

EMERGENCY PLAN



Excelsior International Academy
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October 2, 2015

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DISASTER & EMERGENCY PLAN FOR EXCELSIOR INTERNATIONAL ACADEMY

I. Purpose of the Emergency Plan

This emergency plan has been developed to assist Excelsior International Academy (Excelsior) in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. Also, the plan is designed to prepare children and staff of Excelsior to take appropriate actions during specific hazards and to provide parents with accessibility to the policies, guidelines and procedures which the Center utilizes in case of an emergency.

The plan is reviewed and updated annually by the Center's staff during the Teacher Planning Day, however, during the school year, as changes and updates occur, the Director notifies the staff via email and during scheduled staff meetings.

At the beginning of each school year (fall), parents and legal guardians are provided with an up-to-date copy of the emergency plan. Additionally, as updates are made to the plan, parents and legal guardians are notified immediately through emails and they are also provided with hard copies during child pick up/drop off.

II. Emergency Plan Development

To ensure that all of Excelsior's constituents are well aware of the protocol that should be adhered to during an emergency situation, the following steps would be taken:

- During their initial employment, each Excelsior staff member receives a hard or electronic copy of Excelsior's emergency plan. The plan is thoroughly reviewed with each new hire during employee orientation.
- A "Get Ready" kit is stored in a safe place in the infant classroom and in the Director's office (resource room). This kit contains important information and materials including attendance lists, contact lists, copies of emergency cards, flashlights, extra batteries, whistles, first aid kit, just to name a few. Also, this kit contains a copy of the emergency plan.
- A downloadable Adobe file of the emergency plan is available and accessible on Excelsior's website (www.excelsiorinternationalacaemy.com).

- A copy of the emergency plan is showcased on the main bulletin near the front exit in the main lobby of the building.
- A hard copy of the emergency plan has been placed in a binder and housed on a shelf next to the photocopier in the resource room.
- The FIRST LUTHERAN Church (evacuation site) has a copy of Excelsior’s emergency plan. FIRST LUTHERAN Church will be used as an evacuation site for Excelsior’s staff and children should an emergency evacuation occur.



III. Types of Emergency and/or Hazardous Situations

The types of emergencies that Excelsior prepares for include, but are not limited to those listed below.

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Hurricanes	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

IV. Assignment of Responsibilities During an Emergency

Excelsior staff members are responsible for implementing the disaster and emergency plan, and ensuring the safety of the children. It is the responsibility of all staff members to understand their roles and responsibilities, and the location of the supplies in the event of an emergency.

Director	Office Staff	Assistant Director	Teacher Assistant/Aide
Declare an emergency	Carry Get Ready kit	Lead evacuation lines	Close doors to classrooms
Call for assistance (911)	Check restrooms	Keep accurate headcount of students	Carry classroom Get Ready kits (from Infant room) and class rosters, emergency cards, etc. from each classroom.
Make decision to EVACUATE, LOCKDOWN, or SHELTER	Check storage areas and carry needed medications	Supervise students	
Initiate contact with evacuation site if decision is made to evacuate	Guard or lock exits	Entertain and comfort students, and keep accurate headcount	Put LOCKDOWN or SHELTER sign in windows of classrooms facing parking lots during LOCKDOWN or SHELTER conditions
If necessary, direct Teaching Assistant/Aide to contact class families	Complete final building check after evacuation		If directed by Director, contact families with a cellphone with the emergency contacts in assistants/aids classes
Arrange means of transportation for students/staff/teachers/aides	Follow-up with families via text message and/or email (preferably text) from cellphone or internet connection. Leave message on answering machines		
Conduct fire drill	Participate in fire drill	Participate in fire drill	Participate in fire drill
Communicate the emergency plan to parents	If necessary, turn off ventilation system	Maintain accurate headcount	Maintain accurate headcount
Act as media contact	Monitor weather stations in case of weather emergency		
Determine when the emergency is over		Maintain accurate headcount	Maintain accurate headcount
Check to make sure everything on this chart is completed			

V. Personnel Chain of Command

During an emergency, the command post is the main lobby/receptionist area. The Center's Assistant Director and administrative staff report to the Director while the teaching assistants and aides report to the Assistant Director.

Should an emergency situation arise, the Director will be in charge. If the Director is not available, the Assistant Director will be in command. If neither the Director nor Assistant Director is available, a senior staff member who has taken the

necessary emergency preparedness trainings, including first aid and pediatric CPR, will take charge. The names of individuals who have the trainings and credentials to take charge during emergency situations are posted on the Center's main bulletin board.

VI. Staff Training & Monthly/Quarterly Drills

In order to keep our staff well versed in the emergency plan procedures and protocols, Excelsior conducts staff trainings once each year during Teacher Planning Day (prior to the start of the school year). The trainings are conducted by the Director or other appropriately trained staff and include the following:

- A review of the actual emergency plan. The current plan is provided to all staff members in advance of the Teacher Planning Day so that individuals come to the workshop with suggestions or ideas for discussion.
- A review of each person's role and responsibilities during an emergency.
- A review of the list of required items that each family must provide the school, including up-to-date emergency forms, personal emergency supplies, and a complete change of clothes for each child. Teachers and teacher assistants/aides are encouraged to review each child's storage cubby and personal record to ensure that the required documents and materials are in place and up-to-date.
- A review of the emergency exit and evacuation routes.
- A review of everyone's emergency binder to ensure that contact information for parents and other important personnel are up-to-date.
- Participating in two disaster drills, one which include a practice emergency evacuation to a safe place in Excelsior's parking lot until help arrives. Once emergency personnel is available to assist, Excelsior's staff and children will be escorted to FIRST LUTHERAN Church directly across the street from the school.

All staff and children are required to participate in fire and disaster drills at the facility. Fire drills are conducted monthly and disaster drills are conducted twice each year. All drills must be documented. In addition to these drills, fire alarm and extinguisher trainings must be completed by Excelsior's staff.

VII. Communications

Excelsior monitors NBC 6 South Florida weather alerts and has registered with Broward Sheriff's e-Alerts, and Miami-Dade County Emergency Alert. In case of an emergency, the school will monitor radio stations HOT 105 FM and/or 101.9 LITE FM.

When an emergency situation arises, the fire alarm is



activated and the Director, Assistant Director or other designated staff member verbally announces the evacuation, shelter or lockdown.

Excelsior uses the terms Lockdown, Evacuate or Shelter to identify the response that is implemented during an emergency. **Lockdown** is an emergency protocol to prevent people or information from escaping which usually can only be ordered by someone in command. A member of Excelsior's staff contacts 911 to request immediate assistance once an emergency situation arises. **Evacuate** is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. **Shelter** is an alert response that gets initiated when it is too dangerous to leave the current facility.

Communicating Emergencies to Parents and/or Legal Guardians

Should an emergency situation arise, Excelsior's Director or other key staff will attempt to utilize several means of communication to notify and instruct parents and/or legal guardians during and after the emergency.

- A text message sent from the Center to emergency contact numbers provided by parents and/or legal guardians.
- An email message sent to the parent or legal guardian's primary email address by the Director or other designated staff member.
- Following the text message and email correspondences, a phone call is made to the emergency contact for each child by an assigned Excelsior staff member. This continues until an adult is reached for all children at the Center. The emergency contacts for parents of children is stored in the "Get Ready" kits in classrooms and the resource room.
- If time and resources allow for it, emergency updates would be posted on Excelsior's website (www.excelsiorinternationalacademy.com).
- Once the emergency status has changed or is lowered, the emergency contact receives either a follow-up text message or phone call from an Excelsior staff member informing him/her of the change in status.
- In cases where Excelsior is not able to verbally notify an emergency contact, if possible, the Center will leave a message on the answering machine notifying parents and/or legal guardians of the emergency status of the school and any appropriate instructions or actions the parent and/or legal guardian should take.
- In case of "Shelter" or "Lockdown", a sign stating either "Shelter" or "Lockdown" is placed on the door and the windows of the classrooms facing the parking lot. In case of evacuation, the evacuation location and contact information is placed on the door.

Communication devices and equipment such as cellphones, walkie-talkies (not available at this time), and fire alarms are tested monthly during the emergency drills. The emergency contact list, including communicating via text and voice are tested twice a year. Advance notice is given to parents and/or legal guardians informing them of the drills before they occur.

VIII. LOCKDOWN

A lockdown is an emergency alert that requires that the end building is secured. In such case, the children and staff remain in the building until the Director determines that it is safe to release the children to authorized adults. The following are key protocols that must be adhered to during a lockdown:

- Staff members remain in place with the children at all times during the lockdown.
- If outside, children must be directed to their classrooms immediately and teachers must take attendance.
- All exterior doors must be secured and locked by the Director, Assistant Director or other staff member. All windows must be locked, the shades must be pulled down, and a sign labeled “LOCKDOWN” must be placed in the windows facing the building’s parking lot.
- Teachers must turn off all lights, move themselves and the children away from windows and doors, and keep the children as calm and quiet as possible.
- Communications must be made with emergency contact personnel for all children. This would be done through one or several of the following means depending on the circumstances: text message, email or telephone calls. The goal would be to notify the emergency contacts of the lockdown and warn them against coming to the Center. It is important to notify the emergency contacts as soon as the lockdown has been lifted or when new updates are available.
- Parents and legal guardians are not allowed into the school to retrieve their children until the emergency status has been lowered or removed by emergency personnel.

IX. SHELTER

A shelter emergency alert takes place when it is too dangerous to leave a facility. Whether it’s a public safety shelter involving the occurrence of public safety actions nearby the facility or a severe weather/hazard alert, the Director, Assistant Director and staff members must do their best to ensure that all of the children are kept as safe as possible.



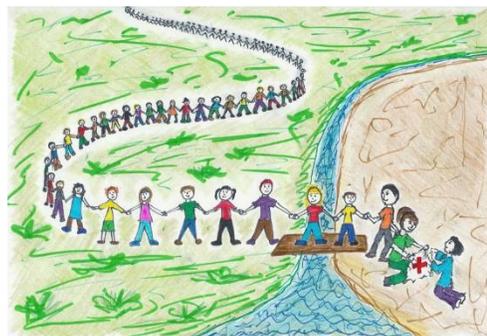
Preparing for a shelter emergency alert involves having enough food and water onsite to support the children for an extended period of time. This includes having a disaster supply kit containing child appropriate items to entertain and

calm the children; a first aid kit; general supplies including non-perishable foods, water, flashlights, extra batteries, whistles, local maps, a cellphone with chargers, matches, tools; and many other emergency care items.

X. EVACUATE

Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

Excelsior's Director decides whether or not to evacuate the facility and in cases where there is a need to evacuate, Excelsior's children and staff are evacuated to safe area in the school's parking lot and then, with the assistance of emergency personnel, to FIRST LUTHERAN Church located directly across the street from Excelsior International Academy.



The FIRST LUTHERAN Church's point of contact is notified via telephone by Excelsior's Director or other key personnel that a decision has been made to evacuate the facility and to expect Excelsior's children and staff shortly. Once emergency personnel (fire fighters and police officers) arrive at the school, it is with their assistance that Excelsior's staff and children will be escorted to FIRST LUTHERAN Church. Once notified of the evacuation through the agreed upon measures (for e.g. fire alarm, telephone intercom, etc.), Excelsior's staff must follow the evacuation procedures practiced during the monthly and quarterly drills.

The route to FIRST LUTHERAN Church from Excelsior's facility is a simple footpath that moves parallel to the school's parking lot and onto the sidewalk along the main street. Following the direction of emergency personnel, staff members and children will carefully walk across the street and onto the path that leads to the entrance of FIRST LUTHERAN Church. All staff members and children are required to walk to the evacuation site.

During the evacuation, teachers are expected to take the "Get Ready" kit (from the infant classroom) and the classroom rosters and emergency forms from each classroom. A staff member is expected to carry the Get Ready kit from the resource center. These kits contain important information and materials including attendance lists, contact lists, copies of emergency cards, map of area and more. All Excelsior electronic information on the computers is backed up on a daily basis using a portable drive.

XI. Evacuation Routes from Classrooms

General Procedures:

- i. Remove children from classrooms and line them up in the hallway closing the classroom door behind you.
- ii. Take the class "Get Ready" kit (from infant classroom) and the classroom rosters and emergency forms from each classroom.
- iii. Count children to see if anyone is missing.
- iv. Exit the building through the emergency door on the side of the building and walk in the direction of the school's parking lot.
- v. Wait for emergency personnel to arrive to provide escort assistance to FIRST LUTHERAN Church.
- vi. Count children before entering FIRST LUTHERAN Church
- vii. Once in FIRST LUTHERAN Church, count children again.
- viii. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your children.
- ix. Wait for further instructions from the Director.

XII. Dismissal and Emergency Pick-Up Process

In case of an emergency, the authorized pick-up guidelines outlined in Excelsior's Parent Handbook applies. Excelsior's staff must notify parents and legal guardians (via the communication lines outlined above) of the appropriate time to pick up the child, and cases where an evacuation took place, the parent and legal guardians must be notified of the new pick up location. Parents and legal guardians must be assured that staff members remain with the children and try to keep them as safe and calm as possible until the parents and guardians arrive.

Emergency/Alternative Pick-Up (excerpt from Excelsior's Parent Handbook):

During the initial enrollment, parents are presented with an Emergency/Alternate Pick-up form on which they are asked to include all persons who, in the course of events, may at one time be asked to pick-up their child from Excelsior International Academy. In case of an emergency, the child's parents are contacted (via telephone) first. If they cannot be reached, staff members then call the persons listed on this form until someone can be reached.

In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. The parent is asked to verify information on the Emergency Alternate/Pick-up form in order for us to be assured that Excelsior's staff is speaking to the parent. Additionally, the parent is asked to state the verification password that was provided to the school during the child's initial enrollment. However, there is always a possibility that a parent or guardian may not be able to reach the center's staff via phone during an emergency. Consequently, it is really important that parents and guardians list on

their child's Emergency Alternate/Pick-up form, multiple people who would be able to pick-up the child during an emergency.

Excelsior wants to ensure each child's safe transition from Excelsior's care to an authorized adult at dismissal time. Following Florida Department of Children and Families training guidelines, staff members are encouraged to observe the state of the adult picking the child up from Excelsior International Academy. Should a parent, legal guardian or adult responsible for picking up the child appears to be under the influence of drugs and/or alcohol, the staff of Excelsior International Academy will contact local police and/or the other custodial parent. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Excelsior International Academy staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

XIII. Missing Children

In the unlikely event that a child is discovered missing from an Excelsior program, the staff must conduct a quick but thorough search of the property and buildings. The search must include notifying the Center's staff and searching the outdoor areas immediately surrounding the Center and FIRST LUTHERAN Church building (inside and outside). If the child has not been found after the initial one to two minute search is conducted, the office staff must notify the police and must contact the child's parents. Excelsior's staff must continue searching for the missing child until the police arrives. Excelsior must maintain an up-to-date photo of each child in his/her file.

XIV. Emergency Contact Telephone Numbers

Provider's Name:	Excelsior International Academy
Provider's Address:	760 E. McNab Road, Pompano Beach, FL 33060
Telephone Number:	(954) 600-7171
Directions to Program:	West of the intersection of McNab Road & US-1
Fire	9-1-1 or
Police	9-1-1 or
Ambulance	9-1-1 or
Poison Control Center	1-800-222-1222
County Health Department	954-467-4700
Child Abuse Hotline	1-800-96-ABUSE/ 1-800-962-2873
Child Abuse Hotline Fax	1-800-914-0004

