

Jenny Hart Early Education Center

Evacuation & Emergency Procedures

In the event of an unexpected occurrence requiring the orderly evacuation of the building, the procedures are as follows.

Evacuation

- The children will be calmly gathered, by a designated teacher and led to the fire exit of their classroom. This teacher will take the clipboard, emergency backpack, and Emergency Information Book and begin leading the children out of the building according to the emergency exit plan. The second team teacher will check bathrooms, close classroom doors and follow the children out of the classroom. Both teachers will count the students, double-checking that all are accounted for using the clipboard as a reference. **Please sign your child in & out every day.**
- If the alarm sounds while classes are outside the children line up in their designated “line up” areas and exit the playground through the emergency gate. Both teachers will count the students, double-checking that all are accounted for using the clipboard as a reference. **Please sign your child in & out every day.**
- The children and the teachers will remain outside, maintaining a safe distance from the building, until “all-clear” is announced by the authorities or the administration. No one will return to the building until an “all-clear” is given.

Earthquake

- If an earthquake occurs while your child is at school, the children will move away from windows and doors and “duck & cover”. We have regular drills at Jenny Hart, but it is important to practice with your child at home too.
- At school, it is not safe nor is it possible to have each child under a piece of furniture. We practice “**duck & cover where you are**”. Staff will help children move away from windows. When the shaking stops, an orderly evacuation will begin as indicated above.

Temporary Relocation Site

- In the event that the Jenny Hart building or Irvine Presbyterian Church is not safe to re-enter there are several temporary relocation sites that we may utilize. In the event that we must relocate we will phone parents, when it is safe to do so, with our relocation site.

Injury or Illness

- If a child is ill or injured, one teacher will attend to the hurt or ill child while another teacher remains with the class. First Aid, if necessary, will be applied to the child. Staff will phone parents.
- In the case that we are unable to locate the parent and if the child needs immediate care we will call 911.
- Out-of-area contact will be called if local phone lines are tied.
- If it is necessary to transport a child to the hospital, one teacher or administrative staff will accompany the child if possible.
- Medical Release slips are on file (so noted in the emergency ID books) in the event we need to transport any child to the hospital for emergency treatment if the parent cannot be reached.

Communications During a Disaster

- **Do not call the school** unless there is an emergency on your part. Telephone lines will be tied and are needed for emergency communication.
- We will make every effort to contact you and/or your emergency contacts if your child is injured or requires emergency treatment.
- Out-of-area phone service is more likely to be available, therefore it is important to establish an **out-of-state contact** that you can call to send and receive information.
- Please include your out-of-state contact on your emergency ID form so that we may contact them if your child is injured or requires emergency treatment. Out-of-state incoming calls may be busy, outgoing out-of-state calls will be more likely to go through.
- If it is safe to be inside the building, administration will post our status on the Jenny Hart website or on the IPC Facebook page. Please note that electricity and internet service may not be available.

www.jennyhart.org <https://www.facebook.com/irvinepres?ref=ts&fref=ts>

Emergency Supplies

- Jenny Hart has enough emergency rations of food and water stored for each child and adult to last for 3 days. We re-evaluate and reorder emergency rations regularly. Each designated staff member that is responsible for transportation also has water and emergency kits in their vehicle.

Reassuring the Children

- Children will be concerned about parents, family, friends, and pets and will need continuous reassurance and encouragement to express their concerns. We will express the likelihood that parents may be delayed for several hours because of traffic. We will also remind children that parents have been told that we will take care of them until they arrive. **Please keep your emergency information form up-to-date at all times and also remember to sign in & out each day.**

1/10/13