

Camas-Washougal



Parent Co-op Preschool

SAFETY MANUAL

This manual is intended as a guide only. We cannot anticipate or predict all situations (or variations) that can occur. The Executive Board and the Parent Board are not responsible for liability, loss, or risk, personal or otherwise, that is incurred as a consequence, directly or indirectly, from the use and/or application of the contents of this manual.

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Emergency Numbers

Fire, police, medical emergencies

Call 9-1-1

Poison Control

1-800-222-1222

As soon as is safely possible, the following Executive Board members should be notified regarding the situation to enact the phone tree:

Bridgette Smith, President

(971) 645-8192

Heather Lloyd, Vice President

(360) 977-3833

Megan Bean, Registrar

(907) 322-2008

Regarding water, fire, or any other building-related emergency, call 9-1-1 if urgent, or one of the following St. John's Contacts:

Jolene Myers (Church Office)

(360) 834-3281

John Wright, Elder for Administration
Text message preferred

(360) 904-8900

Ken Campbell, Minister

(360) 931-0231

General Information

Emergency kits containing supplies (radio, flashlight, batteries, small first aid kit, water, nonperishable food, diapers) for up to 30 people are available at the school in a large storage bin in the children's bathroom. Go kits are available in Mrs. Walker's room in the labeled cabinet.

In many emergency situations, it is better to "Shelter in Place" rather than leave the school building, but only if it is safe to stay in the building. Go kits should only be used in last resort situations.

If the evacuation of the building is necessary, the designated Safety Zone will be near the stairs at the dead end of 13th Avenue to the north and a little east of the church building and its upper parking lot.

Due to the location of a fire hydrant near the designated Safety Zone the evacuation route for fire emergencies is to exit through the exterior (south) door and walk west on 12th Street. All classes will meet on the sidewalk on 12th Street.

Fire

If there is smoke or fire, the **Assistant Teacher** or **Helping Parent** will immediately notify the other class that they need to evacuate the building. The **Helping Parent** will then call 9-1-1 using the school's telephone, if at all possible. Only use a cell phone if the school's phone cannot be safely accessed.

The **Teachers** will evacuate students, using their closest exit, to the designated safe place. If the closest exit route is blocked, an alternate route should be used. Each teacher is to take their sign-in clipboard with them. This clipboard also contains the Emergency Contact numbers for each class. Also, at least one cell phone or the classroom phone should be taken in order to make necessary contacts.

If the fire is visible and small, the **Assistant Teacher** or **Helping Parent** may attempt to use the appropriate fire extinguisher. Fire extinguishers are located outside each classroom, in the kitchen, and near the front door. The children should be evacuated from the location of the fire, and an adult should be prepared to contact 9-1-1 if needed.

The **Assistant Teacher**, or the **Helping Parent** if necessary, will meet with the fire department to apprise them of the situation and inform them if everyone has made it out of the building or not.

Fire Drill Procedure

A fire drill will be conducted at least one time during the school year.

1. The **Assistant Teacher** will notify **Teachers** and students of the Fire Drill, and then all proceed with evacuation procedures.
2. The **Teacher** stands at the door and instructs students to line up behind her. The **Helping Parent** counts students and stands at the rear of the line. The clipboard with the class roster is taken out with the class. The **Helping Parent** also takes a phone out with the class. (In actual fire emergency, **Assistant Teacher** calls 9-1-1 from the school's land line.)
3. When everyone is accounted for, **all will exit through the exterior (south) door and walk west on 12th Street. All classes will meet on the sidewalk on 12th Street.**
4. During an actual emergency, **Teachers** and students will remain in this area until the Fire Department gives the okay to go back into the school.

Flood/Water

If a pipe bursts, the **Assistant Teacher** or **Helping Parent** will first notify the other class that they need to evacuate. Any time the building needs to be evacuated, the clipboard with the class list and school phone should be taken with the class.

The **Teachers** will evacuate students, using their closest exit, to the designated safe place. If the closest exit route is blocked, an alternate route should be used.

The **Assistant Teacher** or **Helping Parent** will call the church office or go to the church office to notify them. The teachers and the church staff will make a decision about the continuation of classes for the day, and parents will be contacted accordingly using the school phone tree.

Medical Emergencies

In the event of a medical emergency involving a student **the first priority is contacting 9-1-1** from the school phone immediately, even before administering care to the emergent child.

A **Teacher, Assistant Teacher, or Helping Parent who is CPR/First Aid certified** will attend to the child while the non-attending adult(s) leads the other students out of the room away from the child who needs medical attention.

If more assistance is needed prior to emergency responder arrival, help should be enlisted from a **Helping Parent** or the **Assistant Teacher** in the other classroom.

The **Teacher** will notify the parent of the child after the emergency has been handled.

Power Outages

In the event of a power outage, the **Teacher, Assistant Teacher, or Helping Parent** is to contact Clark Public Utilities (360-992-8000).

The **Teachers** will determine whether or not to cancel classes for the rest of the day. The **Exec Board** will notify the parents accordingly (either using the phone tree or classroom coordinators).

A **Teacher or Helping Parent** will turn off all electrical equipment and/or unplug equipment in their classroom and put a sign on the door (if necessary) notifying parents that classes are canceled for the remainder of the day.

Earthquakes

An earthquake drill with sound effects should be performed at least once during the school year, preferably in participation with the annual Great Shake Out in October.

Procedure for both classrooms*:

1. Adults and students should perform “Drop, Cover, and Hold On”: drop to the floor; protect your head, neck, and chest by taking cover under a table away from the windows or by crouching against the interior east wall; and brace yourself.
2. When the shaking stops, take a few seconds to immediately check for damages, dangers, and injury, and provide any life-saving medical care if necessary.
3. When the shaking stops and the situation has been assessed, the **Teacher** should have the students line up at whichever door is available to exit the room. The **Teacher**, **Assistant Teacher**, or **Helping Parent** should take the class roster and emergency kit and escort the class outside. If an aftershock occurs, immediately “Drop, Cover, and Hold On” until the shaking stops, then proceed to the meeting place.
4. Use the “4 Evacuation Rules”: **Don’t Talk! Don’t Push! Don’t Run! Don’t Turn Back!**
5. All will exit through the exterior (south) door and walk north on Birch Street to 13th Avenue. All classes will meet in the gravel parking lot on the north side of 13th Avenue. If this route is blocked by debris, **Teachers** should assemble students in the playground or any area that appears clear of debris.
6. When everyone is accounted for, the **Teacher** or **Assistant Teacher** will contact the **President** to initiate the phone tree. Call 9-1-1 if there are any life-threatening injuries.

*Adapted from the “ShakeOut Drill Manual For K-12 Schools”:

http://www.shakeout.org/downloads/ShakeOutDrillManualSchools_v2.pdf

Lockdown Situations

In the event of a lockdown situation, the **Teachers, Assistant Teacher and Helping Parents** will follow directions given by police or emergency personnel. **Teachers** may lockdown the school on their own directive if they perceive an external threat that the children must be separated from.

If **Teachers** are initiating a school lockdown then they must first contact 9-1-1 using the school phone and then any Executive Board member, if it is safe to do so.

During a lockdown situation the **Assistant Teacher** will lock the doors, including the class room doors, and allow no one to enter or exit. Parents should not attempt to pick up their children from the preschool unless otherwise directed by police or emergency personnel. The doors to the school will not be unlocked for any reason until emergency responders deem it safe to do so.

Teachers will blackout the windows by closing the classroom window blinds and covering the windows on the classroom door(s) with butcher paper.

Request students to stay calm and assure them they will be safe. Do not allow anyone into the classroom unless ordered by emergency personnel. Do not release from lockdown until directed by authorities and verifying their credentials.

If it appears that there is a need to shelter-in-place for an extended period of time (for non-active threats such as severe weather emergency) begin to plan:

- Activities to keep students engaged
- Emergency restroom facilities
- Sources of water and nutrition (located in the gray bin under counter in the children's bathroom)
- Flashlights and/or glow sticks for onset of darkness (located in the gray bin under the counter in the children's bathroom)

Intruder Procedure

In the event of an intruder entering the preschool and/or a classroom, the **Teachers** and **Assistant Teacher** or **Helping Parent(s)** should do the following.

If there is both an **Assistant Teacher** and a **Teacher** in the room:

The **Assistant Teacher** should remove the person as quickly as possible from the classroom using verbal guidance (please refrain from physically removing them unless it becomes necessary). Upon the **Assistant Teacher's** exit out of the classroom, the **Teacher** should close and lock the classroom door. The **Teacher** should remain by the classroom window and immediately call 9-1-1 from the school phone to alert emergency personnel of the situation. The **Assistant Teacher** should do everything possible to ensure that the person exits the building through the downstairs door.

If there is only a **Teacher** in the classroom:

The **Teacher** should immediately ask the **Helping Parent** to call 9-1-1 from the school phone. Tell the police that an intruder has entered the classroom and we need assistance removing them from the premises. Remember to give them a description of the person. The **Teacher** should remove the intruder as quickly as possible following the above guidelines.

Outside the classroom:

An unauthorized person may enter the school premises while the children are in other areas of the school property. If the intruder enters the gym while the children are at play, and is not cooperating with adults' attempts to escort him/her from the room, the **Teachers** will immediately move the children to the closest classroom(s) that can be safely accessed and lock the door(s). The **Assistant Teacher** and/or **Helping Parents** will work together to remove the person as quickly as possible from the school premises. A designated **Helping Parent** should call 9-1-1 from the school phone.

If the intruder is outside near the play structure, and is not complying with requests for him/her to leave the premises, the **Teachers** will move the children to the safest possible location that can be accessed. This could be the upper lawn and into the upper parking lot, back into the school if the gym door is accessible or through the gate to the teacher parking lot to either shelter them on the opposite side of the building (exterior) or back to classrooms thru the front door. The **Assistant Teacher** should call 9-1-1 from the school phone.

Shelter-in-Place/Lockdown Drill

A Shelter-in-Place drill should be performed one time during the school year. Building Lockdown/Shelter-in-Place is intended to be used whenever there is a threat from an outside source of any kind (i.e. police emergency, bomb threat, suspicious person, chemical radiological, biological or severe weather emergencies).

1. The **Assistant Teacher** will notify **Teachers** and students of the Shelter-in-Place drill, telling them to go into Shelter-in-Place mode.
2. **Teachers** and students remain in assigned classrooms or return to the nearest classroom immediately.
3. The **Assistant Teacher** will verify front door is locked.
4. **Teachers** will close windows, pull curtains/blinds, cover the window on classroom door(s) with paper and turn off the lights.
5. **Teachers** and **Helping Parents** will turn off the ringer to all personal communication devices in the classroom. Use your senses, listen for activity.
6. Remain quiet (in drill for 1 minute)
7. **Teachers** will end drill after 1 minute of quiet time.

MATERIAL SAFETY DATA SHEETS (MSDS)

**NATIONAL POISON CONTROL CENTER
1-800-222-1222**

List of Hazardous Chemicals for the C-W Co-op Preschool

20 Mule Team Borax
Cleanwell Foaming Hand Sanitizer
Clorox Anywhere Hard Surface Sanitizing Spray
Clorox Bleach
Clorox Disinfecting Wipes
Crayola Washable Liquid Paint
Elmer's Liquid School Glue
Isopropyl Alcohol
KaiBlooey
Lemon Fresh Pine-sol
Method Dish Soap
Method Foaming Hand Wash
Mr. Clean Magic Eraser
Preen Garden Weed Preventer
PureGreen 24 Disinfectant
RAID Ant & Roach Killer
Resolve Carpet Cleaner
Rug Doctor Antifoam
Rug Doctor Steam Cleaner Solution
Sta-Flo Concentrated Liquid Starch
Windex – Blue

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