

# Emergency Response Plan

Enchanted Treehouse Preschool  
742 Florida Rd. Durango, CO 81301  
970-247-0204



## Whom to Call First:

1. CALL 9.1.1!
2. Executive Director/Owner Cayla Bradshaw – 970.759.3582
3. Substitute Director \_\_\_\_\_

\*Refer to teacher contact sheet for other teachers

## Safety Net Procedures

### What to do for a Fire Drill:

Administrators will call 9.1.1 and inform staff and they need to perform the following steps:

1. Grab emergency backpack, sign in/out sheet, front door key, either place children in an emergency evacuation wagon or line them up with the classroom hand ring.
2. Evacuate using the evacuation plan located in the classroom.
3. Walk calmly to the rendezvous point
4. Stay there until given the "All Clear" to enter the building or further instructions are given.

### What to do in a Lock down:

Administrators will call 9.1.1, and will notify all teachers that we are in a lock down and they need to perform the following steps:

1. Lock all doors and close all blinds. Put the children in a corner of your room (or closet if accessible), away from the door or any window. Keep them quiet with books.
2. Please email all your parents to tell them that we are in a lock down and will notify them as soon as we are out.
3. Stay quiet until either the Executive Director or an emergency personnel come to get you.

### What to do in a Lock out:

Administrators will notify all teachers that we are in a lock out and they need to perform the following steps:

1. Lock all doors and close all blinds. Then carry on with the schedule, remain in the classroom, but Business as usual.
2. email all your parents to tell them that we are in a lock out and will notify them as soon as we are out.
3. Stay in classroom until given the "All Clear".

### What to do if there is a water/gas leak or other need for evacuation:

Administrators will call 9.1.1, and will notify all teachers that we are evacuating, and they need to perform the following steps:

1. Grab emergency backpack, sign in/out sheet, front door key, either place children in an emergency evacuation wagon or line them up with the classroom hand ring.
2. Evacuate using the evacuation plan located in the classroom.
3. Walk calmly to the rendezvous point
4. Stay there until given the "All Clear" to enter the building or further instructions are given

Appendix A:  
Master Schedule of Classes,  
Age Levels, and Staff  
Locations/Numbers

# Appendix B: Special Needs Population

## Special Needs Population:

1. Cayla Bradshaw – Executive Director/Owner: asthma, severe allergies
2. .
3. .
4. .
5. .
6. .
7. .

\*All Staff in the special needs population classrooms are trained to assist with these needs during drills, exercises, and incidents.

Appendix C:  
Building information  
including Evacuation routes,  
Shelter Locations, Fire Alarm  
pull stations, Fire  
extinguishers, Hazardous  
materials storage, and utility  
shut offs.

# Appendix D: Relocation Sites