

Emergency/Disaster Plan

In the event of a fire, windstorm, snow/ice, earthquake, or a lockdown situation, the staff will follow these procedures.

Evacuation of Building:

- Lead Teacher for each room shall be responsible for the children in their room.
- Count all children present and match up names to list of children signed into that room. Bring list and emergency cards/information outside with children.
- If any children are unaccounted for, Teacher's Assistant shall locate missing children if it is safe to enter or remain in the building, while Lead Teacher escorts present children out through the main lobby doors, window or emergency exit in hallway. Assistant Teacher shall locate missing children and escort them in the same manner. All children and staff to meet on the front lawn across from the Brooks residence until all are accounted for.
- Special needs children shall stay with an assigned staff member at all times.
- If supplies are required for extended care, food and water, blankets, and first aid kits are stored in the Bunnies supply closet, the north Wesley building bathroom and office. Temporary shelter can be in the Wesley building, Preschool shed and or Talbert building. If immediate shelter is required, the director shall open the Sanctuary building lobby, and, if it is safe, the children and staff shall remain in there until parents can pick up their children.
- Evacuation of the premises shall be the same procedure as for all emergency drills. Families may contact the school for information as to where the children were taken for safety.
 - A copy of the Emergency Procedures from the Employee Handbook has more specific details. You will find a copy in your child's class file folder box.
- Families shall have the Director's cell phone number for emergencies. The Director, or lead teachers shall call the parents to pick up their children.
 - Kathryn Aitcheson, Cell# 425-463-5198

I have read and understand the Disaster Plan for In the Beginning Preschool and Faith Mother's Day Out

Family/Parent/Guardian:

Signature: _____ Date: _____

Child's Name: _____ Child's Class: _____