

Weather Emergencies

J&J will follow the Nassau County Public Schools Weather Alerts when inclement weather is in the area. All children and staff will be instructed to seek shelter/safety and parents will be contacted by the child's teachers in the event that the weather has caused concern for pick-up. All staff will maintain possession of their classroom "Emergency Contact Kit" and sign-in/out sheets, which has all phone numbers for the children in their class. This "Emergency Contact Kit" has detailed information for each child and remains with the teacher daily. Staff will ensure the safety of the children by keeping them in safe areas designated for severe weather.

Fire Drills/Emergency Evacuation Drills

J&J will conduct monthly Fire Drills/Emergency Evacuation Drills as required by licensing. All staff are to remain calm, and quickly exit the room with their students and the "Emergency Contact Kit." All staff must do a headcount and announce the number to the administrator when the all clear is given. Each classroom has a detailed evacuation map posted by the door showing the exit route to use during the drill and in the event of an actual fire/emergency evacuation. Drills will be conducted at random times throughout the school year. Drills will be recorded, including time of drill, headcount of children and staff and additional information about the drill experience. Records of drills will be kept for inspections/documentation as required by licensing.

Operation of a Fire Extinguisher

All J&J Staff members are required to be trained in the use of operating a Fire Extinguisher. All training will be documented, a copy placed in the staff members file.

Actual Fire/Evacuation Procedures

In the event of an actual emergency, all staff are to remain calm, quickly gather their students, the "Emergency Contact Kit" and promptly exit the facilities. In the event of an actual Emergency evacuation, all staff must escort their students to the South entrance to the church parking lot where the big oak trees stand.

Chemical Spills

In the event of a **Chemical Spill**, the Director will be notified by the authorities, and measures will be taken to ensure the safety of the children. All staff are to remain calm, quickly gather their students, the "Emergency Contact Kit," and prepare to exit the facilities.

If the students need to exit the building, the J&J Staff will escort them to the South entrance of the church parking lot where the big oak trees stand. If the students are to evacuate the entire property, they will be escorted to the sidewalk before the Winn Dixie grocery store.

Parents will be notified once the students are secure. Staff will text and or use the "Emergency Contact Kit" to contact families with location and details for picking up their children.

A written report of the incident will be completed with details of the event. This report will be kept for records as required by licensing.

Bomb Threat

In the event of an actual **Bomb Threat**, all measures will be taken to ensure the safety of the students and staff. **Under the guidance of the area authorities, the staff and students will respond to the instructions of the authorities.** This could include Police Officers, SWAT Team, Fire Department, Homeland Security and or Federal Agents (FBI/CIA).

If an evacuation is ordered, staff and students will follow protocols for emergency evacuation and proceed to the South entrance of the church parking lot where the big oak trees stand and possibly walking to the sidewalk before the Winn Dixie grocery store.

If a **“HUNKER DOWN AND SECURE THE CHILDREN”** is requested, staff will gather the children to a safe area in the classroom and wait for the **“All Clear.”**

Parents will be notified by staff. A written report of the incident will be completed with details of the event. This report will be kept for records as required by licensing.

Intruder on Campus

In the event of an **Intruder** on Campus, all measures will be taken to ensure the safety of the students and staff. **Under the guidance of the area authorities, The Director will respond to the instructions of the authorities.** The Director will instruct the staff that the school is **“Under Lockdown.”** Notify them that there is an intruder on campus, and inform that all staff must collect the children and immediately gather at the designated place in their classroom, remaining quiet until an **“All Clear”** is given by the authorities or the Director.

The staff will notify parents as soon as possible. A written report of the incident will be completed with details of the event as required by licensing.

Lockdown

The Director will instruct the staff that school is **“Under Lockdown.”** All staff must immediately lock classroom doors, quickly collect the children, and hide behind the strategically turned over tables. They are to remain quiet until the **“All Clear”** is given by the Director.

Parents will be notified by the J&J staff. A written report of any Lockdown incident will be completed with details of the event.

Active Shooter

In the event of an **Active Shooter**, all measures will be taken to ensure the safety of the students and staff. **Under the guidance of the area authorities, the Director will respond to the instructions of the authorities. The Director will instruct the staff that the school is “Under Lockdown,” that there is an Active Shooter** on campus, and all staff must collect the students and immediately crouch behind flipped tables in their designated place for each

classroom and remain quiet until an “All Clear” is given by the authorities or Director. No doors are to be opened until the Director gives the “All Clear.”

Parents will be notified by staff as soon as possible. A written report of a lockdown incident will be completed with details of the event. This report will be kept for records as required by licensing.

All Clear Procedures

The Director will give a verbal “All Clear” announcement and will go to each room to ensure that the students and staff have heard the “All Clear” announcement. Additionally, the Director will go to each room to ensure that the staff and students have heard the “All Clear” message. Staff are required to

immediately complete a head count, and respond to the Director as she comes to each room to give the “All Clear.” Staff members will be instructed to provide care and comfort for crying and or stressed children and to ease back into the regular classroom routine as quickly as possible. Parents will be notified by staff as soon as possible.

Emergency Communication/Pick-Up Procedure

All staff members are required to have their classroom attendance sheet with the “Emergency Contact Kit” that contains emergency information for each child.

This Kit is to remain with the teachers for any and all emergencies and drills. In addition, the kit will contain a First Aid Bag.

Emergency Communications will be done for any actual evacuation to another location other than the preschool building. This event will be documented and placed in the Directors office.

Parents will be notified by the teacher (via cell phone text) and will be instructed to pick up their child at the location site of the evacuation. Teachers will have their classroom attendance sheet and will be required to sign for their child at pick-up.

A written report of the incident will be completed with details of the event. This report will be kept for records as required by licensing.

Reporting a School Wide Emergency/Follow-Up

A written report of any life-threatening/emergency incident will be completed by the Director with details of the event. The report will include the time, date, actual event description, name(s) of persons(s) responsible for the security of the school (Police/Fire/Homeland Security), number of staff, number of children, description of instructions to ensure safety, communication with parent and pick-up procedure and any other pertinent information of the event.

Parents will be notified by Staff/Director. This report will be kept for records as required by licensing and placed in the Directors office.

Death of a Child/Staff Member Policy

In the event of a tragic event such as the death of a child/staff member, the following steps are to be taken.

*Administer First Aid/CPR/Emergency Defibrillator (while removing the remaining students away from the victim.

CALL 911 IMMEDIATELY! Call the parent/emergency contact.

*CLEAR THE AREA. Allow medical personnel access to victim.

*DO NOT REMOVE THE BODY.

*Secure the scene. Wait for instructions from Director/Medical Authorities/Law Enforcement.

*Start writing the incident report.

*Support the police who will be investigating for the next 24 hours.

*Immediately contact DCF/ACSI to report the incident.

*Send out a school wide announcement.

*Stay in touch with the family of the victim.

*Contact Grief Counselors for staff members and children who were witnesses to the event. Follow up with long-term counseling for those who are traumatized by the event.

Death of a Child's Family Member

In the event of a death of a child's family member or a staff family member, extreme sensitivity will be in place for those who have experienced the loss of a loved one, and all staff are required to handle each case with the upmost care and compassion.

The Pastoral staff at First Baptist Church will provide any spiritual guidance or counseling if requested.

J&J Staff has a commitment to care for and show compassion for all the children and families and will be cared for on an individual case-by-case basis if the need for assistance is needed in the event of a death of a family member.

Report of a Lost or Missing Child

Any child who is reported lost or missing will be deemed an emergency and 911 will immediately be called to begin the proper procedures for search and rescue. Parents will be notified by the Director.

The facility will go on an immediate lockdown to keep the doors closed in the event the child is in the building. Search and rescue procedures will be conducted/instructed by law enforcement, with J&J staff providing support as needed. All classrooms will be searched, including closets, bathrooms, cabinets, under tables, the entire playground, as well the entire First Baptist Church facility.

A written timeline will be completed to document the child's last where about, and who was responsible for their care. This includes time that the child was found to be missing, locations, activity, other people who were in physical proximity of the child. Persons responsible for the care of the child will be subjected to a full investigation with authorities including Law Enforcement, Licensing and the Program Administration.

Reporting Child Abuse/Suspected Maltreatment of a Child

All staff are mandated by the State of Florida to Report Child Abuse/Neglect. This process is serious and requires the upmost integrity during the call to the Abuse Hotline.

IF THERE IS ANY SUSPICION OF ABUSE OR NEGLECT, THE J&J STAFF ARE REQUIRED BY LAW TO CALL 1-800-962-2872 WHICH IS THE ABUSE HOTLINE.

Descriptions of what has actually been witnessed (seen and heard) must be carefully documented for both the phone call and for the follow up report.

UNDER NO CIRCUMSTANCES IS THIS INCIDENT TO BE DISCUSSED WITH OUTSIDE PARTIES.

The Director will oversee the follow-up with all parties. Due to the nature of any incident, staff members are not allowed to discuss the incident.

