

# **Learning Tree Preschool: Emergency Action Plan**

**Facility Name:** Learning Tree Preschool

**Facility Address:** 1318 N Lockett Street, Sherman, Tx, 75090

**Facility Phone:** 1 903-423-0418

**Facility Main Contact:** Lisa Lundervold

**Emergency Kit Location:** In mudroom hanging on wall

**Number of Children:** 10

## **EMERGENCY CONTACTS:**

**In Case of an emergency call:** 911

**Sherman Fire Department:** 903-842-7273

**Grayson County Fire Marshal:** 903-813-4200 EXT: 2284

**Texoma EMS:** 903-870-6669

**Sherman Police Department:** 903-892-7290

**Grayson County Sheriff's Office:** 903-813-4408

**Poison Control:** 200-222-1222

**Gexa Energy (Electric):** 713-961-9399

**Atmos Energy (Gas):** 903-891-4236

**City of Sherman (Water):** 903-892-7258

**Insurance Provider (Progressive):** 866-960-8609

**Local Licensing Office:** 469-229-6900

**EVACUATION:** In case of the need to evacuate our site, the following procedures will be followed.

### **Evacuation**

#### **Routes/ EXITS:**

- Living Room/ Dining Room: Front Door, Windows
- Bedroom: Window
- Bedroom: Window
- Mud Room: Back Door

#### **Emergency Kits:**

- The Preschool is equipped with an emergency first aid backpack. It contains basic first aid supplies, gloves, a first aid guide, thermometer, any life -saving medication (epi-pen, inhaler). Authorization for emergency care for each child.
- The Preschool is equipped with an emergency supplies backpack. It contains water, prepackaged, non-perishable snacks, children's emergency contact information, a copy of the emergency preparedness plan, wipes, flashlight, hand sanitizer, gloves, battery operated radio, extra batteries.

**Notification:** Once children are safely evacuated:

- 911 will be called
- Parents will be notified of the evacuation.

#### **Evacuation Sites:**

- On-site meet up safe spot: Front lawn, left of driveway
- Emergency Lockdown and storm location is in the bathroom.
  
- Neighborhood Evacuation Site  
Boys and Girls Club of Sherman (1 block away)  
1500 N Lockett St. Sherman, Tx 75090  
phone: 1-903-8929019

## Transportation to Evacuation site:

- Children will be walked on a walking rope to neighborhood evacuation site. The Boys and Girls Club is (0.1 m) and 1 minute away.

## Fire Emergency:

- Upon discovery of any kind of smoke or fire in the building, or upon hearing the smoke detector. I will gather all the children and provide instructions for how to safely exit the building.
- I will grab a cell phone, attendance logs, and emergency backpacks.
- Will do a head count of the children to make sure no one has hidden or been left behind.
- I will take the children, along with the attendance logs, cell phone and emergency backpacks, out through the closest, safe exit.
- The designated meeting place is at the end of the driveway. We will then cross the street to neighbor's lawn.
- Once the children are safely evacuated. I will call 911 to report the fire.
- Once at the designated meeting place. I will instruct the children to wait quietly while roll is taken using the daily attendance log and name to face.
- If any child is unaccounted for. I will notify fire department personnel immediately upon their arrival.
- **THE CHILDREN WILL NEVER BE LEFT UNATTENDED FOR ANY REASON.**
- After immediate emergency has passed. I will contact parents to inform them of the fire emergency and to provide instructions on the plan for child pick-up if necessary.
- If it becomes necessary to move farther away from the building due to excessive heat, inclement weather or any other reason, **we will follow our RELOCATION PLAN.**

## **Tornado Emergency:**

- Upon learning of a **TORNADO WATCH** in the area. I will immediately turn on the radio to a local weather station.
- I will monitor weather conditions until the weather watch is cancelled or until the facility is closed and all children have been picked up.
- If a **TORNADO WARNING** is issued. I will immediately take children, attendance records, a cell phone, and the emergency backpacks to the designated shelter location. (**bathroom**)  
**CHILDREN WILL NOT BE LEFT UNATTENDED FOR ANY REASON**
- I will instruct the children where to sit and take roll using the attendance records and name to face.
- Activities will be provided to children to help them remain quiet and occupied until the warning is lifted.
- I will call parents to notify them of the emergency and plans for pick-up or relocation if necessary.
- **WE WILL FOLLOW THE RELOCATION PLAN IF WE NEED TO GO TO OUR RELOCATION SITE, ONCE THE TORNADO WARNING IS OVER.**

## **Lockdown (intruder, active shooter, or any serious police activity on the Preschool's street):**

- In the event of an intruder or active shooter. I will call 911 and report the emergency.
- I will shut and lock doors and windows, if not already done.
- I will take the children, attendance records, a cell phone, emergency backpacks to the designated shelter-in-place (**bathroom**).
- I will take roll using the attendance records and name-to-face.
- I will reassure the children and keep them calm and quiet until the emergency has passed.
- I will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat inside the school or if someone is injured.
- **CHILDREN WILL NOT BE LEFT UNATTENDED FOR ANY REASON**
- I will call parents and notify them of the emergency and plans for pick-up or relocation if necessary.
- **DURING A LOCKDOWN EMERGENCY. PARENTS WILL NOT HAVE ACCESS TO THE BUILDING. ONCE IT IS DETERMINED THAT THE THREAT IS OVER, PARENT CAN THEN ENTER THE BUILDING.**

### **Gas Leak:**

- If there is a gas leak in the building or very near the school. I will immediately evacuate according to the **EVACUATION / RELOCATION PLAN**.
- If the gas leak is in the vicinity of the home. I will contact the gas company to determine if there is a need to go to the relocation site following the **SHELTER-IN-PLACE PLAN**.
- I will call parents and notify them of the emergency and plans for pick-up or relocation if necessary.

### **Water Main Break or Total Loss of Water:**

- If there is a **WATER MAIN BREAK IN OR NEAR THE HOME, OR TOTAL LOSS OF WATER FOR ANY REASON** the **FACILITY MUST CLOSE** because compliance with licensing rules cannot be maintained, such as running water, flushable toilets. I will call parents letting them know that they must pick children up within the hour.
- If the home still has water available. I will contact the water company or local authorities to see if the facility needs to be evacuated, or if the children can remain in the home until parents can arrive to pick up their children.
- In case of an evacuation, follow the **EVACUATION / RELOCATION PLAN**.

### **Winter Storm:**

- Should a winter storm occur or be predicted while children are present. I will determine if the facility can stay open or if it must close. If the facility must close, parents will be called to inform them that children need to be picked up and/or call parents of children scheduled to arrive to inform them not to come.

### **Accident / Injury Emergency:**

- I will immediately call 911 and report the emergency as needed.
- I will remain with the sick or injured child and administer emergency first-aid as necessary.

Ensure and maintain an open airway

Control and bleeding with direct pressure

Ensure proper circulation as necessary (CPR)

Reassure the child and keep him calm and quiet until emergency medical personnel take over the child's care.

- Once the injured child is stable, I will notify the parents. I am not allowed to transport a child to seek medical treatment. If transport is needed an ambulance will be called

## **EVACUATION / RELOCATION PLAN:**

- If it becomes necessary to move away from the building due to excessive heat, inclement weather, fire department activities, or any other reason the children will be moved to:

Boys and Girls Club of Sherman (1 block away)  
1500 N Lockett Street  
Sherman, Texas 75090  
1-903-892-9018

- I will instruct the children on how to safely move to the new location and help guide them there.
- I will take attendance records, child emergency information, a cell phone, emergency backpacks, and any life saving medication: (epi-pen, inhaler) for children to the relocation spot.
- I will take roll using the attendance records and name-to-face.
- I will reassure the children and keep them calm and quiet.
- I will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat in the facility or if someone is injured.
- I will call parents notifying them of the emergency and plans for pick-up or relocation in necessary.

### **Shelter-in-Place Plan:**

- I will shut and lock doors and windows if necessary.
- I will take attendance records, a cell phone, children's emergency contact information, emergency backpacks and any life saving medication (epi-pen, inhaler) to designated shelter-in-place location (**bathroom**), away from windows and outside threats.
- I will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat inside the building or if someone is injured.
- I will call parents to notify them of the emergency and plans for pick-up or relocation. If necessary.

### **Reunification with Parents:**

- Once the evacuation, relocation, or lockdown is lifted I will begin the process of reuniting children with their parents.
- As parents begin to arrive to pick up their children. I will check off children on the attendance records that the child has been returned to the parent/guardian or emergency pick up person.
- If I have never met a parent/guardian or emergency pick up person in person then I will required proper identification and match it to the child's emergency contact information card before I will release the child.