GTG Preschool Emergency and Evacuation Plan

This Emergency and Evacuation Plan is in conjunction with the Nicholls State University Emergency Procedures Guide. GTG Staff should refer to the Nicholls Emergency Procedures Guide for all emergencies pertaining to the following:

- Weather
- Fire
- Hazardous Material/Radiological Incident
- Assaults/Fights
- Bomb Threats
- Intruders/Hostage Situations
- Kidnapping/Child-Napping
- Serious Injury/Death
- Student Unrest/Stabbing/Shooting
- Suicide/Attempted Suicide
- Weapons
- Lock Down/Sheltering Procedures
- Evacuations
- Emergency Assembly Areas

Emergency Contact Information

The children’s emergency contact information will be found on both the Master Card and the Medical Release forms. These records will be kept in the classrooms, in the director’s office, and in an off-site location. The forms will be in a folder which the teachers will take with them in any emergency, including fire and tornado drills, and actual emergencies and evacuations. All contact information is signed and dated by the parents/guardians.

This Emergency Plan, along with the Nicholls Emergency Procedures Guidelines, will be posted in each classroom and in the director’s office. Both will be reviewed twice per year by all GTG teachers. This Emergency Plan will be placed in the GTG Student Handbook that is handed out annually to parents.

Emergency Procedures pertaining to infants and toddlers, children with special needs, parental notification/reunification, and medical authorization are as follows:
Infants and Toddlers

Children ages six weeks through 2 years-old are considered to be GTG’s infants and toddlers. In the event of an emergency, all Nicholls policies and procedures must be followed. For infants and toddlers specifically, please refer to the following additional information:

- Use the two evacuation cribs for transporting infants to the emergency assembly areas.
- If time permits, use wagons for transporting the toddlers to the emergency assembly areas. If time does not permit for the use of wagons, line the children up on the safety walk rope.
- Utilize the Evacuation Pack for items such as diapers, wipes, baby food, bottles, formula, gloves, water, and snacks for children ages 6 weeks through 2 years-old.
- The Evacuation Pack will contain a minimum of 2 diapers for each child who is not potty-trained. The Evacuation Pack will be updated when new children begin the program and when children change diaper sizes. The Evacuation Pack will contain extra diapers in each size.

Children with Special Needs

Children with IEP’s or special health needs are considered to be GTG’s children with special needs. In the event of an emergency, all Nicholls policies and procedures must be followed. For children with special needs specifically, please refer to the following additional information:

- Children who are not yet potty-trained will have diapers and/or pull-ups in the Evacuation Pack.
- Children with a special diet will have their own food in the Evacuation Pack. This food will be labeled with the child’s name.
- Children in wheelchairs will be moved in their chair to the emergency assembly areas. In the event of an off-campus evacuation, children in wheelchairs will be properly anchored and transported in the area of the GTG bus that is designated for wheelchairs.
- If needed, a copy of medical records and medical guidelines and procedures will be filed with the medical release form for children with special needs.
- If needed, a teacher will take all medication, including Epinephrine Pens, as well as medication authorization forms, for each child with special needs.

Parental Notification/Reunification

- In the event of an evacuation, parents/guardians will be notified as soon as the children are in a safe environment and all of their needs are met. This will be done primarily by phone and by the NSU website if necessary.
- For non-evacuation emergencies that are not life-threatening, we will notify parents/guardians either by phone or at the end of the day. If necessary, a letter explaining the nature of emergency and action taken will be sent home.
- In the event of an evacuation, parents/guardians will be reunited with their children at a location deemed safe by emergency personnel.
• We will refer to the child’s Master Card for individuals who are allowed to pick up each child. We will follow our normal policies regarding identification checks if necessary.

**Medical Release Forms**

• A signed medical release form with the following information will be on file for each child:
  o Child’s Name
  o Family Doctor
  o Hospital of Choice
  o Allergies
  o Parent contact information
  o Alternative contact information
  o Address and phone number

• The medical release files will be in three locations:
  o In the director’s office
  o With the children’s Master Card in the classroom.
  o In an off-site location