

St. Philip Neri Early Learning Center Emergency Plan

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Emergency Plan

September 1, 2025

St. Philip Neri Early Learning Center Emergency Plan

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6500 Kawanee Ave.

Metairie, LA 70003

504-887-2322

504-333-9842

I. General

- A. Our center is prepared to handle emergencies that arise from fire, tornados, hurricanes, floods, bomb threats, intruder on campus and pandemic. The purpose of this plan is to describe the actions to be taken in case of emergency to make sure the children and staff of this center is safe. Parents will have the opportunity to read this plan at stphilipneri.org. It also posted in our center.
- B. A copy of this plan is kept in the office, posted next to the office door and in our evacuation kits.
- C. The plan will be reviewed annually by the director for accuracy and updates. Fire drills will be conducted monthly. Tornado drills will be conducted monthly from March thru June.
- D. The Fire Marshall shall review this plan and could require staff to demonstrate the plan to show that it is effective.
- E. Quick response guides are attached to this plan as Tab A. The guides explain possible responses in the event of an emergency.
- F. A list of emergency telephone numbers is attached as Tab D.

II. Situation

- A. This center is located at 6500 Kawanee and Olympic. A map showing the location is attached as Tab B.
- B. A floor plan is attached as Tab C.
- C. Tab D contains a list of emergency contact numbers.
- D. This center could be affected by floods, hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents.
- E. The average number of children who are at the center most days is 90 children.

III. Concept of Operations

- A. The director, is in charge, when an emergency happens, she will be informed immediately and will inform the rest of the staff. The assistant director will be

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assigned to listen for alerts on the radio and check on the status of the emergency.

B. Depending on the type of emergency, the director will enact the appropriate emergency operation plan. The assistant director will work with First Responders to ensure the safety and security of all staff and children until they are reunited with their parent or guardian.

1. Evacuate

In response to fire, bomb threat, rising flood waters, or gas leak the buildings will be evacuated. The staff in charge will order the evacuation. If only the building needs to be evacuated we will proceed to St. Philip Neri church. If the entire school complex is evacuated out of the immediate area the children will be moved to St. Philip Neri Elementary School. We have a letter of agreement with relocation site in attached. They will be transported by strollers and classroom ropes if severity of the situation warrants removal from the area. Parents and guardians will be notified by text and email and told how and when to be reunited with their children. If this is not possible the assistant director will call the parents using the emergency information cards.

2. Shelter in Place

Shelter-in-Place means that the staff and the children in the daycare center will remain in the center buildings during certain emergencies.

In the event of a tornado warning, children and staff will follow the tornado drill procedure.

Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. The center will stay in shelter until the authorities give an all clear.

3. Center Security Lockdown

Center Security Lockdown means that the staff and the children at the daycare center will remain in the center's building with all doors and windows locked. Lockdown can be used in emergencies such as escaped prisoners, criminals being

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chased by police, threat made by a parent or other unknown persons or any other event that threatens the safety of the staff and children.

Lock down will be announced by the director over telephones and/ portable radios. Any children or staff that is outside will be brought in, accounted for and put in their assigned rooms. Children will be moved out of hallways and placed in rooms that can be locked. Children should be moved away from doors and windows and kept as quiet as possible. Staff should make sure doors are locked and lights are out.

Staff shall secure center entrances and ensure that no unauthorized persons leave or enter the center. The center will remain in lockdown until the authorities give an all clear.

Parent or authorized representative shall be notified no later than at the time of pick-up at the child's release of a "Lockdown" situation at the center on the date of the occurrence.

- C. Depending on the type of emergency, the staff will follow the steps listed in the attached Quick Response Guides. The emergency actions will be in three phases; Alert, Action and Recovery. See Tab A.
- D. In case of evacuation infants will be placed in evacuation beds and rolled out by staff members. In the event of an evacuation, other than a fire, out of the area the teachers will take each child's tote bag with their food and bottles. Toddlers and two year olds will hold onto their walking rope and be lead out of their rooms and away from the building.
- E. At the present time the center does not have any children with special needs. The center will write an individualized plan with the help of the special needs child's parents to handle that child's needs in case of an emergency.
- F. The center is equipped with handicapped accessible ramps. A staff member will be designated to help a wheelchair bound child in case of an emergency.
- G. Parents will be notified by text and email in the case of an emergency response. The message will tell parents/guardians what has happened and how they will reunite with their children.

IV. ASSIGNMENT OF RESPONSIBILITIES

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- A. The director is responsible for everything that happens to the children. She will see that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.
- B. Staff members are trained in evacuation, shelter in place, tornado and lockdown drills. A copy of this plan is located in the office.
- C. Emergency Pack
The center maintains emergency packs in the building and each staff member knows where they are located. The pack contains the following and is replenished as needed:
- List of area emergency numbers
 - List of emergency contact information and emergency medical authorization for all children enrolled
 - Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parent(s)
 - First aid kit
 - Hand sanitizer
 - Wet wipes
 - Tissue
 - Diapers if children enrolled who are not yet potty trained
 - Plastic bags
 - Battery powered radio
 - Batteries
 - Food for all ages of children enrolled, including infant food and formula
 - Disposable cups
 - Bottled water
- D. The center keeps a copy of all records, documents and computer files necessary for the continued operation of the center following an emergency in a portable file and an offsite location.

V. DRILLS

- A. Fire drills will be conducted monthly and should include all staff. Drills will be conducted at various times of the day to include all children (children attending on certain days only and/or certain times only). The center will maintain records of these drills. Documentation will include: Date and time of drill, number of children present,

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and amount of time to evacuate the center, problems observed during the drill and corrective actions taken, and the signatures of all staff present. One fire drill will be held during rest time every six months.

B. Tornado drills will be conducted monthly during the months of March, April, May and June and should include all staff. Drills will be conducted at different times and different days to include all staff and children. The center will maintain records of these drills. Documentation will include: Date and time of drill, number of children present, problems observed during the drill, corrective actions taken and the signatures of all staff present. The Licensing Section recommends that at least one tornado drill every six months be held at rest time.

C. Lock Down drills will be conducted periodically in the center so staff and children can practice the procedure for an intruder on campus or another aggressive threat.

COVID-19 Protocols and Plan

If a family member of a child in the ELC tests positive for COVID -19, we ask that families inform the ELC office of a positive test result as soon as possible. We will take our directions from the Office of Public Health on the procedures that we will need to implement in the event of a positive test for a staff member or child at the ELC. We will follow the CDC guidelines for the cleaning and sanitation of our facility.

Child Health:

Children or Staff member who start to experience any symptoms of respiratory illness, including a fever of >100.4, cough, or a runny nose, will be isolated from others until they can be picked up or go home

If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify parents.

VI. PLAN REVIEW

A. Semi-annual Review

The plan shall be reviewed with all staff at least twice per calendar year.

Documentation evidencing that the plan has been reviewed with all staff shall include staff signatures and date reviewed.

B. Annual Review by Director

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At a minimum, the plan shall be reviewed annually by the director for accuracy and updated as changes occur. Documentation of review by the director shall consist of the director's signature and date.

C. Parental Notification of Emergency Plan

Parents shall be informed of the details of this emergency plan prior to an emergency event.

VII. Signature

Director

Date

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TAB A – Quick Responses Guides

EVACUATION

ALERT PHASE

What is the threat?

1. Evacuation Procedures – Fire and Bomb Threats

- a. Office staff will notify fire department- Fire
- b. Office staff will follow written procedures with caller – Bomb Threat
- c. The school office will contact parents by text and email.
- d. Office staff will contact Archdiocese
- e. The director - will call 911 and Staci in the P.C. /Playground
- f. Assistant director– will contact Department of Education, Licensing Division
- g. Director – will contact Mr. Richard Hill at our relocation site before we leave center
- h. Assistant Director – will bring binder with parents contact information and release authorization forms.
- i. Teachers - will bring roll books and evacuate children quietly and orderly

ACTION PHASE

Move children quickly quietly to assembly areas inside or outside depending on the type of emergency. Account for all children and staff. Check for injuries. Pick up emergency information manual and take during evacuation. If an evacuation is required, secure transportation and notify parent and guardian of reunification location.

- a. The classes will evacuate the building following the designated routes.

Tab H

RECOVERY PHASE

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Parents will be notified by text/email if children need to be picked up and where to pick them up. If a danger exists in the building staff and children will not be allowed back in the building.

SHELTER IN PLACE

Inclement Weather Procedures

ALERT PHASE

Office will alert teachers by announcing that there is a weather situation and the director will monitor the radio for warnings or watches with weather.

ACTIVE PHASE

- a. Classes will gather in the center room in the building.
- b. Classes remain in alert status until the “all clear” is announced.

RECOVERY PHASE

- a. All classrooms will have an emergency supplies in case of prolonged lock-down.
- b. Parents will be notified through text/email as needed when situation has resolved.

LOCK-DOWN PROCEDURES

ALERT PHASE

In event of intruder or threat on campus lock-down procedures will be put in place. Teacher will be notified by radio or phone.

ACTIVE PHASE

- a. Director/Assistant Director will notify 911
- b. Parents will be notified by texts and email about the incident. Parents will gather at a location to be determined in the message with the information.

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- c. Staff in classrooms will lock doors, move students to farthest corner away from door, and turn off lights and insist on silence.

RECOVERY PHASE

- a. Everyone stays in secure in place mode until all clear is called over radios/telephones.
- b. No child will be release during an active lockdown.
- c. Parents will be notified through text and email as needed about the situation and how to reunify with their child.

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TAB D – EMERGENCY CONTACT NUMBERS

- A. Fire – 911
- B. Police – 911
- C. Poison Control -1-800-222-1222
- D. Office of Emergency Preparedness – 349-5360 or 227-1315
- E. State Fire Marshall – 568-8506
- F. Department of Children and Family Services
 - Licensing Section – 225-342-9905
 - Child Protection Statewide Hotline – 1-855-452-5437
- G. Power Company – 1-800-968-8243
- H. Water Company – 736-6060
- I. Gas Company – 1-800-460-3030