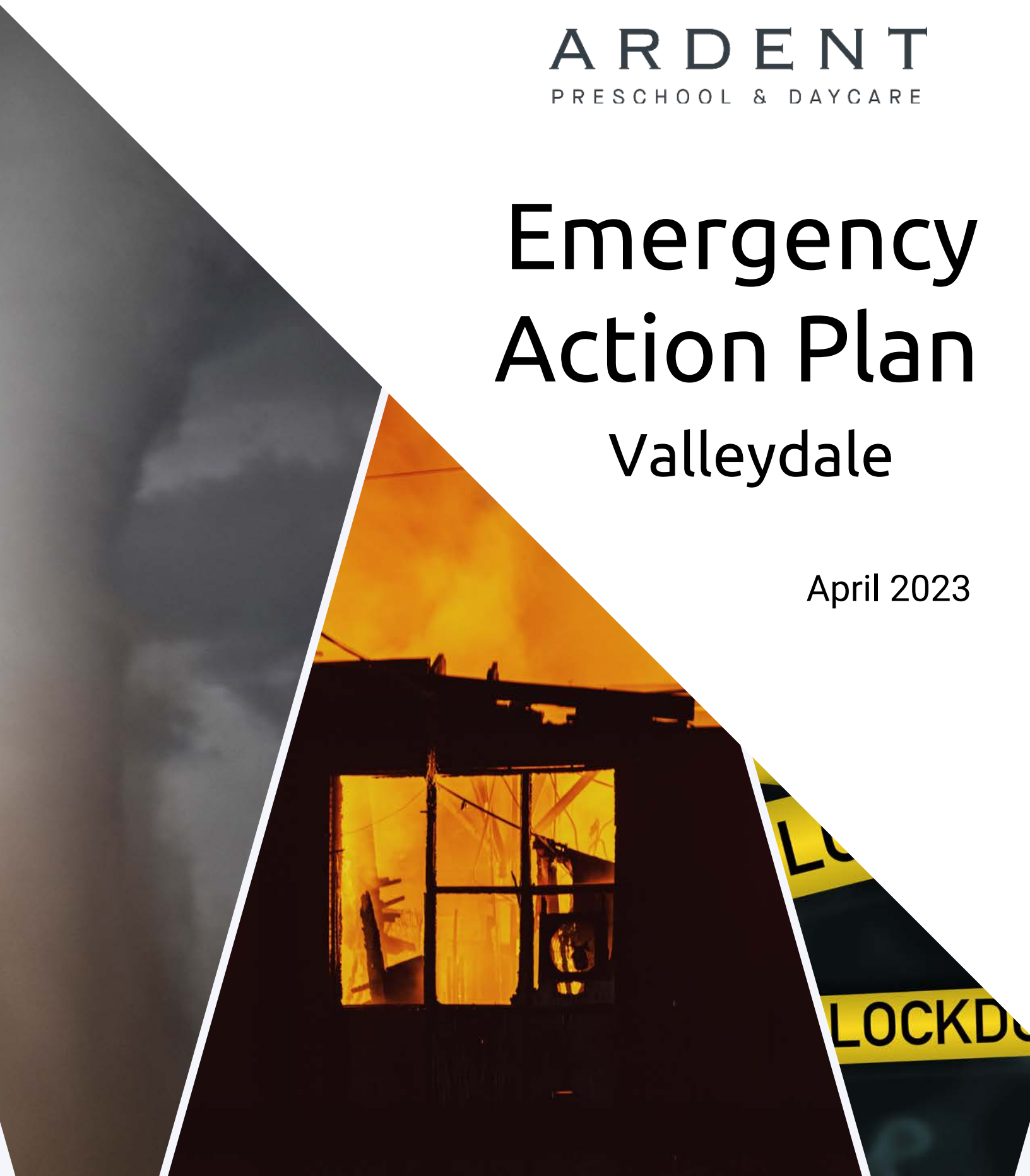


ARDENT  
PRESCHOOL & DAYCARE

# Emergency Action Plan Valleydale

April 2023



# THIS EMERGENCY ACTION PLAN INCLUDES THE FOLLOWING INFORMATION FOR ARDENT PRESCHOOL:

Title	Page
Basic Information	3
Emergency Contacts	3
Evacuation Procedures	4
Shelter-in-Place Procedures	5
Additional Procedures	6
Relocation	7
Parent Reunification Procedures	8
Emergency Supplies	9
Teacher Responsibilities	10-11

## DRILLS ARE PRACTICED QUATERLY

Lockdown - January, May, September  
Fire - February, June, October  
Tornado - March, July, November  
Relocation - April, August, December

## FIRE EXTINGUISHERS

Located by:  
Kitchen and Breakroom  
Main Playground Exits

## PHONES

During an on-site emergency, admin will use the main phone line and cell phones. Off-site emergencies will require the use of cell phones.



**EMERGENCY BAGS ARE KEPT IN THE CLASSROOMS**  
FIRST AID KITS ARE IN THE OFFICE AND IN EACH CLASSROOM'S EMERGENCY BAG

## BASIC INFORMATION

Facility Name	Ardent Preschool Valleydale
Facility Address	25 Southlake Lane, Birmingham AL 35244
Facility Phone	(205) 444-5437
Facility Main Contact	Julia Hays (Director)
Emergency Kit Location(s)	In each classroom

## EMERGENCY CONTACTS

	Phone	Email/Website
Fire/Rescue (911) City of Hoover	(205) 444-7655	<a href="http://www.hooveral.org">www.hooveral.org</a>
Police (911) Hoover Police Department	(205) 822-5300	<a href="http://www.hooverpd.com">www.hooverpd.com</a>
Fire (911) Hoover Fire Department	(205) 822-5300	<a href="http://www.hooverfire.org">www.hooverfire.org</a>
Poison Center	(800) 222-1222	<a href="http://www.childrensal.org/apic">www.childrensal.org/apic</a>
Water Company - Birmingham Water Works	(205) 244-4400	<a href="http://www.bwwb.org">www.bwwb.org</a>
Electric Company - Alabama Power	(800) 888-2726	<a href="http://www.alabamapower.com">www.alabamapower.com</a>

# EVACUATION

The following procedures will be followed in the event that we need to evacuate the site:

**In the event of a fire, flood, or evacuation order from local police, fire, or other authority:**

- The sounding of an alarm will alert teachers and the person in charge will announce over the intercom if it is a drill or real emergency.

**Evacuation Procedures:**

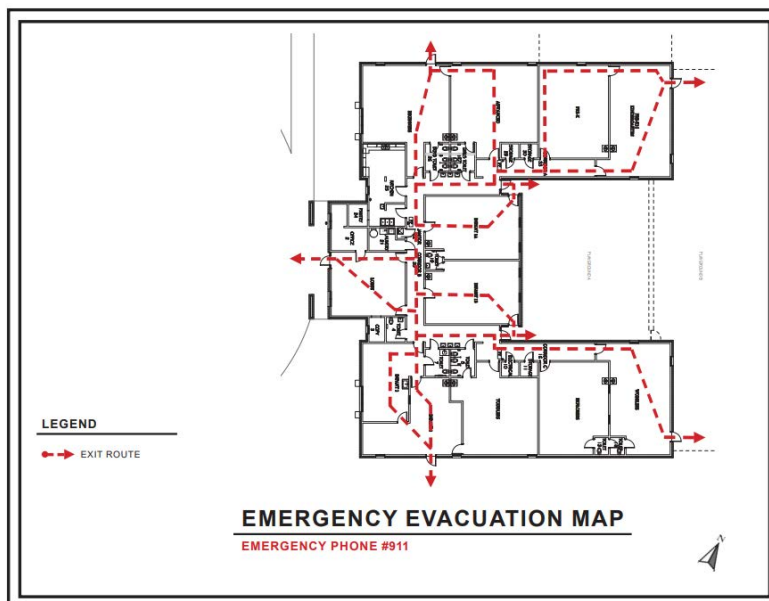
- Classrooms will follow the evacuation procedures posted in their classroom and follow the evacuation route(s) for safely leading their classroom to the designated outside area (a minimum of 50 feet from the building).
- Administration will notify classrooms on whether they should use primary or secondary evac routes.
- Infants will be evacuated together using an evacuation crib(s). Each infant classroom has 2 evacuation cribs.
- Teachers will be responsible for ensuring that all children are accounted for before leaving the facility and after reaching the designated assembly area.

**Notification:**

- Parents should follow the instructions sent through SchoolMessenger.

**Designated Assembly Area:**

Furthest end of parking lot (minimum of 50 feet from the building).



# SHELTER-IN-PLACE

The following procedures will be followed in the event that we need to shelter-in-place.

### **In the event of severe weather:**

- Severe Thunderstorm Watch/Warning – The CEO will make a determination (based on local weather and public school reaction) on whether early closing will be necessary.
- Tornado Watch/Warning – The CEO will make a determination on whether early pickup will be necessary. In the event of a tornado while the building is occupied, classrooms will go to assigned safe places in the hallways.
- Snowfall/Blizzards/Ice Watch or Warning – The CEO will make a determination on whether delayed opening or early closing will be necessary.
- Earthquake - Ardent will follow local emergency authority guidelines during an earthquake.

### **In the event of a lockdown:**

- The Director or Assistant Director will give teachers notice over the intercom system. Teachers will lock the classroom doors, pull the blinds/shades down on classroom windows, and lead children to the designated safe spot in their classroom.
- Administration will call 911.
- Teachers and students will remain in lockdown mode until local authorities have told them otherwise.

### **Shelter-In-Place Procedures:**

- Classrooms will follow the procedures posted in their classroom and teachers will follow the procedures for sheltering-in-place.
  - Severe Thunderstorms - teachers and children will remain in their classrooms
  - Tornado Warning - teachers and children will leave classrooms and sit in hallways
- During a tornado warning, Infants will be evacuated into the hallways using an evacuation crib(s). Each infant classroom has 2 evacuation cribs.
- Teachers will be responsible for making sure all children in their classroom are accounted for as well as supervising the children during the shelter-in-place.
- Administration will help any children who need assistance.

### **Notification:**

- Parents should follow the instructions sent through SchoolMessenger.

# ADDITIONAL PROCEDURES

The following procedures will be followed in the event of:

## **In the event of a severe accident or injury:**

- Administration will call 911 and notify (by calling) parents of injured child immediately.

## **In the event of a utility (power, gas, water) outage:**

- The CEO will make a decision on whether a delayed opening, early closing, or a temporary closure will be necessary.
- Parents will be notified via social media and SchoolMessenger.

## **In the event of a hazardous material spill:**

- Administration will give directive for teachers to evacuate their classrooms.
- 911 will be contacted immediately
- Air conditioning will be turned off.
- Will relocate if determined necessary by local authorities.
- Parents will be notified via SchoolMessenger.

## **In the event of an outbreak, epidemic, or other infectious disease emergency:**

- Administration will contact the local Health Department.
- Parents will be communicated by:
  - email or phone (if it pertains only to the classroom of their child)
  - SchoolMessenger (if there is a mass outbreak)

## **In the event of a bomb threat:**

- Administration will contact the local Police Department if there is a:
  - suspicious package delivered
  - telephone threat
- The building will follow normal evacuation procedures.
- Will not reenter the building until it is deemed safe by local authorities.
- Will relocate if determined necessary by local authorities.
- Parents will be communicated by:
  - email or phone (if it pertains only to the classroom of their child)
  - SchoolMessenger (if there is a mass outbreak)

# **RELOCATION**

The following procedures will be followed in the event that a situation has caused necessary relocation from the facility:

The designated relocation site for the Jones Valley campus is: Ardent of Redstone

In the event of relocation:

- The Director or Assistant Director will notify teachers and parents that a relocation is going to take place.
- Teachers are responsible for making sure all children in their classroom are accounted for prior to and after the relocation process.
- Teachers are also responsible for having their emergency bags and classroom emergency contact sheets with them upon evacuation of building.
- The Director or Assistant Director is responsible for initiating the relocation transportation plan.
- The Director or Assistant Director will post a relocation poster on the front entrance.
- Once at the relocation site, the Director or Assistant Director will verify that all children and staff are accounted for.

## **Notification:**

- Parents should follow the instructions sent through SchoolMessenger.
  - They will be provided information of relocation site
- Contact information for Parents are:
  - Kept in Classroom Emergency Kits
  - Stored in Procure Online

## **Release:**

- Children will only be released to the emergency contacts listed on the family account
  - proper identification is required

## PARENT REUNIFICATION

The following procedures will be followed in the event that an evacuation or relocation has occurred and a safe reunification can be made:

### **Notification:**

- Parents should follow the instructions sent through SchoolMessenger.
  - They will be provided information of evacuation site
- Contact information for Parents are:
  - Kept in Classroom Emergency Kits
  - Stored in Procure Online

### **Release:**

- Children will only be released to the emergency contacts listed on the family account
  - proper identification is required



# EMERGENCY SUPPLIES

The following supplies will be taken with the classroom during evacuation, shelter-in-place or relocation:

**For all emergencies:**

- Emergency Kit
- Snack bags (including formula for infants)
- Toys/Books to occupy children
- Emergency Contact Sheets

**Additional supplies:**

**Shelter-in-place**

- battery-powered radio/NOAA radio
- flashlights

# STAFF RESPONSIBILITIES

The following reviews the responsibilities of the teachers during an emergency:

### **During a Fire Drill (and fire emergency):**

- A siren will signal a fire alarm. You will also hear “Fire Drill” or “Fire Alarm” over the intercom system.
- Admin will disperse throughout building to ensure safe exit from classrooms and check bathrooms, hallways, kitchen, and office area to ensure everyone has safely exited the building.
- Teachers should gather the emergency bag, classroom tablet and exit door key for their classroom.
- Babies should be placed in evacuation cribs. Older students will be lined up in orderly fashion.
- Lead teachers will conduct a head count to make sure all children are ready to exit the classroom.
- Assistant teachers will survey the area (in-classroom bathrooms, under desks, etc) to make sure no children are left behind.
- Exit through the classroom exterior doors and close the door behind the last person.
- Escort students out of the building and proceed to the designated assembly area.
- Take another headcount to make sure all children are present and hold up the green paddle to let admin know your classroom is good.
- Teachers will be notified when fire drill is over and they are “all-clear” to go back in the building.
- Office Manager/Assistant is responsible for ensuring any children medications or special items (ex: epipen, inhaler) that might be needed in an emergency are kept safe and can be transported outside of the building.

### **During a Tornado Drill (and tornado emergency):**

- As soon as you hear the warning sounds to signal an emergency, immediately get the emergency bag, the classroom tablet and have children line up at the classroom door.
- Conduct a head count to make sure all children are ready to exit the classroom.
- Exit through interior classroom door, closing door behind you.
- Usher children into the main hallway between the infant and pre-school rooms.
- Have students sit against the wall with legs crossed and hands folded.
- When the warning is cancelled and sounded over the page system, the students may return to class.
- Office Manager/Assistant is responsible for ensuring any children medications or special items (ex: epipen, inhaler) that might be needed in an emergency are kept safe and can be transported outside of the building.

# STAFF RESPONSIBILITIES

The following reviews the responsibilities of the teachers during an emergency:

### During a Lockdown:

- If you are outside, go to your classroom IMMEDIATELY.
- Lead teacher dead bolts the door(s), closes the blinds, and turns off the lights and any computer monitors.
- Take a head count. If anyone is missing, notify the Director on his or her cell phone immediately.
- Be sure you have “Lockdown/evacuation” bag.
- Teachers should guide children to sit up against the wall on the same side of door. Beware of sight lines from doors or windows into classroom. Children are to sit and play the “Quiet mouse” or “Whisper story” game with teachers. Reassure the children that they are safe.
- Infants will be placed into evacuation cribs, 4 to 5 babies per bed.
- Should teachers hear gunfire, please usher the children into the bathrooms (for classrooms with internal bathrooms).
- Do not unlock the door. Law enforcement or administration will open your door.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location.
- Once evacuated from the building, teachers should take roll to account for all students present in class

### During a Relocation Drill:

- Children will be escorted outside of the facility by classroom teachers and taken to the designated area in the parking lot.
- Infants will be wheeled out via emergency evacuation cribs.
- Teachers will make sure all children on their classroom rosters are accounted for prior to and after relocation drill as well as adequately supervised the entire duration of the relocation process and until reunited with parents.
- Office Manager/Assistant is responsible for ensuring any children medications or special items (ex: epipen, inhaler) that might be needed in an emergency are kept safe and can be transported outside of the building.