

Beibei Amigos Language Preschool Disaster Preparedness Handbook and Policy



This emergency action plan includes the following information for Beibei Amigos Language Preschool

Disaster preparedness policy.

In the event that an emergency system is activated, all students and teachers are to evacuate the building by following the procedures below.

Evacuation routes/exits.

All doors are checked regularly to ensure opening.

All students will be evacuated through the main entrance and safely walk to Basha's for shelter. If the main entrance is blocked, students will be evacuated using the back door located in the Spanish Toddler Montessori classroom or the playground gate.

Once all children are safely evacuated, 911 will be called and parents will be notified of the evacuation.

Emergency kits located in each classroom and the office will be taken when possible.

Evacuation sites.

Basha's grocery store located on the west side of the plaza.

Student's will be walked to the evacuation site.

Shelter-in-place.

In case of the need to stay put due to a notification from the authorities, the following procedures will be followed.

Children will be taken to the rooms located on the back of the school and the kitchen.

One's and two's year-old students will be in the Toddler Montessori classrooms located at the back of the school.

All preschoolers will be in the 1-year-old room located in between the kitchen and the preschool bathroom.

Emergency supplies.

Emergency kits with food and water are stored in the kitchen.

- A first aid kit is stored in the kitchen
- All teachers will bring their cellphones
- Emergency contact cards are kept with the supplies

Notification.

Parents will be notified once the immediate threat has passed.

Parent reunification.

In case of the need to evacuate or when parents are unable to get to the children, the following procedures will be followed to reunite children with parents or other contacts designated by parents as soon as it is safe.

Notification

Parents are provided:

- Information on the evacuation site
- Contact information for Beibei Amigos
- Parents contact numbers are kept in emergency kits and Remind app.

Release.

Children will only be release to contacts listed on the child's form with proper identification.

Children with Special Needs.

The school ensures to have the following in case of an emergency

Have:

- Several days' supply of prescription medicine, including Epipen
- A list of all medications, dosage, and any allergies
- A list of the style and serial number of medical devices (include special instructions for operating your equipment if needed)Contact information for doctors, relatives or friends who should be notified if you are hurt

Lockdown.

Block interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance.

Recovery plan.

To facilitate the rapid restoration of a data processing system following a disaster the Director will:

- Contact and set up disaster recovery team.
- Determine degree of disaster.
- Implement proper application recovery plan dependent on extent of disaster.
- Monitor progress.
- Set up a backup site and establish schedules.
- Contact vendors. Notify all families about the backup location.
- Set up primary vendors for assistance with problems incurred during emergency.
- Plan for transportation of any additional items needed at backup site.

- Take copies of system and operational documentation and procedural manuals.
- Notify insurance companies Recovery start-up procedures for use after a disaster.
- Notify Disaster Recovery Services of the need to utilize service.