is 36.

## **EMERGENCY BACKPACK:**

First aid kit, children's face/enrollment sheets, flash light, paper, crayons, books, emergency preparedness policy and radio.

## **SHELTER IN PLACE**

In an emergency condition that requires shelter in place, the Reading Baptist Day School Staff will move the children to an interior room of the building. This room is marked "youth room" and is located at the bottom of the stairs on the left. We will have access to water, bathrooms and a kitchen. The director will bring emergency backpack, cell phone, keys and children's medications. Attendance will be taken before moving the children and after arriving to the "youth Room". The director will determine the nature of the emergency and whether to shelter in classrooms or "youth room".

Conditions that require shelter in place are severe weather, such as tornadoes, hurricanes, earthquakes, power outage, hazardous material accidents, community concern or unless instructed otherwise.

## **LOCK DOWN PROCEDURE**

If an emergency arises that requires a lockdown, the director or office manager will notify staff directly and then proceed to ensure that all exterior doors are locked.

One teacher in each classroom will lead children to the "crib room" located next to classroom 1.

The second teacher in each room will lock classroom door, check for any remaining children in classroom and bathroom, turn off lights and bring attendance.

The first teacher to the crib room will lock door, cover windows and turn off lights. Teachers will silently take attendance and everyone remains silent until further instruction from director.

The director will bring emergency back pack, cell phone, keys and children's medication.

Director is responsible for notifying police, as well as parents and others who may need to be notified.

### **FIRE SAFETY TRAINING**

- Fire drills will be conducted every month.
- Fire drills will be documented and shall include date, time, classrooms participating, weather conditions, and success of drill or any difficulties encountered, door exited, and the number of children that took part in the drill.
- A fire drill log will be made available upon request to the Reading Fire Department.
- This plan has been approved by the Reading Fire Department.

### **SAFETY ENGINEERING AND EQUIPMENT**

- ***Alarm System:***  
A fire alarm system is provided throughout the building and is monitored by the Reading Fire Department.
- ***Fire Extinguishers:***  
Fire extinguishers are located outside the office door and outside the door to Classroom 1.
- ***Exits:***  
All exits from the building are clearly marked by a red sign above the exit door. The primary exits for the classrooms are at the rear and exit out to the playground. When exiting from the lower level of the building – emergency exit to exterior stairwells will be used and the front parking lot will be used as a meeting place.

### **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency where the building must be evacuated for an extended period of time the following plan is in place:

- As the building is being evacuated, the last teacher in the classroom will visually sweep the classroom to ensure that no child is left behind.
- The director will then perform a second visual sweep.
- Attendance will be taken upon evacuation and upon arrival at the Reading Town Hall.
- If any child is missing, the director will go back and search the building.
- If any child cannot be located, the director will call 911 and notify the parent of the missing child.

The teachers will walk with the children to the Reading Town Hall which is approximately 1 block away.

- The director will bring the emergency backpack, cell phone, keys, children's medications and attendance.
- Teachers and children will remain in the large meeting room on the 1<sup>st</sup> floor. We will have access to water, toilets, shelter and telephones. Parents will be notified using face/enrollment forms by cell phone or telephones at the Town Hall.
- In the absence of the director the assistant director will be in charge of the evacuation. In the event that the Town Hall has also been evacuated we will walk to the Good Shepherd Church at 95 Woburn Street.
- Re-entry to the building will take place when the safety of the children and teachers is assured. Attendance will be taken when returning to school.
- After evacuation the director (or assistant director) will notify the proper authorities.

## **FIRE EVACUATION PROCEDURE**

In the event of a fire the following plan is in place:

- Rear exit door is to be used as first choice for each classroom. Doors into hallway are second choice.
- The lead teachers will exit out the door with the red Exit signs. Teachers will go downstairs, across playground, up the back stairs and into the rear parking lot.
- Children are instructed to follow the lead teacher in a single file line.

- The 2<sup>nd</sup> teacher is responsible for taking the attendance book, for checking all classrooms, for closing classroom doors, and for checking bathrooms.
- Once outside attendance will be taken.
- Re-entry to building will take place when children's safety is established.
- After evacuation the director (assistant director) will notify the appropriate authorities.

### **MISSING CHILD**

In the event that a child is missing, the director is responsible for searching for that child. If the child cannot be located the director will notify 911, and the parent of the missing child.

### **EARLY CLOSINGS**

In the event of an early closing of Reading Baptist Day School, parents or contacts will be notified by either of the child's teachers or a public warning system.

Events that may require an early closing of preschool are severe weather warnings, snow and ice storms, technological hazards, fire, utility disruption (water, heat, electricity, etc.), which cause regulations unable to be met.

### **UTILITY DISRUPTION**

In the event of a power outage, Reading Baptist Day School will continue classes.

- Reading Baptist Day School is equipped with emergency lighting.
- Classrooms are well lit with large windows.
- Classrooms have flashlights.

In the event of water or heat loss, classes will be cancelled and parents notified for dismissal.

### **SEVERE WEATHER CONDITIONS**

In the event severe weather conditions are predicted and Reading cancels or delays public schools, Reading Baptist Day School will be closed.

Reading Public School announcements are broadcast on:

- AM Radio – WBZ, WHDH
- Television Channels: 4, 5, 7 and Cable Channel 6.

In the event of a severe weather warning announcement requiring shelter in place we will follow our Shelter in Place Policy

**HAZARDOUS MATERIALS, BOMB THREATS, IMMEDIATE EVACUATION**

In the event of a hazardous material accident or a call of a threatening nature, the fire department or police department shall be notified immediately. Depending on the nature of the call, an immediate evacuation may take place. Reading Baptist Day School staff will follow the fire evacuation instructions.