

FAITH

HISTORY

EDUCATING ON PURPOSE

COMMON SENSE

***COUNTRY
MEADOWS
CHRISTIAN***

**EMERGENCY
PLAN**

Country Meadows Christian Academy

Dr. A. Olinger – Administrator

4901 Lees Summit Rd

Kansas City, MO 64136

816-373-6445

pastor@cmbc.net

Emergency Plan

12/21/22



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KANSAS CITY, MO 64136
816-373-6445

EMERGENCY CONTACT NUMBERS

All Emergencies	9-1-1
Poison Control Center	913-588-6633
Urgent Situations (non emergency)	816-373-6445 (office) 618-231-9105 (custodian)
Building Issues	816-215-3346
Child Care Administrator	618-231-9099

If, for any reason, Emergency Services are called, please also notify Child Care Administrator (listed above).

Disaster and Emergency Plan for Country Meadows Christian Academy (CMCA)

1. Purpose

- a. This emergency plan has been developed to assist CMCA in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of CMCA.

2. Assignment of Responsibilities

- a. Staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.
- b. It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

3. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

- a. Children's daily attendance records and emergency contact information are kept online. The children's attendance records are updated as they arrive and leave throughout the day. These records can be accessed by any administrator or staff member.

4. Types of Emergency Response

a. Medical Emergencies

- i. Assess the situation and contact 911, if necessary. Notify the parents immediately. Document the date and circumstance regarding the medical emergency in the child's record.

b. Lock Down / Shelter in Place

- i. Location – West Restroom
- ii. Code Word – Lockdown

c. Evacuation

- i. Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways.
- ii. Fire and smoke will be announced by the alarm system. Isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

5. Staff Training & Monthly or Quarterly Drills

- a. All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly, and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

6. Access to Disaster and Emergency Preparedness Plan

- a. A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and in each room used for child care.

Dear Parent / Guardian

In the event of an emergency situation, Country Meadows Christian Academy has outlined the below response plan. Please know that CMCA will make every attempt to notify you, so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

If the emergency is confined to the immediate area at CMCA (e.g. fire), and the children cannot stay on the premises, you will be notified as to where to safely pick up your child.

Notification

Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your emergency contact during times of emergency.

Emergency Supplies

We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room, and will only be accessed in the event of an emergency.

Please rest assured that CMCA staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Pastor Ashley

Country Meadows Christian Academy
Fire and Safety Evacuation & Tornado Shelter Area

