

EMERGENCY PLAN

DISASTER AND EMERGENCY PLAN FOR *Tacoma Area Homeschool Band*

I. Purpose

This emergency plan has been developed to assist Tacoma Area Homeschool Band in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of TAHB and all representatives and staff.

II. Assignment of Responsibilities

Teachers, Parents and Board Members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff and volunteers to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children’s Attendance, Emergency Contacts and Emergency Supplies

Children’s attendance records are kept in the TAHB file cabinet. The children’s attendance records are updated as they arrive and leave throughout the day.

Children’s Emergency Contact Information is kept in the church office, in a black file box.

IV. Emergency Assessment

Below is a list of possible disasters or emergencies that may affect the area. This list is designed only to be used as an example, and is by no means complete or comprehensive.

Types of Emergencies and/or Hazardous situations

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping Runaway)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation (i.e. terrorist activities)	○ Other _____

V. Types of Emergency Response

Medical Emergencies

Assess the situation and contact 911, if necessary. Notify the parents immediately. Document the date and circumstance regarding the medical emergency in the child's record.

Lock Down / Shelter in Place

Location: Sanctuary

If lockdown is instituted, Teachers & Volunteers are to accompany students to the sanctuary. All staff are to stay in the lock down / shelter in place areas until an all clear is given. Once students are seated in the shelter area, Teachers must report their class numbers to their point of contact or board member in charge.

Teachers are responsible for maintaining a calm and peaceful atmosphere during lockdown/shelter in place emergency.

Evacuation

Evacuate the facility to go to another location nearby or far away to remain safe. Emergency exit signs are posted above all exterior doors. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

VI. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and a copy will be posted on the TAHB wall in the fellowship hall. All Class Binders will have a copy of the Emergency Preparedness Plan.

- * Fire extinguishers are located throughout the building and are noted on our evacuation map. Staff will familiarize themselves with the location and usage.

St John's Lutheran Church
8602 Bridgeport Way SW Lakewood, 98499
(253) 588-2886

Emergency Contact Numbers

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	(253) 564-1623
Police Department	(253) 830-5000
Ambulance Service	(253) 460-1239
Organization Director/President Emilie Greenwell	(253) 970-8754
Head Pastor - Greg Kaurin	(253) 223-1501
Facility Liaison-Gidge Campbell	(253) 307-8501
Facility Liaison(alt)- Becky Lakey	(253) 312-3353

Dear Parent / Guardian:

In the event of an emergency situation, Tacoma Area Homeschool Band has outlined the below response plan. Please know that TAHB will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the St John's Lutheran Church e.g. fire, and the children cannot stay on the premises, the children will be taken to North Parking lot. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be released to their listed parent/guardian or alternate guardian. In the event the parent/guardian cannot be located, the student will be released to the listed emergency contact. .

Notification

1. While we expect parents to remain on site as frequently as possible, this emergency plan has been created with the knowledge that sometimes, a parent or guardian cannot be present and an alternate guardian will have been selected.
2. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
3. Tacoma Area Homeschool Band staff will remain with and care for the children at all times during an emergency to ensure the children's safety.

Sincerely,
Emilie Greenwell, TAHB President