

**FIRST PRESBYTERIAN  
CHURCH PRESCHOOL IN  
NORTH PALM BEACH  
EMERGENCY RESPONSE  
PLAN HANDBOOK**

**We have developed general operating goals, guidelines, and procedures for a list of critical events and emergencies.**

**Nothing in this plan shall limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.**

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## **EMERGENCY RESPONSE PLAN**

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.

Attached is an Emergency Plan Site Map which identifies assembly areas, traffic flow information, utilities controls, and potential medical station areas.

## **EMERGENCY INCIDENT KIT**

The Emergency Incident Kit will contain the following items:

- Master student roster
- Staff roster
- Floor plan
- Master copy of student office cards
- First aid kit
- Masks
- Gloves
- 5 gallons of water
- Flashlights
- Towels
- Duct tape
- Rope
- Tarp
- Blankets
- AM/FM radio and batteries
- Barrier caution tape
- Three high-visibility vests
- Site plan
- Palm Beach county map
- Copy of this Emergency Preparedness Plan

The Emergency Incident Kit will be stored in the preschool parent committee closet, which is located in the church nursery, center room of the first floor of the administration building.

## EMERGENCY COMMUNICATIONS

A weather alert radio has been installed in the office of the Director of Operations on the second floor of the administration building. The Director of Operations will notify the Preschool Director when an alert occurs and give the information about the type of emergency.

The North Palm Beach Fire Department has on file a Fire-Rescue chart of our facilities for emergency situations.

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 because the preschool or church is trying to contact you via phone tree or phone call.
- Tune to news media for emergency instructions. First Presbyterian Church Preschool in North Palm Beach follows the Palm Beach County School Board's decisions on public school closings.

In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that parents do 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
- The church website: [www.firstpresnpb.org](http://www.firstpresnpb.org), under **Preschool Emergency Notifications** if it is possible to post information.

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

WAYF – 88.1 FM  
WXEL – 90.7 FM  
WRLX – 92.1 FM  
WRMF - 97.9 FM  
WEAT- 104.3 FM  
WIRK – 107.9 FM  
WJNA – 640 AM  
WJNO – 1290 AM

WFLX-TV – Fox 29  
WPTV-TV – NBC – Channel 5  
WPEC-TV – CBS – Channel 12  
WPBF-TV – ABC – Channel 25

## THE BASE PLAN

Pre-incident crisis emergency planning, including emergency management, and medical response planning, is essential in order to prepare for a multitude of hazards that can adversely affect the safety of our school and the health and/or general welfare of students, faculty, staff, and visitors. We will use a multi-hazards approach to emergency planning to mount an effective response when a crisis or critical incident does occur. ***We have developed general operating goals, guidelines, and procedures for a list of critical events and emergencies. Nothing in this plan shall limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.*** The preschool staff will make every effort to protect the children, however, the church, preschool and staff will not be held liable for any injuries or death incurred during an emergency.

The staff of First Presbyterian Church Preschool in North Palm Beach will strive to preserve and protect life, reduce emotional trauma, assist in emotional recovery from trauma, minimize personal injury and damage to property, 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 that schools will be utilizing during an emergency.

## SCOPE

For purposes of this Emergency Preparedness Plan, preschool crises are organized into two categories: critical incident and medical emergencies.

Critical incidents are events requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. They are not limited to natural and technological disasters, and security emergencies that adversely affect the normal operation of the preschool. Examples include: tornadoes, hurricanes, flooding, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, situations

involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the preschool by law enforcement.

Medical emergencies are those possible life threatening situations arising from health conditions as well as unintentional injuries. Examples include cardiac arrest, serious illness or condition, seizure, playground accidents, and acts of violence that require emergency medical treatment. Preschool staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies. Acts of violence will also require law enforcement involvement.

A crisis incident, critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire church campus. Incidents and emergencies can occur before, during or after preschool hours; on or off church property.

## **PREPAREDNESS**

The Preparedness phase readies our preschool staff to respond in a rapid, coordinated and effective manner to an emergency. Because it is not possible to completely mitigate against every hazard that poses a risk, preparedness measures can help reduce the impact of the remaining hazards by trying to take specific actions before an emergency event occurs.

We have developed the following preparedness measures:

- Standardization of preschool-based emergency response and protective procedures for evacuations, lock downs, secure the building, stay put, stay tuned, and shelter in place;
- Fire drill schedules;
- Detailed floor plans, site maps, location of utility cutoffs, and exterior door numbering system;
- Identification of communications protocol to warn and communicate with occupants in church buildings, the community, and local response agencies during an emergency. Possible methods of communication include fire alarm systems, portable radio, public safety radio, telephone, cell phone, call back/intercom system, e-mail, and church website;
- Locations of Automated External Defibrillators (AED);
- Identification of preschool-based staff trained to render emergency medical aid;
- Debriefing to help analyze how preschool personnel and first responders functioned during an actual emergency which can be used to proactively enhance future plans and procedures.

## **EVACUATION LOCATIONS**

There are two primary types of evacuations utilized by the preschool. One is the typical on-site evacuation where students and staff are evacuated from their classrooms or other church buildings to a central safe location in the preschool facility. The most common on-site evacuations would be in response to a tornado warning, an act of violence, or a technological hazard.

The second type is an off-site evacuation where staff and students are moved out of the preschool facility to other buildings or locations on the church campus. The most common off-site evacuation is a fire drill where students are directed to leave the building and assemble at a designated site. Another example of an off-site evacuation could occur as a result of a natural disaster in which the preschool building is damaged and the staff and students would need to relocate to a different building on the church campus. Off-site evacuation locations would be determined by the location of the emergency incident.

After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by church staff to the Parent Reunion area on campus that had been previously chosen in response to the emergency incident. **Students will only be released to persons who are listed on the student's enrollment form.**



# EMERGENCY AND CRISIS RESPONSE PLAN

These are the written action steps that are implemented when a crisis situation calls for specific response procedures which include: **lockdown, evacuation, reverse evacuation, shelter-in-place, duck and cover, family reunification and off-campus evacuation**. There are Functional protocols and incident specific procedures. The difference is that a single functional protocol may be included in one or more specific emergencies. For example, shelter-in-place may be included as one of several responses to an outside hazardous spill and may include reverse evacuation into the building and/or an off campus evacuation, depending on the circumstances. A school shooting would result initially in a lockdown, and then off campus evacuation and family reunification.

## EVACUATION

Purpose: Whenever it is determined that it is safer outside than inside the preschool building (i.e. fire, explosion, hazardous material spill inside, structural failure, etc.)

Preschool Director:

1. Designate someone to call 9-1-1-, identify the name of the school, describe the emergency, state that the preschool is evacuating, and identify the location of the school command post.
2. The Preschool Director or designee will make the following announcement using the building Public Address system: “YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS, TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”
3. Notify the Health Department of the school evacuation, if necessary
4. Sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.

Teachers:

1. Take visitor log, student sign out sheet and office cards and/or student files to the assembly area.
2. Teachers gather headcount information and inform the Preschool Director of any missing student(s) or staff.
3. Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned Assembly area.
4. Close your door; turn off your lights.
5. If the exit route is blocked, follow an alternate exit route.
6. Bring your class lists and phone lists.
7. Take attendance. Report any missing students or staff to the Preschool Director.

8. At the assembly area, teachers and students will stay in place until further instructions are given.

## **REVERSE EVACUATION**

Purpose: When conditions are safer inside the building than outside, such as severe weather, community emergency, gang activity, hazardous material release outside, etc.

Preschool Director:

1. Order a reverse evacuation for students and staff outside to move inside the building. Use the building Public Address system or runners.

Teachers:

1. Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
2. If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas.
3. Teachers will take attendance and account for all students. Report any missing students to the Preschool Director.
4. No students or staff are allowed outside the building.
5. Close and lock all exterior doors and windows. Monitor the main entries until the "All Clear" is given.

## **LOCKDOWN**

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbances, etc.)

Preschool Director:

1. The Preschool Director or designee will make the following announcement using the building Public Address system or runners: "YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. TEACHERS, LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. STUDENTS OR STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE."
2. Designate someone to call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the Preschool

Director. Direct staff to stay on the phone to provide updates and additional information

3. Notify staff and classes outside to immediately move to the on-site assembly area, account for the students, and be prepared to evacuate off-campus to a relocation site, if necessary.
4. Close and lock all doors.

Teachers:

1. Clear the hallway and bathrooms by your room moving everyone into the classroom or to the church nursery if deemed safer.
2. Lock your doors, turn off your lights, and shut your blinds and windows
3. Move students and staff away from the doors and windows.
4. Have all persons sit down against an interior wall.
5. If a life threatening situation exists, exit immediately to a place of safety.
6. Ignore all bells and alarms unless otherwise instructed.
7. Take attendance and be prepared to notify the Preschool Director of missing students or additional students, staff or guests sheltered in your classroom.
8. Allow no one outside of the classroom until the Preschool Director gives the "All Clear" signal.

## **SHELTER-IN-PLACE**

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency, such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Preschool Director:

1. The Preschool Director or designee will make the following announcement using the building Public Address system: "YOUR ATTENTION, PLEASE: WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM."
2. Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building PA, cell phones or runners to gather staff and students inside.
3. Direct staff to close all windows and doors.
4. If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
5. Have the Director of Operations of the church monitor the NOAA weather radio.
6. Be prepared to announce change in status ("Drop, Cover and Hold" or "All Clear").
7. If necessary, in safe room, place towels along bottom of doors and tape around door.

Sextons:

1. Shut off utilities, if necessary.
2. Turn off ventilation systems (heating, ventilation and air conditioning) as appropriate.

Teachers:

1. Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallways without large windows or doors.
2. Close classroom doors and windows when leaving.
3. Have everyone kneel down and be ready to cover their heads to protect from debris.
4. If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
  - a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
  - b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
5. If necessary, in safe room, help Preschool Director place towels under doors and tape around them.
6. All persons must remain in shelter until notified by the Preschool Director or emergency responders.

## **DROP, COVER, AND ROLL**

Purpose: Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather, or earthquake.

1. Inside, teachers will instruct students to duck under their tables and cover their heads with their arms and hands.
2. All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
3. Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
4. Instruct everyone to move away from windows.
5. Teachers should account for their students and report any student missing to the Preschool Director.
6. The Preschool Director may order an evacuation if the situation warrants and it is safe to do so.

## **OFF-CAMPUS EVACUATION**

Purpose: This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

Preschool Director:

1. The Preschool Director will advise the teachers of the decision to implement the protocol and begin evacuation procedures.
2. Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation.
3. Request church staff and/or preschool staff to provide security, along with the evacuation route and for traffic control/security at the relocation site during Family Reunification.
4. The Preschool Director or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement: "YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO - \_\_\_\_\_ LOCATED AT \_\_\_\_\_ . WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION."
5. Direct staff to move students to the relocation site.

Teachers:

1. Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
2. After evacuating, take roll and account for all students. Report any missing students to the Preschool Director.
3. Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated area for movement to the relocation site.
4. Assist in Family Reunification.

## **FAMILY REUNIFICATION**

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 on church campus is needed.

**PRESCHOOL DIRECTOR:**

1. The Preschool Director will determine the appropriate pre-designated relocation site and safe evacuation route.
2. The Preschool Director will inform the church staff of the need to relocate and, if possible, have the relocation site information put on the church website, [www.firstpresnpb.org](http://www.firstpresnpb.org) under **Preschool Emergency Notifications**.
3. The Preschool Director will notify the church staff person at the relocation site to prepare for arrival of students.
4. Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
5. Check identification of all non-uniformed personnel who arrive to assist.
6. Secure a holding area for arriving students and staff away from waiting family members.
7. Set up an adult report area for parents/guardians to sign-in and to check identification.
8. Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
9. Only release students to authorized persons after checking proof of identity and signing a student release form.
10. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

**TEACHERS:**

1. Provide a list of evacuees to the Preschool Director upon arrival.
2. Follow the instructions of the Preschool Director when you arrive. You may be asked to assist in staffing the site.

**BOMB THREAT**

**CALL TAKER:** Upon receiving a message that a bomb has been placed in the preschool:

1. Use bomb threat checklist (Page 16 of Emergency Response Plan)
2. Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)
3. Listen closely to caller's voice and speech patterns and to noises in the background.
4. After hanging up the phone, immediately dial \*57 to trace the call.
5. Notify the Director of Operations of the church or the Preschool Director.

**PRESCHOOL DIRECTOR:**

1. Preschool Director or designee notifies law enforcement by calling 911.
2. Meet and brief emergency responder agencies outside.
3. Notify staff through Public Address system:

“YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. SEARCH TEAM MEMBERS, PLEASE REPORT TO THE PRESCHOOL OFFICE. ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.”

The Preschool Director and law enforcement agency will make a decision to:

1. Evacuate immediately
2. Search the building and evacuate, if warranted
3. Notify the Palm Beach County Health Department
4. Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.
5. Assemble and brief the Search Team members. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
6. If a suspicious item is located, notify law enforcement official, order an EVACUATION selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE the fire ALARM.
7. Direct students and staff, “DO NOT take personal belongings, coats or backpacks.”  
“Teachers and staff will leave doors open when exiting.”
8. Students and staff must be evacuated to a safe distance outside of school building(s) a MINIMUM of 1000 Feet is the general rule. Consult with Fire and Police officials.
9. Arrange for person who found a suspicious item to talk with law enforcement official.
10. No one may re-enter the building until fire or police personnel declare them safe.
11. The Preschool Director will notify staff and students of the termination of the emergency and to resume normal operations.

TEACHERS AND STAFF:

1. Teachers and staff will check their classrooms, offices and work areas for suspicious items and report any findings to the Preschool Director or Search Team members.
2. If a suspicious item is found – DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
3. Teachers will account for their students and be prepared to evacuate if ordered.
4. Teachers and staff will evacuate using standard procedures and exit routes to assembly area.
5. Teachers will leave classroom doors open when exiting.
6. Teachers take roll after being evacuated. Be prepared to report the names of any missing persons to the Preschool Director.
7. Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation, if ordered.
8. If given the “All Clear” signal, return to the building and resume normal operations.

## BOMB THREAT CHECKLIST

<p><b>Description Detail Report</b></p> <p>Questions to ask:</p> <p>1) When is the bomb going to explode?</p> <p>2) Where is it right now?</p> <p>3) What does it look like?</p> <p>4) What kind of a bomb is it?</p> <p>5) What will cause it to explode?</p> <p>6) Did you place the bomb?</p> <p>7) Why?</p> <p>8) What is your address?</p> <p>9) What is your name?</p> <p>Exact wording of the threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of Caller: _____ Race: _____</p> <p>Length of Call: _____ Age: _____</p> <p>Date: _____ Time: _____</p> <p>Number at which call was received:</p> <p>_____</p> <p>Notes:</p>	<p><b>Caller's Voice – Circle as applicable:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Calm</td> <td style="width: 50%;">Nasal</td> </tr> <tr> <td>Angry</td> <td>Stutter</td> </tr> <tr> <td>Excited</td> <td>Lisp</td> </tr> <tr> <td>Slow</td> <td>Raspy</td> </tr> <tr> <td>Rapid</td> <td>Deep</td> </tr> <tr> <td>Soft</td> <td>Ragged</td> </tr> <tr> <td>Loud</td> <td>Clearing Throat</td> </tr> <tr> <td>Laughter</td> <td>Deep Breathing</td> </tr> <tr> <td>Crying</td> <td>Cracked Voice</td> </tr> <tr> <td>Normal</td> <td>Disguised</td> </tr> <tr> <td>Distinct</td> <td>Accent</td> </tr> <tr> <td>Slurred</td> <td>Familiar</td> </tr> </table> <p>If voice is familiar, whom did it sound like?</p> <p>_____</p> <p><b>Background Sounds – Circle as applicable:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Street Noises</td> <td style="width: 50%;">Factory Machinery</td> </tr> <tr> <td>Animal Noises</td> <td>Voices</td> </tr> <tr> <td>Clear</td> <td>PA System</td> </tr> <tr> <td>Static</td> <td>Local Call</td> </tr> <tr> <td>Music</td> <td>Long Distance</td> </tr> <tr> <td>House Noises</td> <td>Phone Booth</td> </tr> <tr> <td>Motor</td> <td>Office Machinery</td> </tr> </table> <p>Other: _____</p> <p><b>Threat Language:</b></p> <p>Well spoken (educated)</p> <p>Incoherent                      Taped</p> <p>Foul                                      Message read</p> <p>Irrational by threat maker</p> <p>Remarks:</p>	Calm	Nasal	Angry	Stutter	Excited	Lisp	Slow	Raspy	Rapid	Deep	Soft	Ragged	Loud	Clearing Throat	Laughter	Deep Breathing	Crying	Cracked Voice	Normal	Disguised	Distinct	Accent	Slurred	Familiar	Street Noises	Factory Machinery	Animal Noises	Voices	Clear	PA System	Static	Local Call	Music	Long Distance	House Noises	Phone Booth	Motor	Office Machinery
Calm	Nasal																																						
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Motor	Office Machinery																																						



## **FIRE**

### **In the event a fire or smoke from a fire has been detected:**

1. Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Preschool Director who will contact the Director of Operations of the church.
2. The Preschool Director or designee will immediately initiate an EVACUATION announcement, direct staff to call 911 to verify the fire alarm and notify the Palm Beach County Health Department.
3. Staff, students, and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly areas.
4. No one may re-enter the building(s) until the entire building(s) is declared safe by the Fire Department.

### **Preschool Director:**

1. The Preschool Director or designee calls 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the Preschool Director.
2. The Preschool Director will take the visitor log and student sign-out sheet and evacuate to the designated of-site location.
3. The Preschool Director will obtain student attendance from teachers and verify there are no missing students.
4. After consulting with the Preschool Director, the Fire Department and law enforcement officials will notify students and staff of termination of the emergency , requests a return to the building and normal operations.

### **Teachers:**

1. Take the class roster, the emergency Go Kit and lead students out of the building to the designated off-site location. Use alternate escape routes if the regular route is blocked or there is a safety hazard.
2. Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
3. Take attendance at the off-site location after being evacuated. Notify Preschool Director of any missing students, visitors, or teachers.
4. Be prepared to move students if an OFF CHURCH CAMPUS EVACUATION is ordered.
5. Keep your class together and wait for further instructions.

## **INTRUDER/HOSTAGE**

### **Intruder – When an unauthorized person enters the school property:**

- Notify Preschool Director and Director of Operations of the church

- Ask another staff person to accompany you before approaching the guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the preschool office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

**If intruder refuses to leave:**

- Warn intruder of consequences for staying on preschool property.
- Notify church sextons and Preschool Director if intruder still refuses to leave. Designate someone to call the police and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)
- Maintain visual contact with the intruder from a safe distance.
- The Preschool Director notifies the Palm Beach County Health Department and may issue Lockdown procedures. (See page 9 of this manual.)

**Hostage Situation:**

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Preschool Director and/or Director of Operations of the church.
- The Preschool Director or designee will announce LOCKDOWN action.
- The Preschool Director or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to safe off-site areas.
- The Preschool Director or designee will call 911 immediately. Give dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.
- The Preschool Director will give control of scene to police and hostage negotiation team.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to safe off-site areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

**If taken hostage:**

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

## NUCLEAR POWER PLANT RADIOLOGICAL EVENT

Schools will be notified if radiological release requires protective actions. There are two basic protective actions: Sheltering and Evacuation. Tune into radios with Emergency Alert for instruction.

### Sheltering Notification:

- Preschool Director alerts staff and students of event.
- Bring all persons inside building(s) and remain there until Preschool Director indicates otherwise.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating systems.
- Cover up food not in containers or put food in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Preschool Director and teachers will contact parents via phone call or phone tree to pick up their students immediately when safe to do so.
- Post evacuation signs at the main entrances to the building.

## SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area near the preschool.

### **Severe Weather Watch has been issued:**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building
- Close blinds
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid rooms with wide free-span roofs and large areas of glass windows.
- Review “DROP, COVER and HOLD” procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

### **Severe Weather Warning has been issued in an area near school or severe weather has been spotted near preschool:**

- The Preschool Director will announce SHELTER-IN-PLACE alert signal.
- The Preschool Director will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.

- The Preschool Director will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## **HAZARDOUS MATERIAL RELEASE**

Hazardous material release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. External hazardous material exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

In the cast of a Substance Release Outdoors:

- The Preschool Director will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The Preschool Director or designee will call 911, identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The Preschool Director will contact sextons too turn off air handling/ventilation systems, close all doors and turn off fans and air conditioners.
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The Director of Operations of the church will turn on a radio to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance.
- When emergency responders determine it is safe to do so, the Preschool Director will give the "All Clear" signal to staff and students and announce whether school will resume normal activities, dismiss early, or complete a non-emergency evacuation and movement to an off-campus relocation site or parent reunification.

## **EARTHQUAKE**

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries.

Preschool Director:

1. The Preschool Director or designee will call 911.
2. After the shaking stops, the Preschool Director will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to a safe on-site area or off-site area.
3. The Preschool Director will establish a medical triage site on campus, if necessary.
4. The Preschool Director will direct staff to shut off utilities and have the Director of Operations of the church notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
5. The Preschool Director will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
6. The Preschool Director will consult with the Director of Operations of the church concerning closing school. They will decide whether to announce dismissal of students from the school or EVACUATE student's off church campus to an alternate relocation site for Parent Reunification.
7. If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site, if needed.

Teachers and staff:

1. Upon the first indication of an earthquake, teachers should direct students to DROP, COVER, and HOLD, seek shelter under tables and move away from windows and overhead hazards.
2. In outdoors, teachers should direct students to move away from buildings, gas, and electrical lines.
3. If EVACUATION is ordered, teachers will bring their student roster and white information cards, emergency Go Kit, take attendance at the Assembly area, and report any missing or injured students.
4. Designated staff will check for injuries and provide appropriate first aid.
5. Be prepared to relocate to a remote site if an off-church campus evacuation is ordered.

## **ACTIVE SHOOTER/ARMED INTRUDER**

An active shooter or armed assault on campus involves one or more individuals' intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb, or other harmful device.

#### Preschool Director:

1. The Preschool Director will direct the Director of Operations of the church or a staff member to call 911, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, and actions taken by the school. Caller will remain on the line to provide updates.
2. The Preschool Director will announce a building-wide LOCKDOWN alert. Direct staff and students outside the building to move immediately to a safe room in the preschool and be prepared to EVACUATE off-campus, if necessary.
3. The Preschool Director will direct all preschool and church staff outside to stop pedestrians from entering the preschool grounds.
4. The Preschool Director will assign someone to meet and brief arriving law enforcement officers.
5. The Preschool Director will contact the classrooms via cell phone to check status.

#### Teachers:

1. Upon first indication of an armed intruder, staff should immediately notify the Preschool Director and go to LOCKDOWN.
2. Clear students from the hallway and bathrooms outside the classroom immediately.
3. Close and lock all doors and windows, pull down the shades and turn off the lights.
4. Tell the students to get down on the floor up against an interior solid wall and remain quiet.
5. Account for all students and report any additional non-class students sheltered in the room and any missing students.
6. Teachers, staff and students will remain in LOCKDOWN until given the "All Clear" by the Preschool Director or a law enforcement officer in uniform.
7. If an intruder enters the classroom, use a pre-determined code to communicate when the office calls for a status check.
8. If any intruder enters and begins shooting, "TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE", exit the building, or run to another location that can be locked.

#### Recovery:

1. Teachers will EVACUATE the building using the designated exit routes and alternate routes to an assigned Assembly area and take attendance. Notify the Preschool Director of any missing students.
2. The Preschool Director, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

## UTILITY LOSS OR FAILURE

Utility failure is the loss of interruption of electrical power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the Preschool Director will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The Preschool Director may direct staff to shut off utilities, as deemed necessary.
- The Director of Operations of the church will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
- The Preschool Director will confer with the Director of Operations of the church and determine whether the school should be closed. If so, parents are to be notified to pick up their children.
- In the event of a gas leak, the Preschool Director will direct staff to call 911, give name and exact location of the school, state the emergency, identify affected area(s) of the building, and announce the school is EVACUATING.
- For gas leaks, the Preschool Director will order an EVACUATION and open windows and doors. DO NOT ACTIVATE THE FIRE ALARM. Direct the Director of Operations of the church to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to the Preschool Director. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if needed.
- Do not allow anyone to re-enter the building until the facility has been deemed safe.

## STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

### **Structural failure with collapse or partial collapse:**

- Upon the first indication of a structural failure, the Preschool Director may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will aid the injured and evacuate the building moving to their assigned assembly area(s).

- The Preschool Director will initiate an EVACUATION of the building.
- The Preschool Director or designee will call 911, if necessary, identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The Preschool Director will direct the Director of Operations of the church to turn off utilities and seal off the high risk area, if necessary.
- The Preschool Director will notify CPR/first aid certified persons in the school building of medical emergencies, if necessary. The team will check for injuries and provide appropriate first aid until medical personnel arrive.
- No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

### **Structural failure without collapse**

- For structural failure without collapse, the Preschool Director will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. The Director of Operations of the church will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Preschool Director will notify the Palm Beach County Health Department.
- The Preschool Director and the Director of Operations of the church will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The Director of Operations of the church will notify the architect and insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

## **MEDICAL EMERGENCY**

### **Preschool Staff Response:**

1. Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of danger include, but are not limited to: Live electric wires, Gas leak, Building Damage, and Animal threat.
2. Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness.
3. Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury, and age of the victim(s).
4. Immediately inform the Preschool Director.
5. Protect yourself against contact with body fluids (blood borne pathogens).
6. Administer appropriate first aid according to your level of training until help arrives.
7. Comfort and reassure the victim. **Do not move the sick or injured unless the scene is unsafe.**



8. If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
9. Staff trained in the use of the AED will respond to the scene and apply the device, if necessary.

#### Preschool Director

1. Direct staff to call 911, if necessary, and provide appropriate information to responders.
2. Send school staff with first responder/first aid/AED training to the scene.
3. Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
4. Assign a staff member to remain with the victim if they are transported to the hospital.
5. Notify parent or guardian of the situation, including type of injury or illness, medical care given , and location where the victim has been transported.
6. Ensure student/staff medical information from administrative records is sent to the hospital.
7. Advise faculty and staff of the situation (when appropriate).
8. Develop and maintain written documentation of the incident.
9. Follow up with the parents or guardians.

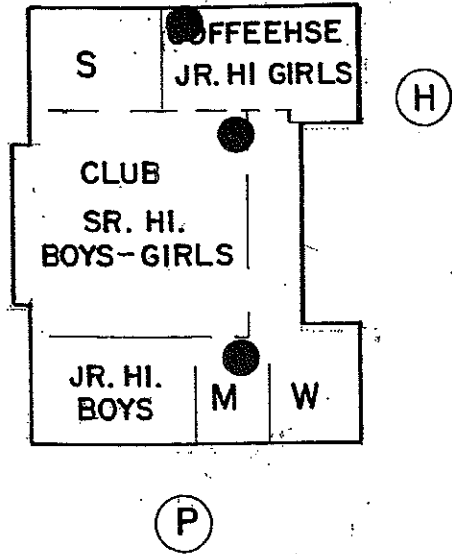
## **MEDIA**

Direct all Media Inquiries to the Preschool Director and the Director of Operations of the church.

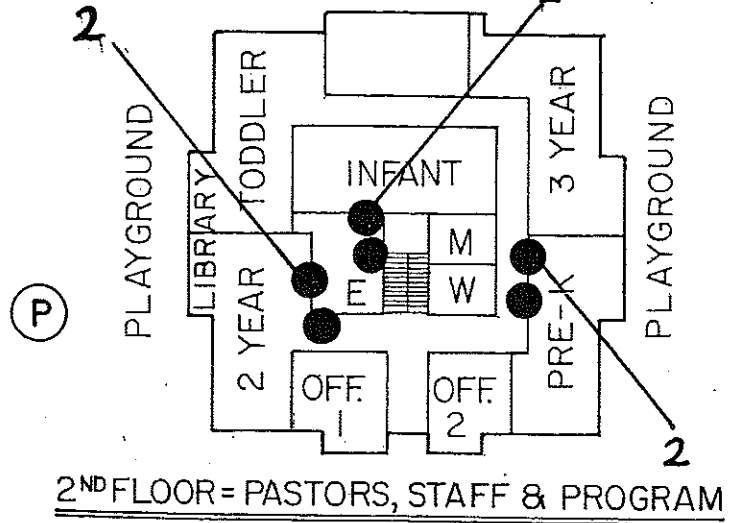
#### **Media Statement**

- Create a general statement before an incident occurs. Adapt statement during a crisis.
- Emphasize safety of students and staff first.
- Briefly describe the preschool's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

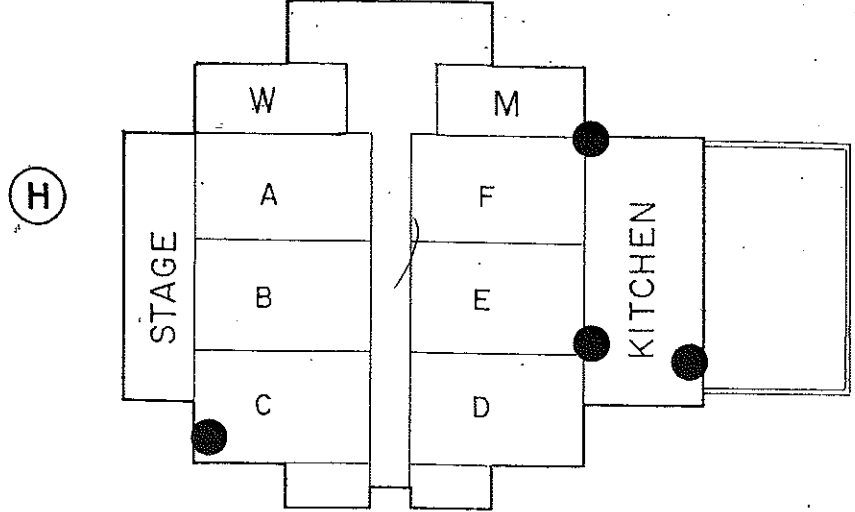
# YOUTH BLDG.



# ADMINISTRATION BLDG.

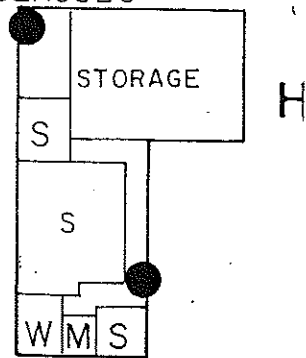


# FELLOWSHIP HALL



# ADULT SUNDAY SCHOOL CLASSES

- A = COMMUNITY CONNEXION
- B = 2<sup>ND</sup> MILE
- C =
- D =
- E = AGAPE
- F =



FIRST PRESBYTERIAN CHURCH IN NORTH PALM BEACH  
EMERGENCY RESPONSE PLAN HANDBOOK

On \_\_\_\_\_, I \_\_\_\_\_, read and understood this Emergency  
Response Handbook in full.

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