

School Age Program Emergency Plan

This template may be used to assist you in developing an Emergency Plan for your facility. It may be expanded to provide as much detail as necessary based on the types of likely emergencies and the number of children/staff. It is recommended that you coordinate with local law enforcement, fire, and emergency managers when developing your emergency plan. **Note: licensed child care facilities are not required to use this template when developing a plan.**

I. Facility Information:

Facility Name:	Barton Community College School Age Program
Facility Address:	245 NE 30 Road
Facility Phone:	620-792-9360
Facility Main Contact:	Larissa Graham: Administrator Kaitlin Adams: Program Director Madison Schneider: Program Director
Licensed Capacity:	30 kids
Number of staff (if applicable):	4+
Utility Shut Off Locations	
Electricity:	Boiler Room
Water:	Main valve outside: call security
Gas:	
Equipment/Supplies Locations	
Alarm Box:	Our alarms are on the walls and ceiling but not good because the main switch to turn them off is located in the dorms south of the facility.
Fire Extinguisher(s):	On the wall of the game room.
First Aid Kit(s):	Main kit is located I the storage room. First aid fanny packs in the backpack. Another is located in the classroom.
Emergency Kit(s):	First aid fanny packs in the backpack. Another is located in the classroom.

II. Emergency Contacts: Identify the contact information for emergencies and post it in accessible locations.

	Contact name	Phone #	Email/Web Site
Police/Sheriff		9-911	
Fire		9-911	
Ambulance/EMTS		9-911	
Hospital	Regional Medical Center		
Poison Control		800-222-1222	
Local Emergency Management			
Electric Company	Midwest Energy	620-792-1301	
Gas Company	Kansas Gas Service	888-482-4950	
Water Company	Rural water		
Local Child Care Licensing Surveyor	Kori Hammeke	620-793-1902	
DCF Child Protection Report Center		1-800-922-5330	
Insurance Provider			
Radio/TV Station	KHOK, KVGB		
Child Care Resource and Referral Agency	Child Care Aware of Kansas		

III. Emergency Assessment: The following emergencies or possible disasters have been identified as likely for this facility. *(check all that apply)*

X	Bomb threat	X	Hazardous material exposure	X	Thunderstorm/lightening
X	Criminal activity	X	Ice/snow storms	X	Tornado watch/warning
X	Dangerous person or potentially violent situations	X	Injury/medical emergency-- provider	X	Utility outages—power failure or water line disturbance
n/a	Earthquake	X	Injury/medical emergency-- child		<i>List additional event likely occur in your area</i>
X	Fire/smoke	X	Missing, lost or abducted child		<i>List additional event likely occur in your area</i>
n/a	Flooding	n/a	Mudslide/landslide		<i>List additional event likely occur in your area</i>
X	Gas leak	X	Structural damage to facility		<i>List additional event likely occur in your area</i>

IV. Parent Notification/Reunification: Steps to notify parents and to reunite children with parents.

Notification:	<p>Parents will be given a sheet for the various emergencies and the locations of their children during those emergencies. This sheet will also be located under the resource section of the Barton Community College CDC page. In case of an emergency, the parents will be notified through text message and our Facebook site.</p> <p>Each classroom has their parent contact information sheet in their field trip backpack.</p>
Release:	<p>After it is determined during the emergency that the children are safe and/or the situation is safe, the children will be released to their parents. If an authorized representative is taking the child, they will need to show proof of their identity through driver's license or identification card.</p>

V. Evacuation: Evacuation in the event of fire, gas leak, structural damage to the facility etc.

Evacuation routes/exits:	<p>Routes for evacuation are posted on our fire drill sheets in the classroom. In every case, if the children are closer to the front of the building, they will evacuate out the front doors and meet by dorm 1/2. If the children are closer to the back of the building, they will exit out the classroom (west) door and meet over by dorm 7/8 for further instruction or the situation to become safe.</p>
Evacuating infants/toddlers and others with limited mobility:	<p>The teachers will each take their emergency supplies backpack along with their field trip backpacks.</p>
Emergency Information/Kits:	<p>All the children's emergency contact information will be kept in a file in the classroom and copies will be in each teacher's field trip backpack. These backpacks will be kept in each classroom and the teachers will grab them on the way out the door in case of emergency.</p> <p>The emergency tub will be kept in storage room and will be accessed in appropriate emergencies.</p>
Notification:	<p><i>Children will be notified of a specific emergency by the classroom teacher and will move to the appropriate location for that emergency. If the emergency Notification will be with several sources which include posting a class message, posting a message on our Facebooks page, or text directly to the parents. Campus will be notified through our campus security office.</i></p>
Evacuation Sites:	<p>1. Children and teachers will go to the Cottonwood Hall Commons in case of fire, gas leak, bomb threat.</p>

	<p>2. In case of a tornado, the children and staff stay in the Commons and if evacuation is needed we will transport to the Student Union or Kirkman Activity Center.</p>
Transportation to Evacuation Locations:	<i>In case of an emergency that the kids and staff would need to be evacuated, the yellow school bus will be used,</i>
Additional:	<i>Additional information not covered above: for example, moving to an off-site emergency shelter when extreme weather conditions exist.</i>

VI. Shelter in Place: Staying in the safest place inside the facility in the event of a weather related event such as severe storm/tornado or as advised by authorities due to a chemical spill/hazardous gases or security issue.

Location:	<i>In case shelter in place would need to be used for a chemical spill the children would go to the opposite side of the building.</i>
Evacuation routes/exits:	<i>The school age Program has two exits in the front of the building and one exit in the side of the building that can be used.</i> <i>Diagrams are posted in each classroom of the School Age Program.</i>
Evacuating infants/toddlers and others with limited mobility:	<i>A teacher in each room would grab their field trip backpack and make sure that they have the emergency contact sheet for the children.</i>
Emergency Information/Kits & Supplies	<i>Describe the following:</i> <i>Emergency contact information will be kept in the field trip backpack. The contents of emergency supplies to be stored in the storage room : including items and supplies for extended periods (1-3 days). For example; water, food, hand sanitizer, games, toys, first aid kit, battery-powered radio and supplies for sealing the room etc.</i>
Notification:	<i>Children will be notified of a specific emergency by the classroom teacher and will move to the appropriate location for that emergency. If the emergency Notification will be with several sources, which include posting a message on our Facebooks page, or text directly to the parents.</i> <i>Campus will be notified through our campus security office.</i>

VII. Hazard/Incident Specific Events: Provide additional guidance and direction for those emergencies or disasters likely to occur in your area. For example, flash flood, missing child or power outage.

Event:	<i>Bomb Threat</i>
Steps to Be Taken	If a bomb threat is announced over the campus communication system, the teachers and children will stay in the School Age Program classroom unless it is specified that the threat is in the facility. If that is the case we will evaluate to the Cottonwood Commons area and wait for further instructions.
Ensuring the safety of infants/toddlers and others with limited mobility:	If the bomb threat is on campus the schoolagers will stay at the Commons in a safe place until the threat is over. If the bomb threat is in the Commons, the children and staff will move to Cottonwood Housing commons area for safety.
Emergency Information/Kits & Supplies	Each teacher will grab their field trip backpack with the parent notification forms to be able to call and notify parents. We will also place the information out on our Facebook page.
Notification and Reunification:	After the children are safe, the parents will be notified through text message or our Facebook page

Event:	<i>Criminal Activity</i>
Steps to Be Taken	If criminal activity is announced over the campus communication system, the teachers and children will stay in the Commons unless it is specified that the threat is in the facility. If that is the case we will evaluate to the Cottonwood Commons area and wait for further instructions.
Ensuring the safety of infants/toddlers and others with limited mobility:	If the criminal activity is on campus the schoolagers will stay in the Commons in a safe place until the threat is over. If the criminal activity is in the Commons, the children and staff will move to Cottonwood Housing commons area for safety.
Emergency Information/Kits & Supplies	If we have to leave the School Age Program Commons, each teacher will grab their field trip backpack with the parent notification forms to be able to call and notify parents. We will also place the information out on our Facebook site.
Notification and Reunification:	After the children are safe and the threat is over, the parents will be notified through text message or our Facebook page

Event:	Dangerous person or potentially violent situations on campus
Steps to Be Taken	If the dangerous person or violent situation is on campus, we will stay in the Commons classroom and lock both the doors. Kids and teachers will be told to stay away from the windows in the front door. Staff will place furniture in front of the front classroom door. Staff will listen for announcements over the

	campus communication speaker to learn when it is safe or if there is a continued threat. The Rave texting system can also be used for this situation.
Ensuring the safety of infants/toddlers and others with limited mobility:	If the criminal activity is on campus the schoolagers will stay in the Commons in a safe place until the threat is over. If the criminal activity is in the Commons, the children and staff will move to Cottonwood Housing commons area or nearest location for safety.
Emergency Information/Kits & Supplies	<i>Describe the following: Emergency contact information will be kept in the field trip backpack. The contents of emergency supplies to be stored in the storage room : including items and supplies for extended periods (1 days). For example; water, food, hand sanitizer, games, toys, first aid kit, battery-powered radio and supplies for sealing the room etc.</i>
Notification and Reunification:	