

Enchanted Treehouse Preschool

Emergency Operations Plan



I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Enchanted Treehouse Preschool and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, children, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Enchanted Treehouse Preschool has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential child(ren) and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Enchanted Treehouse Preschool regularly schedules in-service training for staff.

Lastly, developing, maintaining, and exercising the EOP increases Enchanted Treehouse Preschool's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

B. Scope of the Plan

The Enchanted Treehouse Preschool Emergency Operations Plan outlines the expectations of staff roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, authority, and references as defined by local, tribal, State, and Federal government mandates, common and specialized procedures, and specific hazard vulnerabilities and responses/recovery.

C. Situation Overview/ Hazard Analysis Summary

1. School Population

a. General Population

Enchanted Treehouse Preschools' current enrollment is approximately 6 children ages 6 weeks to 5 years located in one, one-story building on campus. These children are supported by a committed staff consisting of:

- 1 Owner/Teacher

b. Special Needs Population

Enchanted Treehouse Preschool is committed to the safe evacuation and transport of children and staff with special needs. The special needs population may include children/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,

- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of children with special needs is approximately _____; however, this number will fluctuate. Children and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

The list of children and staff names with special needs can be found in Appendix B.

2. Building Information

Enchanted Treehouse Preschool is located on a 0.176 acre lot and includes one building, one "playground" and one staff/parent "parking lot".

A map of the building annotated with evacuation routes, shelter locations, fire alarms, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included in Appendix C of the Emergency Response Plan.

3. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Enchanted Treehouse Preschool fosters preparedness at all levels including children, parents, and staff. Examples of preparedness actions include maintaining the plan, conducting training, planning, and implementing drills and exercises, etc.

Prevention includes action to avoid an incident or to intervene to stop an incident from occurring. Enchanted Treehouse Preschool is committed to taking proactive prevention measures whenever possible to protect the safety and security of the children and staff.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

D. Planning Assumptions and Limitations

1. Planning Assumptions

Stating the planning assumptions allows Enchanted Treehouse Preschool to deviate from the plan if certain assumptions prove not to be true during operations. The EOP assumes:

- A major disaster could occur at any time, and at any place. In many cases, warning the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little to no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the school staff affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.

- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the EOP and providing frequent opportunities for stakeholders (staff, children, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school staff, children, and families will result in their aid and support to incident management efforts.

2. Limitations

It is the policy of Enchanted Treehouse Preschool that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Enchanted Treehouse Preschool can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions, that must be performed by the school, generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce to loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

III Definitions

Incident: An incident is an occurrence- natural, technological, or human-caused – that requires a response to protect life or property. The Owner shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an inter-agency response involving law enforcement and/or emergency service agencies depending on the size and scope of the incident.