

Emergency Procedures



EMERGENCY NUMBERS

<u>NAME/COMPANY</u>	<u>CONTACT / CITY</u>	<u>PHONE #</u>
DIRECTOR	ROBIN BRANT	9-407-489-8827
AMBULANCE	ORLANDO	911
FIRE	ORLANDO	911 9-321-235-5200
POISON CONTROL		9-1-800-222-1222
DCF	ORANGE CO.	9-407-317-7815
LICENSING COUNSELOR	IDA VARGAS	9-407-765-8149
RECTOR	KEVIN BARTLE	9-407-855-1934

1. In case of an emergency call 911 **FIRST!**
2. Call the Director after contacting 911. If possible, have another teacher call the Director while someone is on the phone with 911.
3. Call the Rector if the Director is unreachable. If you have reached the Director, she will instruct you as to what step to take next.

Never speak with a reporter, an insurance agent, or anyone else unless the Director or Rector have given permission and are present.

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of ST. MARY'S PRESCHOOL one of the following plans shall be implemented. In all situations, the teacher in charge when evacuating shall:

- Take an accurate attendance list
 - Account for all children and staff as depart the property
 - Bring any necessary medication/ supplies and emergency records
 - Take a cell phone to be used for emergency notifications
1. If the emergency environment is confine to the immediate area of the Preschool, Ex. Fire or toxic fumes and the children cannot stay on the campus, the children will be brought Cornerstone Academy by walking where they will remain accompanied by teachers while family/ guardian/ emergency contacts are notified of the situation and arrangement are made for pick up.
 2. In the event of exposure to toxic materials or gases, and a physical examination is recommended, children will be transported by ambulance to the local hospital where they will be examined by a health provider and family/guardian/ emergency contacts will be notified.
 3. If the emergency is more widespread and encompasses a larger area such as a neighborhood or serval home due to a non-confined environmental threat (ex. Toxic fumes from spill, flood waters, brush fires) and children cannot remain in the area, the children will be brought Cornerstone Academy by walking where they remain accompanied by teachers while family/ guardian/ emergency contacts are notified.
 4. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard. Children will remain at the preschool while family/guardian/emergency contacts are notified of the need for immediate pick up of the child.

Staff will remain with and care for the children at all times during the event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY KIT & SUPPLIES

Emergency Backpack includes:

- Child contact (enrollment forms) notebook
- Flashlights – 4
- Emergency radio
- Can opener
- Note pad and pens
- Hand sanitizer
- Whistle
- Disposable cups
- Wet wipes
- Kleenex
- Band aids
- Gauze pads
- Adhesive tape
- Thermometer
- Disposable gloves
- First aid manual

LOCATION OF EMERGENCY BACK PACK:

Bottom right staff locker next to conference room.

GUIDELINES ON HANDLING MEDICAL EMERGENCIES

The following information is provided as a quick reference to help you make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training.

List below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call 911 and then notify the Director and child's parents/ guardian or emergency contact immediately following any of the following:

- ❖ Semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- ❖ Breathing difficulties including
 - Rapid, noisy breathing (barking, gurgling or crowing sounds, sever wheezing)
 - Labored breathing (takes so much effort that child cannot talk, cry, drink or play)
- ❖ Severe bleeding
- ❖ Unequal pupils
- ❖ First time seizure or seizure lasting more than 15 minutes in a child with a known seizure condition
- ❖ Injury that causes loss consciousness
- ❖ Neck or back injury
- ❖ Continuous clean draining from the nose or ears after a blow to the head
- ❖ Non-injury related severe headache, stiff neck, or neck pain when head is moved
- ❖ Hives especially involving the face, lips, tongue, or next
- ❖ Severe abdominal pain that causes the child to double up and scream
- ❖ Abdominal pain without vomiting or diarrhea after a recent blow to the abdomen
- ❖ Possible broken bones

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in publication received with approved First Aid training.