**The Willow School**

Safety and Emergency Procedures Manual

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Dear Families and Staff:

The Willow School realizes the great responsibility that comes with keeping the children in our care safe and secure.  Our sincerest hope is that there is never a need to implement any of the procedures listed in this manual.  However, it is important that staff, children, and families know what to expect if an emergency situation arises.  Therefore, we have developed this manual and we will adhere to the procedures listed herein in case of an emergency.  In addition, the school will practice fire drills once per month and emergency weather drills once every three months.

Thank you,

Teresa Cole

Director & Founder

**SAFETY & EMERGENCY POLICIES**

**Evacuation of School in Case of Fire or Other Emergency**

In the event of an emergency at the school, such as fire, gas leak or other emergency requiring evacuation of the premises, evacuation of students and staff would occur in the following manner:

* Director gives evacuation order or alarm is sounded.
* Director contacts authorities by calling 911.
* Teachers in each class evacuate students from building according to procedures practiced in monthly drills.  Teachers take sign in sheet, classroom backpacks and walkie-talkie.
	+ Infants exit through infant exit door, exit main gate and go up to the sidewalk next to Sams St.
	+ Ones exit through infant exit door to playground (back left area near fence)
	+ Twos exit through classroom door to playground (back right area near fence)
	+ Preschool exits through PreK classroom and goes out to parking lot past dumpster
	+ PreK exits PreK classroom and goes out to parking lot past dumpster
	+ Keli will sweep infant room and exit with infants
	+ Sheree will sweep dining room, bathroom and storage area before exiting through infant room
	+ Tiffany will sweep ones room and exit with the ones
	+ Louis & Brandi will sweep twos room and exit with the twos
	+ Janine will sweep Preschool and PreK and will exit through PreK
	+ Teresa will do final sweep of office and main areas before exiting building
* Director takes contact information from the school files.
* Staff will take a head count once in safe location to ensure that all children are evacuated and report in using walkie-talkie.
* If possible, Director places message on school number indicating evacuation and location of evacuation.
* Director calls each family and/or emergency contacts to let them know of the situation and the location of the evacuation.
* Children are kept at the evacuation site until an adult from their contact list picks them up.
* Each classroom teacher checks off children when they are picked up.
* All staff members will remain until all students have been collected.

**Emergency Procedures for Severe Weather**

In the event of severe weather (i.e. tornado, hurricane) the following procedures would be followed:

* Director will notify the teachers to prepare for severe weather or alarm will sound.
* Teachers will direct children to the inner most areas of the school (i.e. bathrooms and hallway) and away from windows and doors.
	+ Infants should all enter sleeping room for shelter
	+ Ones should enter infant sleeping room for shelter
	+ Twos, Preschool and PreK should all come to dining room for shelter
* One teacher from each classroom will double check sign-in sheet to make sure all children are accounted for.
* Director will collect emergency information from the office.
* All children and staff will remain in emergency shelter until severe weather advisory has passed.
* Director will report injuries and/or damage to authorities by calling 911.
* Parents are notified by telephone and/or email of the situation.
* If the school cannot remain open because of damage, power outage or other situation, Director will contact all families to pick up their children.
* Each classroom teacher checks off children when they are picked up.
* All staff members will remain until all students have been collected.

**Emergency Procedures for Intruder**

In the event an intruder enters the premises the following procedures would be followed:

* Director will contact 911 and keep communication open via walkie talkies until further notice.
* Director will notify the teachers to prepare for intruder or a whistle will sound.
* Teachers will direct children to the inner most areas of the classroom  (i.e. bathrooms and hallway) and away from windows and doors.
	+ Infants will enter sleeping room for safety
	+ Ones will enter infant sleeping room for safety
	+ Twos will enter the restrooms in their classrooms
	+ Preschool will position themselves on wall opposite sink and away from windows
	+ PreK will enter the restrooms in their classrooms
	+ If children are outside on the playground they will evacuate to the far side of field near Camp Scene and communicate via walkie talkie.
* Teachers will lock all doors and draw all shades on windows.
	+ Infants will lock entry doors - locks already on doors
	+ Ones will lock entry doors - locks already on doors
	+ Twos will lock entry doors - locks already on doors
	+ Preschool will lock both entry doors
	+ PreK will lock all three entry doors
* Any persons not in “safety zone” will enter secured area immediately.
* If children are outside, they will go to camp scene playground area and remain until further notice.
* Teachers will take headcount once safely in appropriate area.
* Children are kept in “safety zone” until further notice.
* If evacuation is necessary, all classrooms will exit in same manner as with fire emergency.
* Once evacuated, start evacuation procedures of headcount and reporting via walkie talkie.
* Director calls each family and/or emergency contacts to let them know of the situation and the location of the evacuation.
* Children are kept at the evacuation site until an adult from their contact list picks them up.
* Each classroom teacher checks off children when they are picked up.
* All staff members will remain until all students have been collected.

**Closing Due to Extreme Weather**

In case of extreme weather, the school follows City Schools of Decatur with regard to school closings.  In the case of severe weather (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes) please listen to the local news and/or radio station. If City Schools of Decatur are closed The Willow School will also be closed.  We will communicate this information on the Willow School Facebook page and via email to all families.

**Closing Due to Physical Plant Defects**

In the event of loss of power, water, heat or air conditioning, or structural damage, or other physical plant defect that prevents the school from opening on time or at all, or necessitating early closure the following procedures will be followed:

* If the defect is found before the school day begins families will be contacted by text, telephone and/or email as soon as possible that the school will not open.  The director will also post a sign at the school, advising parents of the situation.
* If condition occurs during the school day and is deemed to persist for longer than one hour and in the case where proper care of the children beyond that time will not be possible, parents and/or emergency contacts will be called to pick up children as soon as possible.  Appropriate staff will remain at the center until all children are picked up.
* The school will maintain emergency supplies in order to provide basic necessary care for at least 4 hours.

**Serious Injury of Child**

The following steps will be taken immediately in the event a child is seriously injured while at school:

* If the child is unconscious, not breathing, or otherwise severely incapacitated, the director will call 911 immediately.
* The parents and/or emergency contact will be called and informed of the situation.
* If the child needs immediate medical care the child will be taken to Children’s Healthcare of Atlanta at Egleston.
* The Director or Teacher should remain with the child (either in the ambulance or hospital) until a parent/guardian arrives.
* If the injury is not serious enough to warrant emergency transport to a hospital, the parents and/or emergency contact should be called to pick up the child.
* An incident report will be filled out detailing the circumstances of the accident and/or injury.
* Report incident to Bright from the Start.

**Illness or Minor Injury of Child**

The following steps will be taken in the event a child becomes ill or receives a minor injury while at school:

* The parent/guardian is called to pick up the child at school.
* If a parent/guardian is not available, the person designated as emergency backup will be called.
* Incident report will be filled out.
* If injury requires medical attention Bright from the Start will be notified.

**Death of a Child**

The following steps will be taken immediately in the event of the death of a child while at school:

* Call 911 immediately.
* Teacher and Director along with police officers will notify parent.
* Incident report will be filled out.
* Bright from the Start will be notified.

**Child Lost While at the School**

The following steps will be taken immediately in the event a child becomes lost while attending the school:

* Notify the Director immediately.
* Director and all available staff will make search of buildings and grounds for child.
* If child is not found within 5 minutes 911 will be called and parents will be notified.
* Teacher will supply description of child to authorities.
* Incident form will be filled out.
* Report incident to Bright from the Start.

**Child Lost While on Field Trip**

The following steps will be taken immediately in the event a child is lost while on a field trip:

* Notify security at your location to secure the area and call 911.
* Supply police and security with description of child.
* Call the school to notify director and make arrangements for the remaining children to be transported back to school.
* Director will notify parents.
* Teacher should remain at location until child is found, parents arrive and police determine that teacher may return to school.
* Fill out incident form.
* Report incident to Bright from the Start.