

# St. Thomas Kids Daycare Preschool Inc.

## Emergency Action Plan

### Evacuation routes/exits:

- Children are cared for on upper level of the church
- Exits (all windows and doors are checked regularly)

### Evacuation Infants/Toddlers:

- Children will be evacuated being carried and/or walked down the stairs by staff and other staff help as needed.

### Notification:

- One all children are safely evacuated
  - 911 will be called
  - Parents will be notified of evacuation

### Emergency Kits/Information:

- Emergency Kits will be taken when possible
- Emergency Parent Contact forms will be taken and in with emergency kits

### Evacuation Sites:

- On site-furthest part of the play yard located in the rear of the church
- Relocation address:
  - Riverview Community Action Corporation
  - 501 Second St.
  - P.O. Box 437
  - Oakmont, PA 15139
- Emergency Relocation Posting will be posted inside the center and provided to all parents

### Transportation:

- No transportation available. Staff and children will walk to location

### Fire Evacuation Plan:

- Each room has a posted map that shows the route to exit the building quickly and safely
- Staff and children will exit the back stairs and onto the furthest part of the play yard or if needed to exit the front stairs, staff and children will meet out on the front sidewalk area furthest away from the church
- Emergency kits and emergency contact forms will be taken outside

### Shelter in place: In the case of weather emergencies:

- Children will be taken to the basement of the church or the most interior room in the upstairs/bathroom
- Emergency kits with food (including formula), and water to the safe area
- A first aid kit will be available
- A cell phone will be available
- Emergency contact forms
- Parents/guardians will be notified once the immediate threat has passed

If we need to evacuate, or when parents/guardians are unable to get to the children, the following procedures will be followed to reunite children with parents/guardians as soon as it is safe.

- Parents/guardians will be provided with the relocation information
- Parents/guardians will be notified from the emergency forms
- Children will only be released to parent/guardian or who is listed on the emergency contact form

### In case of an intruder:

- If a person enters your building with a weapon, immediately evacuate the building. If a person is seen outdoors with a weapon, seek shelter in the nearest unsecured building or leave the area. Warn other people in the area, help as you are able, and try to remain calm. Protect yourself.