

INTRUDER/DANGER IN THE AREA

During an “intruder” emergency, there are three basic responses:

1) **Lockdown** - When all students and staff are assembled in classrooms:

- a) Lock classroom doors and put the doorstop under the doors.
- b) Turn out lights
- c) Secure children in the designated areas in each classroom marked by Red Circles and quietly remain there until instructed otherwise by proper authorities.
 - i) Room 18 – as many students as possible in the bathroom. Remaining students along the hallway wall as far in the corner as possible.
 - ii) Room 19 – As many students as possible in the kitchen/store room area. Remaining students under the stairs of the loft up against the wall.
 - iii) Noah Room – In the bathroom.
 - iv) Large Muscle Room – if it is unsafe to get back to the classroom, students should hide behind the room divider.
 - v) Chapel – Lock chapel doors. Move the students to the back corners away from the windows. Open one of the storeroom doors to block view of students. Make sure blinds are closed.

****This would occur when there is an immediate threat OUTSIDE the building.**

2. **Evacuation** – In the event of a dangerous intruder in the building, we will evacuate to South Suburban Evangelical Church. Evacuate out your safest fire escape route.

****This would occur if the threat has made against the building.**

3. **Shelter in place** - When all students and staff are brought into the building.

- a) All exterior doors to the building should be locked and verified to the extent that it can be done safely.
- b) No one should be permitted to go outside or engage in any outside activity.
- c) Classes should continue normal activities.

****This would occur when there is a security issue in our area, but not necessarily an immediate danger. Example: bank robbery in the area.**

EVACUATION OF BUILDING

In the event we need to evacuate the building, we have two locations where we would go.

1) South Suburban Evangelical Church (north on Johnny Cake). This location does not require us to drive the children.

2) Easter Lutheran Church (on the Hill, Pilot Knob Road and Cliff Road)

a) The Preschool Director will determine the safest location for us at the time of the emergency as well as the appropriate evacuation route.

b) If evacuating to Easter Lutheran Church classes will gather in the Narthex or parking lot outside door 1, if we must leave the building immediately.

c) Police or fire will notify the MVTA who will bring bus/es.

d) Staff will organize and load children into the vehicles to be transported.

Staff should:

1) Remain calm. Do not panic.

2) Take an immediate head count to ensure all children are accounted for.

3) Be aware of the pre-designated primary and alternate evacuation routes.

4) Take sign in/out sheets and emergency cards with you.

5) Staff and visitors (if helping with children) should **NOT** be using their cell phone unless they have been asked by The Preschool Director to contact families.

6) Take a last look around the room for persons left behind. Double check bathrooms.

7) If the emergency calls for an evacuation to South Suburban Church, walk from the building along Johnny Cake Ridge Road towards their closest door.

8) Move staff, students, and visitors at least 300 feet from the building and away from emergency vehicles and or emergency vehicle routes.

9) Immediately, report any missing students to The Preschool Director.

10) Once we arrive at our destination and all students have been accounted for, we will notify all parents through phone calls and email messages informing them where we are located.

11) When everyone is safe, our Director would contact our licensing representative.