

Disaster Plan

- 1. Evacuation routes are posted in each classroom.**
- 2. Fire Drills are conducted monthly. Written documentation of drills is kept on the wall immediately to your left as you enter Arcadia.**
- 3. Disaster Drills are conducted quarterly. Written documentation of drills is kept on the wall immediately to your left as you enter Arcadia.**
- 4. Staff reviews the disaster plan annually**
- 5. To prepare for a potential disaster we request that each family supply an Earthquake Kit with supplies to provide for their child. Earthquake Kits items must fit into a gallon zip lock type plastic bag.**

The school will supply water (kept in the storage area) and flashlights in each classroom.

The school will maintain a list of parent emergency contact numbers to be kept under the sign-in sheet in the main hallway for quick access.

6. Procedures during disaster:

Our basic responses for an earthquake are:

Upstairs classroom will line up at the west entrance on the south side of the building and exit to the playground, lining up along the fence at the West end of the play area near the ship - which is clear of buildings, trees & power lines.

Downstairs classroom will line up at the door on the north side of the building in the main classroom and exit to the playground, lining up along the fence at the West end of the play area near the ship, which is clear of buildings, trees & power lines.

Shannon will check the entire building to make sure everyone is out.

Jamie will bring the first aid kit and any medicines children may have at the school per their particular needs, along with the sign-in sheet and emergency contact packet and her cell phone and meet the classes in the parking lot.

Shannon will make a head count and compare that to the sign-in sheet to make certain everyone is accounted for.

In all other emergencies such as floods or volcanic eruptions we will turn on the radio and listen for civil defense instructions.

7. Plan for after the disaster:

If the disaster is over and the building is intact we will re-enter the building and return to our classrooms where teachers will gather children to discuss the event and assure them that they are well cared for, that we are here to keep them safe and will remain with them until parents can collect their children.

We will check on and use supplies as needed.

Shannon and Jamie will begin to call parents.

Evacuation

If we need to evacuate the building for any reason: if the building is damaged in any way; if water pipes break and there is no water or flooding occurs; or if electricity lines come down.

We will evacuate to Grace Baptist Church on North 26th and Vassault St by foot. We will walk to the church, bringing the first aid kit, sign-in sheet and emergency contact numbers.

Upon arrival we will immediately begin calling parents.

- 8. Arcadia will maintain emergency contacts and numbers for all children. They are kept in a file cabinet in the office and are updated yearly.**

- 9. Arcadia will provide for children with special needs to the best of our abilities during a disaster. To prepare for this, we request that a care plan is completed by the child's parent(s). Parents are responsible for educating Arcadia staff about the special care required to meet the needs of their child. Parents are required to provide any necessary equipment or supplies necessary to meet the needs of their child.**

Parents are responsible for disaster kits to include packaged or canned foods for 3 days of care.

These will be kept in gallon zip lock plastic bags and stored in plastic garbage cans in the children's bathroom downstairs.

Arcadia will store bottled water in the storage room and children's bathroom.

Arcadia will ask parents to update their disaster kits yearly.

Parents will be notified of Arcadia's school and childcare facility emergency disaster plan in writing. All parents are encouraged to give feedback for consideration and will be requested to review and sign off on this plan. Arcadia will keep it posted in the Parent Resource area of the main hallway, on the wall immediately to the left when first entering the building and on the bulletin board in the downstairs hallway.