

Emergency/Disaster Procedures and Evacuation Plan Form

General Information and Instructions

- A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.
- C. **Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a "*" is required by a child care regulation.**

Emergency/Disaster Preparedness Plan Form

Insert Provider/Program Name and Information					
Name of Child Care Provider/Program	* CALVARY CHRISTIAN SCHOOL				
Street Address	* 15 REDWING DRIVE				
City, State, Zip Code	* WINCHESTER, KY 40391				
Telephone Number	* 859-744-0817				
Number of children enrolled	* 190				
Number of staff (if applicable)	* 51				
Sheltering in Safe Place					
The designated safe place in this location is :	* SEE CHARTS POSTED IN EACH ROOM				
On-Site Safe Evacuate Location					
The designated on-site safe location for evacuation is :	* PARKING LOT				
Off -Site Safe Evacuation Location #1					
Name of Location	* ROSE MARY C. BROOKS PLACE				
Street Address	* 200 ROSE MARY C. BROOKS DRIVE				
City, State and Zip Code	* WINCHESTER, KY 40391				
Telephone Number	* 859-745-4904				
Directions/Evacuation route to this safe location *Attach a map if needed	* CONNECTING PARKING LOT				
Is there a written agreement with this location (Recommended as a best practice)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;">X <input checked="" type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>		
Off Site Safe Evacuation Location #2					
Name of Location	DANIEL BOONE NATIONAL FORESTRY CENTER				
Street Address	BYPASS ROAD				
City, State and Zip Code	WINCHESTER, KY 40391				
Telephone Number	745-3111				
Directions/Evacuation route to this safe location *Attach a map if needed	EXIT SCHOOL PROPERTY AND HEAD WEST ON REDWING. THE FORESTRY CENTER IS AT THE END OF THE ROAD-ON THE LEFT				
Is there a written agreement with this location (Recommended as a best practice)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;">X <input checked="" type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>		
Insert Provider/Program Primary Emergency/Disaster Contact Information					
Name	* CHRIS CARPENTER				
Telephone Number	* 859-771-0764				
Cell Number	* 859-771-0764				
Email Address	* chris@calvarychristian.net				
Contact Phone Number Outside of the Area (Recommended as a best practice)	859-771-0764				
Insert Provider/Program Emergency/Disaster Contacts (phone, fax, e-mail)					
EMERGENCY	911 or local authorities				

Accounting Service	CATHY SMITH
Bank	BB&T (888) 226-6654
Building Inspector	CHRIS CARPENTER/DEPARTMENT OF BUILDING AND CONSTRUCTION (502) 573-0373
Child Care Resource & Referral Agency http://www.kentuckypartnership.org	CHILDCARE COUNCIL OF KY (859) 367-0455
Community Based Services	CLARK COUNTY COMMUNITY SERVICES 744-5034
Electric Company	EAST KENTUCKY POWER 744-4812
FEMA	1 (800) 621-3362
Food Service Vendor	GFS 225-9884 MATT SMITH
Gas Company	COLUMBIA GAS 1 (800) 432-9345
Health Department	CLARK COUNTY HEALTH DEPARTMENT 744-4482
Hospitals	* CLARK COUTY REGIONAL HOSPITAL 745-3500
Local Emergency Management http://kyem.ky.gov/sitecontacts/Documents/County%20Emergency%20Management%20Agencies.pdf	* WINCHESTER/CLARK COUNTY EMERGENCY SERVICES 745-7415
Inspections, License, Permits	HOUSING AUTHORITY 247-2510
Insurance Agent	BRIDGEFIELD CASUALTY INSURANCE COMPANY
Licensing (local/state)	* OFFICE OF THE INSPECTOR GENERAL 246-2301
Newspaper	WINCHESTER SUN 744-3123
Non-emergency Fire	745-0260
Non-emergency Police	744-4390
Payroll Service	CATHY SMITH 771-2527
Poison Control	* 1 (800) 222-1222
Radio Stations	WKYN 107.7 744-9933
State Emergency Management http://kyem.ky.gov/teams/Pages/default.aspx	
Television Stations	WTVQ-TV 36 294-3636
Waste Management	WMU 744-5434
Water Company	WMU 744-5434
Insert Provider/Program Planning Team Members	
Director	NED HESS
Staff Member (s)	SUSAN POPE
Parent (s)	PAM HISOIRE/JULIE CARPENTER/RACHEL RUNYON
Other	
Coordinating/Collaborative Agencies in the Area (phone, fax, e-mail)	
Neighbor	ROSE MARY C. BROOKS 744-4909
Business	BETHANY BOOK ROOM 744-6024
Church	CALVARY CHRISTIAN CHURCH 744-0817
Other	
Contact Information for Coordinating Program Re-Opening (phone, fax, e-mail)	
Facility/home Inspection/Repair	CHRIS CARPENTER
Contacting Families/Employers	DEBBIE BLANTON
Obtaining Equipment/Supplies	ACSI 1 (719) 528-6906 A BEKA BOOK 1 (877) 223-5226
Room Set up	CHRIS CARPENTER
Accessing Records	PAM HISOIRE 771-5927
Food Service Coordination	KRISTA RODGERS 771-2057
Obtaining building inspections/licensing approval	DEPARTMENT OF HOUSING, BUILDING, AND CONSTRUCTION (502) 573-0373
Post Disaster Clean up Services (phone, fax, e-mail)	
Restoration Services	JWI RESTORATION SERVICES 737-1698/FEMA
Evacuation Plan	
Evacuation Manager/Alternate	* NED HESS/PAM HISOIRE
Person responsible for "all clear"	* NED HESS

Assembly site manager/alternate	* CHRIS CARPENTER
Staff-person with First Aid/CPR	* RENEE BOWMAN/NORA HOUSTON-BURTON/WENDY CARPENTER/
Contact number out-of-area (Recommended as a best practice)	RYAN HESS
E-mail address out of area (Recommended as a best practice)	ryan_hess@berea.edu
Person responsible for copy and posting of building site maps	* DEBBIE BLANTON
Person responsible for marking evacuation exits	* DEBBIE BLANTON
Location of evacuation exits	* IN EVERY ROOM
On-site evacuation location	* POSTED ON EVERY MAP
Off-site evacuation site	* POSTED ON EVACUATION PLANS 9PRIMARY/SECONDARY)
Shelter-in-Place Plan	
Shelter- in -Place Coordinator	* NED HESS
Shelter- in- Place Coordinator Alternate	* PAM HISOIRE/ADMINISTRATIVE ASSISTANT
Coordinator responsibilities	* SOUND ALARM/SUPERVISE EVACUATION/NOTIFY PROVIDERS
Staff with First Aid/CPR	* SUSAN POPE/NED HESS/REBECCA MIRACLE/RENEE BAILEY/KAREN HENDERSON
Storm Shelter Locations	* POSTED IN CLASSROOM
"Seal the Room" Shelter Location(s)	* CLASSROOMS
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	* NED HESS/DIRECTOR
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	* MONTHLY CHECKLIST
Communication System	
How we will train our staff on emergency/disaster plans	* STAFF MEETINGS/IN-SERVICES/NEW STAFF ORIENTATION
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	* FACEBOOK/TEXT MESSAGES/WEBSITE
In the event of a emergency/disaster, how we will communicate with the staff/parents	* FACEBOOK/TEXT MESSAGES/WEBSITE
Cyber Security	
How we will protect our computer hardware	AVG/C CLEANER
How we will protect our computer software	MALWARE BYTES
If our computers are destroyed, we will use back up computers located where	CALVARY CHRISTIAN CHURCH OFFICES/CAIRN