



## EMERGENCY AND DISASTER PREPAREDNESS

Name of Facility: Abiding Hope Preschool and Kindergarten

License # 89185

Phone Number: 303-932-9160

Alternate Phone Number: 303-972-1283

Location Address: 6337 S Robb Way Littleton, CO 80127

Major Cross Streets: Coal Mine Ave. and Simms St.

**EMERGENCY CONTACT INFORMATION:**

NAME OF CONTACT PERSON	PHONE NUMBER
Erin Fisher – Preschool Director	303-932-9160 or 303-972-1283 Ext. 222
Dana Hess – Director of Operations	303-972-1283 Ext. 213
Rev. Dr. Douglas Hill – Lead Pastor	303-972-1283 Ext. 209
Summit Ridge Middle School Office – Primary Meeting Site	303-982-9013
St. Philip Lutheran Church Office – Secondary Meeting Site	303-979-4491

**CHILD CARE FACILITY EMERGENCY NUMBERS:**

ORGANIZATION	AGENCY NAME	EMERGENCY PHONE	NON-EMERGENCY PHONE
Police	Jeffco Sheriff	911	303-277-0211
Fire and Emergency Rescue	West Metro Fire	911	303-989-4307
Local Hospital	Swedish SW ER	911	303-933-8208
Poison Control	Rocky Mtn Poison and Drug Center	1-800-222-1222	303-389-1100
Department of Human Services	CO Office of Early Childhood	N/A	303-866-5958
Licensing	RRCC Child Care Innovations	N/A	303-914-6100
Animal Control	Jeffco Sheriff Animal Control	911	303-271-5070
Division of Wildlife	Colorado	N/A	719-336-6600
Local Red Cross	Denver Chapter	1-800-REDCROSS	303-722-7474
Child Care Referral Agency	CO Office of Early Childhood	N/A	1-800-799-5876
Report a Gas Leak	Xcel Energy	911	1-800-895-2999
Report a Power Outage	Xcel Energy	N/A	1-800-895-1999
Report a Water Leak	Denver Water	303-628-6801	303-893-2444
Insurance Company	Church Mutual	N/A	1-800-554-2642

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\*\* All Plans Inclusive for Children with Special Needs

## **EMERGENCY RESPONSE PLAN**

- We have developed general operating guidelines and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event or emergency and the complexities which exist under emergency conditions.
- This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.

## **EMERGENCY COMMUNICATIONS**

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions. In times of emergency, information about the status of schools is communicated through a variety of media.
- The preschool requests that parents not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications.
- Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility. The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children.

Parents should check the following sources for information and status reports:

- Local media
- Their email that is listed on file with the school

In times of emergency, general information will be shared with the community through major radio and television stations:

The staff of Abiding Hope Preschool and Kindergarten will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.

## **GOALS**

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident, or medical emergency.
- Prepare students and preschool staff to take appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

## Emergency Preparedness Inclusive for Children with Special Needs

Creating a healthy and safe environment for **all** children is a hallmark of inclusive child care. It is important to be prepared for emergencies in child care settings that enroll infants, toddlers, and children with disabilities because these children may be physically or developmentally unable to protect themselves. Children with special needs are especially vulnerable and will require special adult attention when disasters strike.

## Emergency Evacuation Plan - Inclusive for children with disabilities

In case of the need to evacuate our site, the following procedures will be followed; plan is inclusive for children with disabilities:

<b>Evacuation Routes/Exits:</b>	<ul style="list-style-type: none"> <li>• All children are cared for on the main level and the upper level of the church there are exit doors available at ground level. There are elevators available and ramps at these exits for children in strollers or with disabilities using walkers, wheelchairs, or braces.</li> <li>• Exits are clearly marked with green exit light signs (all windows and doors are checked regularly to ensure opening)</li> <li>• Main Preschool Doors (by director's office)</li> <li>• Narthex Hallway Doors (outside worship center)</li> <li>• Main Church Doors (outside worship center)</li> <li>• Rainbow Room/Playground Door</li> <li>• Preschool Hallway Windows</li> </ul>
<b>Evacuating toddlers, preschoolers, and children with disabilities:</b>	<ul style="list-style-type: none"> <li>• Children will be evacuated together as a classroom and all extra available staff shall report to the toddler room or room with child/ren with disabilities to assist as needed.</li> <li>• Windows should be used as a last resort for evacuation and all classrooms should utilize ground level exit doors in case of emergency.</li> </ul>
<b>Notification:</b>	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> <li>• 911 will be called</li> <li>• Parents will be notified of the evacuation</li> </ul>
<b>Emergency Kits/Information:</b>	<ul style="list-style-type: none"> <li>• Emergency kits will be taken when possible.</li> <li>• Each classroom has an emergency contact book with students in the class listed that will be taken out during evacuation</li> <li>• Director has an emergency contact book with all students listed that will be taken out during evacuation</li> </ul>
<b>Evacuation Sites:</b>	<ul style="list-style-type: none"> <li>• Site (e.g., small fire) -- Children will be escorted to the far east side of the Abiding Hope Church parking lot if needed they will be moved further from the building to the far north east corner of the parking lot.</li> <li>• Neighborhood (e.g., for fire) – Summit Ridge Middle School</li> <li>• Out-of Neighborhood (e.g., for explosion, flooding, gas leak) – St. Philip Lutheran Church</li> </ul>
<b>Transportation to Evacuation Locations:</b>	<ul style="list-style-type: none"> <li>• All children will be assisted to the church evacuation site.</li> <li>• If needed and weather permitting children will be assisted in walking to the neighborhood evacuation site (0.4 miles).</li> <li>• In case of severe emergency, a Jefferson County School bus will be contacted, and the children will be driven by school bus from the neighborhood evacuation site to the Out-of-Neighborhood evacuation site</li> </ul>

## Evacuation Location (Facility Site/Walking)

- Emergency Evacuation Facility Site – Abiding Hope Church Parking Lot
- Children will be escorted to the far east side of the Abiding Hope Church parking lot if needed they will be moved further from the building to the far north east corner of the parking lot.
- Each classroom is provided, and has posted, a facility map that shows all rooms and all exits; emergency procedures are also provided and posted near each classroom door.
- Teachers are trained in emergency evacuation procedure and understand which doors their classroom should use in case of evacuation.

## Evacuation Location (Neighborhood/Walking)

Emergency Evacuation Location #1 – 0.4 Miles from Abiding Hope Church

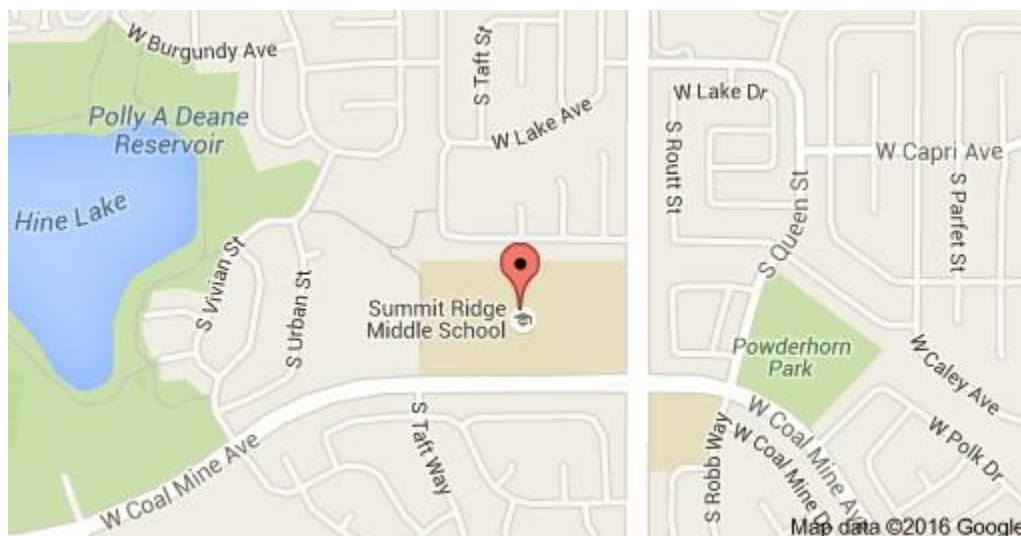
### **Summit Ridge Middle School: 11809 W Coal Mine Ave Littleton, CO 80127**

(Kitty Corner from Abiding Hope Church on the NW corner of Coal Mine Ave and Simms St.)

Principal Dan Brennan / Office Phone: 303-982-9013

Walking directions from Abiding Hope Preschool – Head west on Coal Mine Ave until you reach stop light; Cross Simms St (west) then cross Coal Mine Ave (north); Summit Ridge Middle School will be on the left)

### Location Map:



## **Evacuation Location (Out-of-Neighborhood/Driving)**

Emergency Evacuation Location #2 – 4.4 miles from Abiding Hope Church

**St Philip Lutheran Church: 7531 S Kendall Blvd Littleton, CO 80128**

(Located on the SW corner of W Ken Caryl Ave and Kendall Blvd)

Major Cross Streets W Ken Caryl Ave and S Pierce St

Rev. Brad Doty, Senior Pastor / Office Phone: 303-979-4491

Driving directions from Abiding Hope Preschool – Head north on S Robb Way toward W Coal Mine Ave. Take a right onto W Coal Mine Ave. and head east approximately 2 miles. Turn right onto S Wadsworth Blvd/CO-121 and head south on S Wadsworth Blvd approximately 1 mile. Turn left onto W Ken Caryl Ave and head east on Ken Caryl Ave approximately 1 mile. Turn right onto S Kendall Blvd and St Philip Lutheran Church will be on the right.

### Location Map:



## Shelter-in-Place Emergency Plan - Inclusive for children with disabilities

In case of the need to stay put due to severe weather or notification from authorities, the following procedures will be followed; plan is inclusive for children with disabilities:

<b>Location:</b>	<ul style="list-style-type: none"> <li>Children will be taken to one of 3 secure rooms in the church.</li> <li>Children with disabilities using a walker or wheelchair will be carried down the stairs if needed by a teacher; their walker or wheelchair will be brought by an assisting teacher.</li> <li>Children who need assistance walking or extra help following directions will have a teacher assigned to them.</li> </ul>
<b>Emergency Supplies:</b>	<ul style="list-style-type: none"> <li>Emergency kits with food, toys, and water are stored in secure locations.</li> <li>A first aid kit is stored in secure locations.</li> <li>Chromebooks will be brought to secure locations.</li> <li>Cell phones will be brought to secure locations.</li> </ul>
<b>Notification:</b>	<ul style="list-style-type: none"> <li>Parents/guardians will be notified once the immediate threat has passed.</li> </ul>

## Lockout Emergency Plan - Inclusive for children with disabilities

In case of the need to have the lockout, policy enforced due to notification from authorities or Jefferson County Public Schools in our immediate vicinity, the following procedures will be followed; plan is inclusive for children with disabilities:

<b>Location:</b>	<p>Children will be taken to one of 3 secure rooms in the church.</p> <p>Children with disabilities using a walker or wheelchair will be carried down the stairs if needed by a teacher; their walker or wheelchair will be brought by an assisting teacher.</p> <p>Children who need assistance walking or extra help following directions will have a teacher assigned to them.</p>
<b>Procedure:</b>	<p>If warranted, the director will shut off heating, ventilation, and air conditioning to stop inflow of outside air into the building.</p> <p>Teachers will immediately move children and staff to the "Safe Room" (if it is safe to do so) using the closest quickest route.</p> <p>Teachers will take attendance and account for all students.</p> <p>Report any missing students to the director.</p> <p>Director will ensure that all exterior doors and windows are closed and locked.</p> <p>Director will monitor the main entries until the immediate threat has passed.</p> <p>DO NOT allow anyone outside of the "Safe Room" until the Preschool Director says all is clear and safe.</p>
<b>Emergency Supplies:</b>	<p>Emergency kits with food, toys, and water are stored in secure locations.</p> <p>A first aid kit is stored in secure locations.</p> <p>Chromebooks will be brought to secure locations.</p> <p>Cell phones will be brought to secure locations.</p>
<b>Notification:</b>	<p>Parents/guardians will be notified once the immediate threat has passed.</p>



## Terrorism

The federal Department of Homeland Security tries to communicate the level of threat by using a system called the Homeland Security Alert System (HSAS). Director and Staff should always be on the lookout for unusual persons or things such as:

- Unusual unsolicited deliveries.
- Suspicious items left around the outside of the facility Individuals “hanging around” for no apparent reason.
- Enforce facility security.
- Ensure that all visitors are identified and appropriately cleared before they enter the facility. Bear in mind that the criminals/terrorists may have multiple attacks planned.
- Notify authorities as soon as possible.
- Follow evacuation or lockdown procedures.

## Active Shooter on Premises Emergency (Safe Room) Plan - Inclusive for children with disabilities

In the event of an active shooter on the premises the following procedures will be followed; plan is inclusive for children with disabilities:

<b>Announcement:</b>	<ul style="list-style-type: none"> <li>• The preschool director will order a “Safe Room Evacuation” for students inside and outside the facility.</li> <li>• Communication will be by cell phone and/or word of mouth.</li> </ul>
<b>Location:</b>	<ul style="list-style-type: none"> <li>• Children will be taken to one of 3 secure rooms in the church.</li> <li>• Children with disabilities using a walker or wheelchair will be carried down the stairs if needed by a teacher; their walker or wheelchair will be brought by an assisting teacher.</li> <li>• Children who need assistance walking or extra help following directions will have a teacher assigned to them.</li> <li>• In the event that it is not safe to get to one of these rooms, children will be locked in the nearest safe room or location that can be locked.</li> </ul>
<b>Procedure:</b>	<ul style="list-style-type: none"> <li>• If warranted, the director will shut off heating, ventilation, and air conditioning to stop inflow of outside air into the building.</li> <li>• Teachers will immediately move children and staff to the “Safe Room” (if it is safe to do so) using the closest quickest route.</li> <li>• Teachers will take attendance and account for all students. Report any missing students to the director.</li> <li>• No students or staff are allowed outside of the building.</li> <li>• Director will ensure that all exterior doors and windows are closed and locked.</li> <li>• Director will monitor the main entries until the immediate threat has passed.</li> <li>• DO NOT allow anyone outside of the “Safe Room” until the Preschool Director says all is clear and safe.</li> </ul>
<b>Notification:</b>	<ul style="list-style-type: none"> <li>• Parents/guardians will be notified once the immediate threat has passed.</li> </ul>

## Family Reunification Procedure – Inclusive for children with disabilities:

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and a remote site location is needed.

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe; plan is inclusive for children with disabilities.

<b>Notification:</b>	<ul style="list-style-type: none"> <li>· The Preschool Director will inform the church staff of the need to relocate; the relocation site information will be on the website <a href="http://www.abidinghopeschool.org">www.abidinghopeschool.org</a></li> <li>· The preschool director will notify the staff person at the relocation site to prepare for the arrival of students.</li> <li>· Secure a holding area for arriving students and staff away from waiting family members.</li> <li>· Set up an adult report area for parents/guardians to sign-in and have identification checked.</li> <li>· Parent/guardian contact numbers are:             <ul style="list-style-type: none"> <li>○ Kept in online files</li> <li>○ Kept in Emergency Contact Book in the director's office</li> </ul> </li> </ul>
<b>Release:</b>	<ul style="list-style-type: none"> <li>· Children will only be released to contacts listed on the child's form with proper identification provided.</li> </ul>

## Pandemic Flu/Contagious Disease Plan

- We will enforce illness exclusion policies for children and staff:
  - Sick children and staff must stay home or will be sent home
  - Daily Morning Health Checks will be utilized in order to prevent illness.
  - Illness logs will be kept by each teacher.
  - School will be closed as necessary due to pandemic illness.
  - Check the preschool website for notifications.
  - Follow simple guidelines:
    - Keep Sick Children Home.
    - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
    - Wash your hands often, particularly after using a tissue or helping a sick child.
    - Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions