

Cargill Christian Preschool and Day Care SAFETY & CRISIS MANAGEMENT PLAN

Director Dawn Allen

ADDRESS 2000 Wesley Avenue PHONE #: 608-752-2140

FOR AN EMERGENCY DIAL: 911

**This guide is a quick reference for the following crisis management incidents:

| | |
|--|----|
| BOMB THREAT-VERBAL..... | 1 |
| BOMB THREAT-WRITTEN..... | 2 |
| EVACUATION | 3 |
| INTRUDER/LOCKDOWN..... | 4 |
| MEDICAL | 5 |
| MISSING CHILD..... | 6 |
| FIRE, TORNADO, AND OTHER EMERGENCY POLICIES..... | 7 |
| Tornado Evacuation Plan..... | 9 |
| Fire Evacuation Plan..... | 10 |

First Contact Emergency Numbers

Dawn Allen (608) 752-2140

Jo Barrow (608)752-0548

Susan Lockman (608) 563-5016
(608) 547-8672

June 25, 2016

Bomb Threat Report Form

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. What kind of bomb is it?
6. Did you place the bomb?
7. Why did you put it in the building?
8. What is your address?
9. What is your name?

Exact wording of the threat:

Time: _____ Date: _____
 Sex of Caller: _____ Age: _____
 Ethnicity: _____
 Length of call: _____

Threat Language:
 Well spoken (educated)
 Foul Irrational
 Taped Incoherent
 Message read by the threat maker

Caller's Voice:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

If voice is familiar, who did it sound like?

Background sounds:

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Street | <input type="checkbox"/> Animal Noise |
| <input type="checkbox"/> Static | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Local | <input type="checkbox"/> Office machines |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Long distance |

Remarks:

***Keep caller on the line as long as possible. Do NOT attempt to transfer the call.**

***Write down all information obtained, in exact words.**

***Notify Director or designee, who will take charge. Follow direction of the building designee or Director.**

BOMB THREAT-VERBAL

WRITTEN THREATS

For written threats discovered by a student or staff member, immediately notify the Director or designee, who will take charge.

The Day Care Director or Designee shall:

- Contact Janesville Police Department and the Church office.
- Notify the Senior Pastor or designee of the threat.
- Determine with the Senior Pastor, school safety coordinator and police department the response to a general threat.

The Day Care Director or Designee shall:

- Determine with the Senior Pastor or Designee, School Safety Coordinator and Police Department the response to a general threat, including the decision on whether or not to evacuate the building. Police Department personnel are not authorized to make this decision. Consider the safety of children and staff as the prime factor and ensure adequate traffic control by staff and police for exiting children. Confer with Senior Pastor or designee regarding cancellation of afternoon activities. Strongly consider evacuation if an arrest is not made by one hour after threat is found.
- Contact evacuation sites. If decision is made to evacuate the building, refer to the evacuation plan.
- Inform teachers that they are responsible for getting children out of the building in an orderly manner similar to a fire drill.
- As they are evacuating the classroom, teachers should visually check for anything unusual or out of place, and report it to the director or designee. They should not touch or alter anything such as toys, cubbies. Once inspected, teachers should turn out lights, lock door and place a sticky note across the doorjamb.
- Ensure that children/staff reach a safe location far from the building.
- After building evacuation, the Police Department will be responsible for a search if the specific location of a bomb has been identified. If bomb is not identified, Day Care Director or designee will determine who will do the building search and/or need to search cubbies and backpacks at that time or the following day.

BOMB THREAT-WRITTEN

Emergency Evacuation Procedure

1. Upon proper signal, children and staff will evacuate the building and move to their assigned areas outside. The usual signal for evacuation is the steady sounding of the building fire alarm, but may also include an intercom announcement or notification from another building staff member. **Whenever the building is evacuated, each teacher will take with them an up-to-date class roster, emergency cards and count sheets in their clip board.**
2. **The day care office staff or Director will take the emergency pack from the office at the time of evacuation.**
3. The Day Care Director or designee, with the advice of fire and police officials, will make the decision as to when children may return to the building.
4. If it is determined that the building cannot be reoccupied in a reasonable time, all staff will be informed and will move the children to their evacuation site. If transportation is necessary, the Day Care Director or designee will notify Van Galder Bus Company (#295-1620) of an emergency and request bus transportation to the alternative evacuation site. The Day Care Director or the Senior Pastor will provide local radio stations pertinent information for parents based upon information received from Police and Fire officials.
5. The Day care Director or designee will notify the Senior Pastor and the Church office staff of the emergency after notifying first fire and police departments as appropriate.
6. When children arrive at their primary evacuation site, they will be housed in the undisclosed area unless other arrangements are made. All children will remain there until arrangements are completed for their release and parents have been notified by phone or radio where and when to pick them up. No child will be released without parent authorized signature and the permission of the Day Care Director or designee.

**PRIMARY EVACUATION SITE: 48 S Harmony Parsonage &
Family Resource Center**

SECONDARY EVACUATION SITE: YWCA (1735 S Washington)

**THIRD EVACUATION SITE: UNDISCLOSED
LOCATION FOR SAFETY**

EVACUATION

Procedure in case of a **suspected intruder** on school grounds or in the building

- Any staff member aware of an unauthorized person should call the Day Care Director or designee.
- Day care Director or designee will locate the unauthorized person. If unauthorized person appears calm and in control, the director or designee will attempt to engage the person in conversation to determine his/her intentions.
- If the director or designee feels there is an immediate danger, he/she will maintain surveillance of the suspected intruder and call 911.
- The Day Care Director or designee will initiate lockdown as needed.
- The director or designee will determine the level of threat and respond appropriately.
- The director or designee will phone the senior pastor or church office @752-0548.

Lockdown Procedure

If children cannot be dismissed into the hallways, a lockdown situation will exist. The director or designee will announce, "Teachers, we are now in a lockdown situation. Please refer to your teacher manual and clip boards for attendance." Staff will then:

1. Scan the hallway for children and bring them into the classroom.
 2. Lock and close door.
 3. Darken room.
 4. Move children to a position out of sight of hall door.
 5. Enforce silence within the classroom.
 6. Take attendance.
- Church office will have keys for law enforcement to evacuate classrooms.
 - Do not respond to knocks or request to open the door.
 - Ignore fire alarms unless fire or smoke is distinguishable.
 - Lockdown ends with evacuation or two recognizable voices announcing that lockdown is over.
 - During an evacuation, teachers should remain with their classes until relieved.
 - If a lockdown is initiated due to a threat outside the school building, the above procedure will be followed with an explanation and any further directions.

Soft Lockdown Procedure

- The director or designee will announce, "Attention, we are in a soft lockdown situation. Teachers, please refer to your teacher manual for procedures." Teachers will then:
- Scan the hallway for children and bring them into the classroom.
- Lock and close the door.
- Classes will continue schedules.
- No one will leave the room, hallways will remain empty. All staff must remain in their designated area. If someone needs to leave the room, contact the office. Someone will be sent to escort the children or staff from the room.
- During a soft lockdown doors must remain locked and everyone is to stay away from the doors for their own safety.
- The lockdown ends when the two designated employees make the announcement that the lockdown is over.

INTRUDER / LOCKDOWN

Accidents at School

On the playground....in building or classroom.....

For Minor Accidents/Injuries

- Have the child seen by classroom teacher.
- Follow emergency procedures as indicated by type of accident or injury in the first aid manual as it applies to the State of Wisconsin licensing regulations
- Fill out accident report
- Place one copy of the accident report in the child's file and give one copy to the parent

For Major Accidents/Injuries

- Call emergency response team, Director, Safety team leader, and office assistant 752-2140 or intercom # 1 or 921-1662
- Emergency health responders report to accident/injury scene.
- If necessary, call ambulance. # **911**
- Call parent/guardian immediately (see child enrollment emergency card)
- Apply first aid and life-sustaining techniques as listed in the First Aid Manual utilizing **first aid responders** in the center:

- Document Incident
- Notify State of Wisconsin DCF-251 licenser and Janesville P4J Director

BUILDING EMERGENCY PHONE NUMBER OR CODE: intercom 1or 921-1662

MEDICAL

During Day Care or Preschool Hours:

- After a child who has been present during center hours is deemed missing, contact the Daycare office immediately, intercom # 1 and/or the Director @ 921-1662.
- Director will contact church office to assist in search.
- If child returns or is found, notify daycare office and Director immediately.
- Gather information from staff & children to determine where child was last seen
- Announce missing child's name over the intercom system, "Child's name" is not in their class / announce code Black.
- Search center, church, and grounds for missing child. (Maps of building are available and located by each door) Search inside and outside the building. If extra staff are available, search neighborhood by automobile.
- Involve police as early as deemed appropriate.
- Phone missing child's parent or legal guardian.
- Document Incident & Action and contact DCF 251 Day Care Licenser.

****The Director or Senior Pastor should be the only source of information to the media.**

MISSING CHILD

FIRE, TORNADO, AND OTHER EMERGENCY POLICIES

A clip board with daily attendance sheets, including child's name and birth date and the child's emergency form will be carried with the classroom teacher where ever she goes with her class. In the early morning all clip boards will remain with the staff opening until each class room teacher picks up her class. When children are turned over to another teacher for breaks or at the end of the night the clip boards are passed on. Each teacher is responsible to have documentation on every child in their care at all times. Each child's emergency form (kept in the teacher's clipboard) must contain any information pertaining to that child's special health needs including any physical, emotional, social or cognitive disabilities. This emergency information will go with the child where ever they go. It is the teacher's responsibility to know all the information on each child in their care at any point in time. They should refer to the cards daily to be aware of updated information.

Regular emergency evacuation drills for fire, tornado, and other emergency policies will be held in accordance with State of Wisconsin regulations and conducted by the Safety Team Leader.

Fire evacuation: When the alarm sounds, all will exit the building as per the posted exit procedure by each classroom door and will meet at the designated areas. Teachers are responsible for attendance count of their class. Security service will automatically contact fire department. The Day Care Director and office staff will help with any children with disabilities or children needing additional assistance. These children will be carried to the transporting vehicle and placed aboard, or carried out of harm's way. The Education Director and church staff in the building will assist where needed.

Tornado Evacuation: When City sirens sound, or if the staff hear on the radio, or staff feels the weather is threatening; the Director and/or the Safety Team Leader will inform all classes of the evacuation starting with the closest room. All children and staff will proceed down to the lower level hall for safety. The Day Care Director and office staff will assist any children with disabilities or children needing extra assistance. The Education Director and other church staff will assist as needed. Designated routes are posted by each classroom door. The Team Leaders in charge of the center cell phones and the Director will bring down cell phones and walkie talkies after everyone is safely evacuated into the lower level hall. The Safety Team Leader will get the emergency box from the downstairs

store room after all children and staffs are in the safe hall. Everyone will sit on the floor facing the wall with heads covered until the all clear is given by the Director or the Safety Team Leader.

Building Service Loss:

- A. Inside building temperature must not fall below 67 degrees or above 80 degrees at any time. If this happens and the problem cannot be corrected within 1 hour the center will close and parents will be notified to pick up their children immediately. The center will remain closed until the problem is fixed.

- B. If problems with services such as water, heat, electricity, air conditioning, phone or plumbing occur and cannot be fixed within 2 hours (less if it is a threat to health) the center will close for the remaining time until the problem is fixed. Parents will be notified by cell phone, on the radio (WCLO-WJVL) and the Internet.

- C. In case of an emergency when the Director cannot be reached, the Office Assistant Support Teacher and /or Lead Pastor should be contacted. The administrative chain of command will be followed.

EMERGENCY CONTACT PERSON

Upon opening, the emergency contact person at the center is the cook until the director of the center or the designee arrives.

PROCEDURE FOR MAKING REPORTS TO THE DEPARTMENT OF CHILDREN AND FAMILIES

It is the Day Care Preschool Director's responsibility to make all needed reports concerning accidents or emergencies that happen pertaining to the building, children, and/or staff of the center to the State of Wisconsin licenser within twenty four hours. These reports will be made by email or fax and a copy kept in a designated file in the daycare office.

EXTREME WEATHER CONDITIONS OUTSIDE/SNOW DAYS

If the weather becomes severe enough that the center would be closed, Cargill will make this announcement on Radio Station WCLO AM 1230 or WJVL FM 99.9.

Full tuition will be required when the center is closed for a snow day or other snow emergency.

Closing of the preschool and day care due to severe weather or other emergency conditions, like building loss of services, will be based upon the decision of the Center Director and/or the Lead Pastor.

If the weather heat index is above 95 degrees or the wind chill is below 0 degrees the staff has been instructed to keep children inside and use the running hall or the fireside room down in the lower level for their large motor activities. In extreme cases of severe wind chill when there are warnings and school closings the center will close as well.

Tornado Evacuation Plan

The Center's area of protection from a tornado is the long hallway below the Day Care office on the lower level of the church.

Teachers are to bring the children's emergency cards/numbers, sign in & out books, first aid kit, and a flashlight.

Rooms 113, 114, 121, & 122

Teachers and the office staff need to escort/evacuate their children using the stairs to the left of their classrooms.

Rooms 115 & 116

Teachers need to escort/evacuate their children using the stairs to the right of their classroom.

Rooms 117 & 118

Teachers are to escort/evacuate their children using the stairs to the right of the classroom.

Rooms 119 & 120

Teachers are to escort/evacuate their children using the stairs to the left of the classroom.

Rooms 001 & 002

Teachers are to escort/evacuate their children from their classroom to the left, through the fireside room to the inside lower level hallway.

Room 005

Teachers are to escort/evacuate their children to the lower level hallway to the left of their room.

Safety Team Teacher

This teacher will need to get the Emergency box from the store room downstairs and be in charge of passing out the needed equipment.

Office Staff

Office staff will help the Lambs and Kangaroos escort/evacuate their children to the lower level. Once the children are settled, you will check the phones for possible parent concerns.

***When everyone is safe downstairs, we will designate a “runner” for more snacks, puzzles, extra blankets, etc...

Teachers: Highlight your paragraph, then post one copy by your door and put the other copy in your teacher’s manual.

Updated 2/26/2013

Fire Evacuation Plan

Teachers are to bring the children’s emergency cards/numbers, sign in & out books, and first aid kit.

Room 113

Teachers need to escort/evacuate to the children to the left of their classroom through the Narthex out the casket doors to the sidewalk.

Room 114

Teachers need to escort/evacuate their children out of their classroom, across the hall, onto the playground, through both gates to the pine tree.

Rooms 115 & 116

Teachers need to escort/evacuate their children to the right and down the stairs, outside and through the parking lot to the grass at the base of the big tree to the right of the building.

Rooms 117 & 118

Teachers need to escort/evacuate their children to the right of their classroom, and outside the door, onto the playground, through both gates to the pine tree.

Room 119

Teachers need to escort/evacuate their children to the left of their classroom, and outside the door, onto the playground, through both gates to the pine tree.

Room 120

Teachers need to escort/evacuate their children through the outside exit door at the back of their classroom, onto the playground, through both gates to the pine tree.

Rooms 001 & 002

Teachers need to escort/evacuate their children to the right of their classroom, up the stairs and out the door leading to the playground, through both gates to the pine tree.

Room 005

Teachers need to escort/evacuate their children out of their classroom, across the Fireside Room, out the fire doors and up the stairs. Exit children right out the side doors through the parking lot grass, to the pine tree to the right of the building.

Rooms 121 & 122

Office staff needs to evacuate through the playground doors and through both gates to the pine tree. The Director or Safety Team Teacher needs to take a count of the number of children, staff and the amount of time it took to evacuate the building. In case of fire the Director or Safety Team Teacher is responsible for calling the fire department. Children may return to the building when the Director, Acting Director, or the Fire Department gives the okay to return.

Teachers: Highlight your paragraph, then post one copy by your door and put the other copy in your teacher's manual.

Updated 6/25/2016