

Lavender Farm Preschool Emergency Plan



Date: 09/30/2019

Facility: Lavender Farm Preschool

Owner: Jennifer McIlhenny

License no.: CF503321

Address: 5221 SE Gladstone Street, Portland, Oregon 97206

Phone: 503-709-5102

Emergency Landline: 503-432-8161

Alternate Mobile: 503-707-2722 (Todd McIlhenny-Mobile), 503-477-6866
(Judy Walker-Home), 503-957-4032 (Judy Walker-Mobile)

Capacity: 16 Children

Ages: 24 months through 5 years

Total Employees: 3

Additional adults living on site: 2 (Todd McIlhenny & Isabel McIlhenny)

Minors living on site: 2 (Caden McIlhenny)

Indoor pets on site: 1 dog (Lolo), 2 cats (Clinton & Tokyo)

Emergency: 911

Oregon Poison Control: 800-222-1222 (www.ohsu.edu/poison/)

Portland General Electric: 800-542-8818 (www.portlandgeneral.com)

Northwest Natural Gas: 800-882-3377 (call for suspected gas leak. Evacuate immediately and call from alternate location)

Portland Police non emergency: 503-823-3333 (www.portlandonline.com/police/)

Portland Office of Emergency Management: 503-823-4375

(www.portlandonline.com/oem)

Southeast Portland Police Precinct: 503-823-2143 (www.portlandoregon.gov)

Creston-Kenilworth Neighborhood Assoc Community Preparedness &

Resilience: John Legler: john.legler@gmail.com

(www.creston-kenilworth.org), (www.portlandoregon.gov/pbem)

Local Fire & Rescue Station #25: 800-823-3700 (Request Station 25): 5211 SE Mall Street, Portland, OR 97206)

Trauma Intervention: 503-940-7997 (www.tipnw.org)

Child Care Resource & Referral of Multnomah County: 503-491-6200,

(www.ccrr-mc.org)

Oregon Department of Human Services: Child Abuse Report Hotline:

503-731-3100 (www.oregon.gov/DHS/CHILDREN/Pages/index.aspx)

Emergency Plans & Protocol

Evacuations:

In the event of an emergency where we need to evacuate the school, we will initiate our evacuation protocol.

1. In the event where we need to evacuate the school building, but it is still safe to remain on the property. We will **exit through the side (west) door out into our fenced in outdoor play area.**

Procedure:

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the side (west) door.
- One teacher will lead the students out to the outdoor play space.
- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.
- If it becomes obvious that we may not safely return to the classroom, we will immediately contact parents/guardians to pick up children in the west play yard.

2. In the event where we need to evacuate the school building, but it is still safe to remain on the property and the west side play space is compromised, we will **exit through the main entrance door out into our courtyard and/or entrance area between our two gates.**

Procedure:

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main door to the courtyard.
- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates).
- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.
- If it becomes obvious that we may not safely return to the classroom, we will immediately contact parents/guardians to pick up children in the courtyard.

3. In the event where we need to evacuate the school building and property, all students will accompany the teachers to the parking lot attached to **Station 25 Woodstock Portland Fire Department located three blocks away on SE 52nd Avenue and Mall Street (5211 SE Mall Street, Portland, OR 97206).**

Procedure:

- We will sound the smoke alarm.

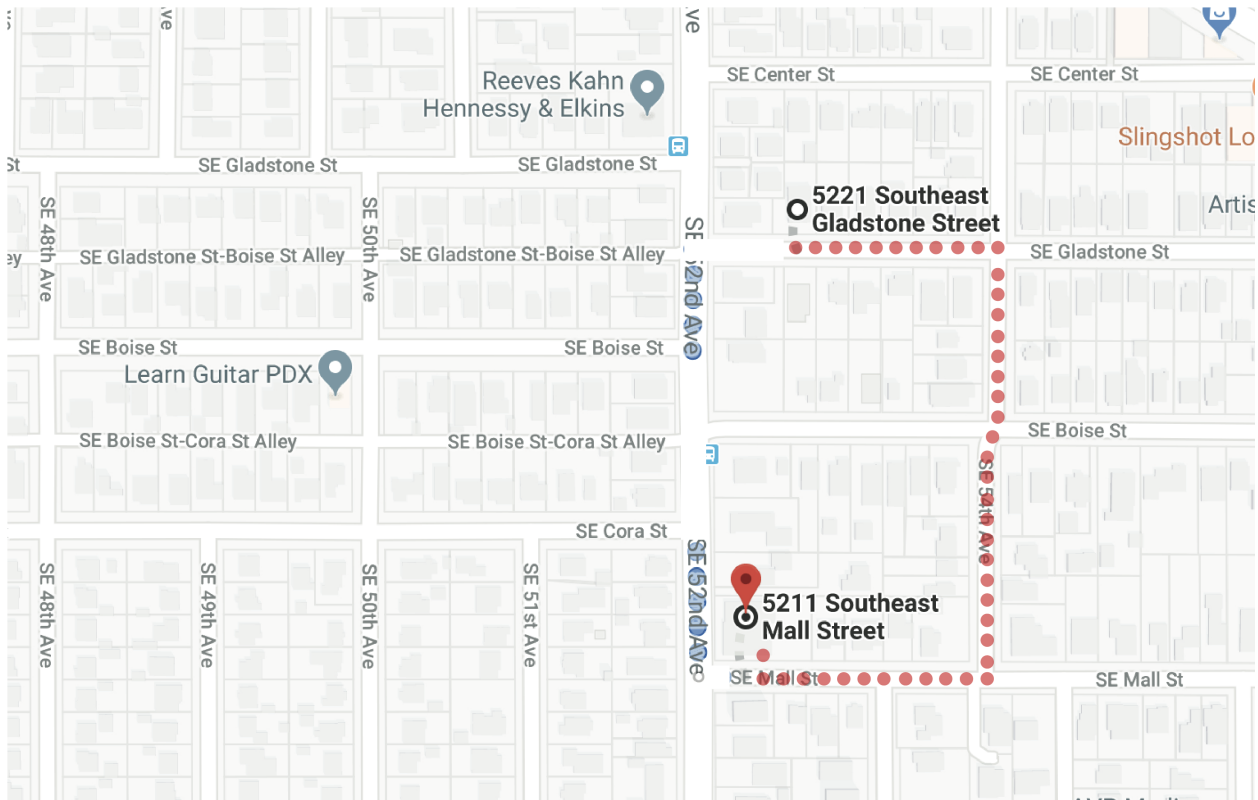
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main entrance door to the courtyard.

- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates)

- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.

- We will then proceed left on SE Gladstone Street, right on SE 54th Ave, right on SE Mall Street. (.25 miles)

- We will then take attendance and immediately contact parents/ guardians to pick up students from this location.



4. If the Station 25 Woodstock Portland Fire Department is unavailable or compromised, our secondary location is the **west side** of **Creston Elementary School (in the grass)** located at **4701 SE Bush Street, Portland, OR 97206**.

Procedure:

- We will sound the smoke alarm.

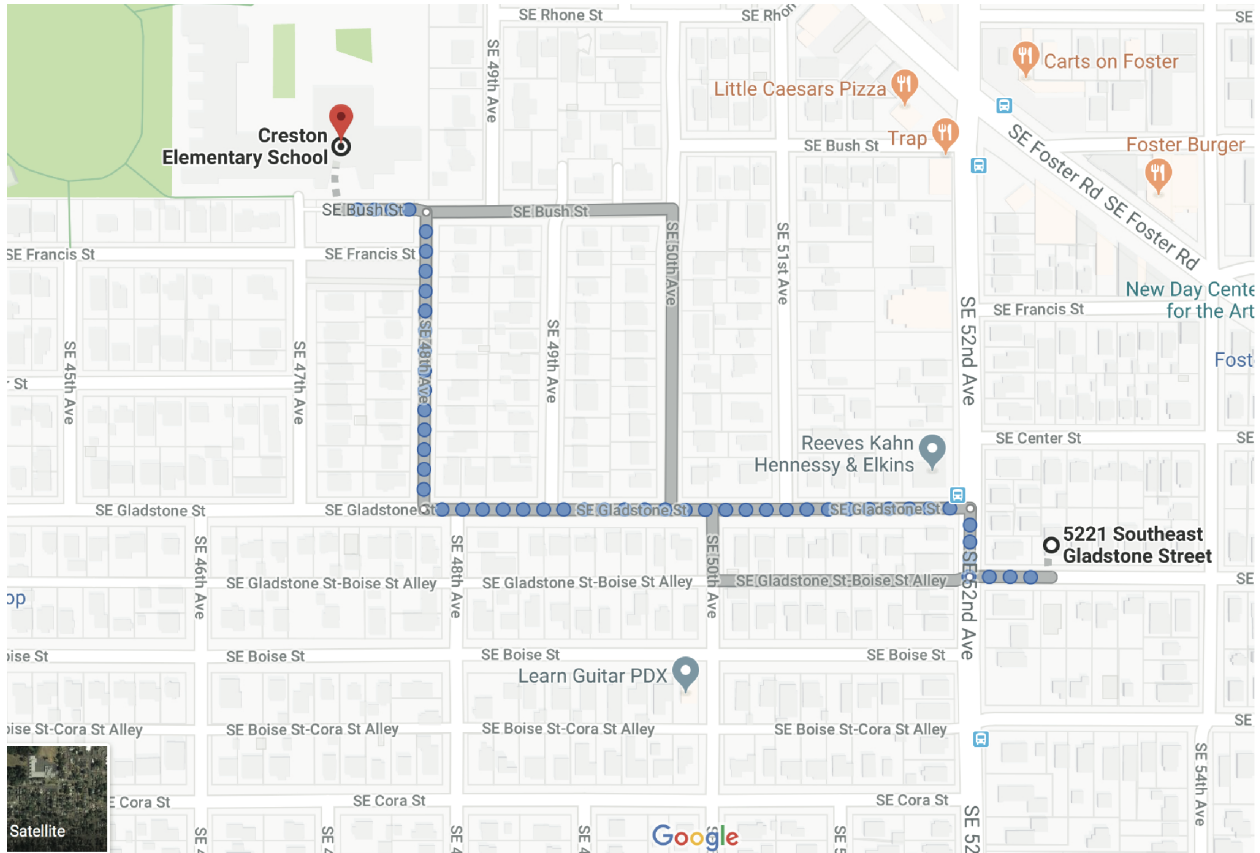
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main entrance door to the courtyard.

- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates)

- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.

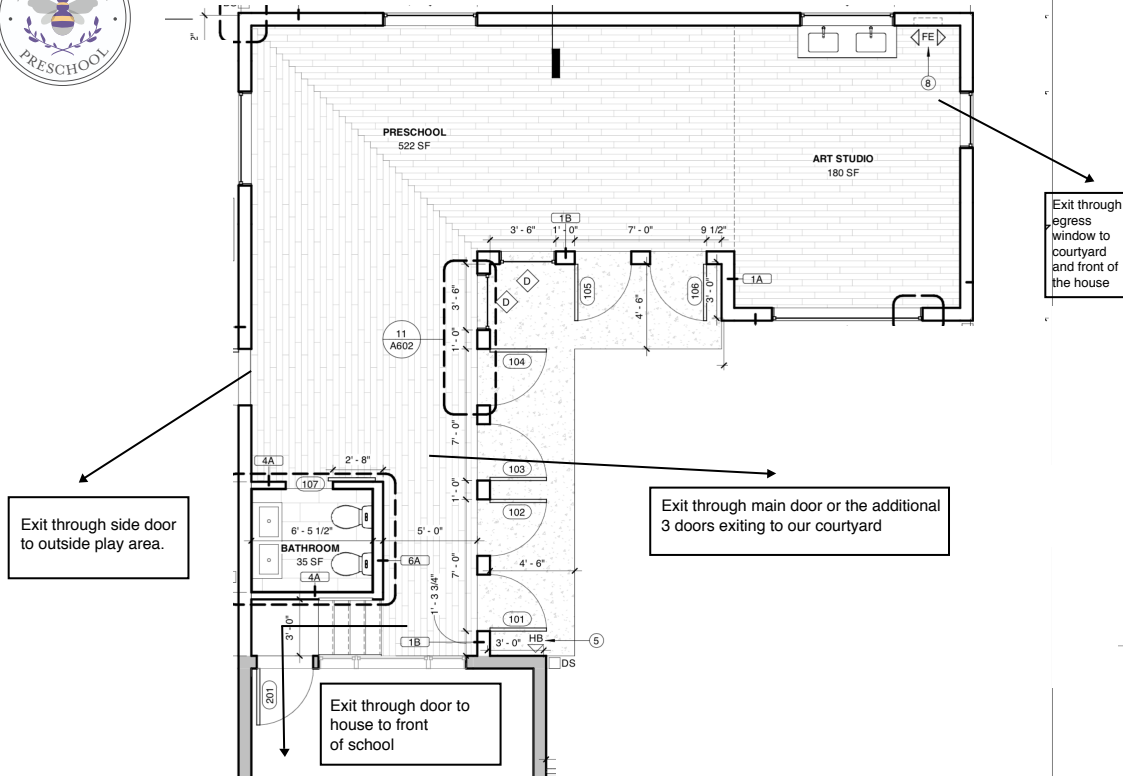
- We will then proceed right on SE Gladstone Street, right on SE 52nd Ave, Cross SE 52nd to SE Gladstone Street, Right on SE 48th Ave, Left on SE Bush St. to Creston School/Park (.4 miles).

- We will then take attendance and immediately contact parents/ guardians to pick up students from this location.





Evacuation Floorplan



****Our evacuation map and plan is posted in the school***

5. In the event of a building or property **gas leak**, we will immediately evacuate to the front yard of the house and call the emergency Northwest Natural Gas phone number. We may walk to the Fire Department (see above map). We will then call parents/guardians to pick up their child.

Indoor Emergency Procedures:

1. In the event of an emergency where we need to **shelter-in-place**. We will lock every door and window, close the curtains. One teacher will notify parents of the situation via email and phone while another teacher will gather students on the round rug for a quiet circle time. We will discuss the event in developmentally appropriate ways if need be.

If it becomes clear that the threat is legitimate and/or children must remain on the premises indefinitely, staff will immediately call parents/guardians to inform all of the current situation and make a plan.

We have emergency supplies stocked on the premises including food, water, emergency blankets, matches, flashlights, batteries, and first aid supplies.

If it becomes clear that the school classroom is no longer safe and evacuation is not an option, we will move into the house to the best possible space given the situation.

*If there is an emergency where mobile phone lines are down locally, we will call the pre-determined out-of-state number (on your enrollment form) to reach you on our land line. Our backup out-of-state person and number for you to call for information is Michael Mooney: (818) 693-8822.

. *The new school is designed and constructed to be seismically sound, following the latest city codes.

2. In the event of **acute illness** of one or more of the children, we will move the child/children to an isolated space, make sure they are comfortable and hydrated (if appropriate) and call the parents/guardians to pick up their child.

If it becomes apparent that there is an immediate medical need, we will activate our Emergency Medical Plan:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent through any of the persons listed by the parent on the emergency medical form.
4. In the event that 1–3 are unsuccessful:
 - A) Call another physician
 - B) Call the paramedics
 - C) Have the child taken to the hospital (call for ambulance)

***Any expenses incurred under #4 above will be borne the child's family or legal guardian.**

3. In the event of a **power outage** we will contact Portland General. We have flashlights and batteries in our storage area. If conditions become unsafe or uncomfortable (too hot/ too cold) in the classroom, we will contact parents/guardians to pick up their children.