

Bay Hope Day School Emergency Preparedness Plan

Reason for alert:	Fire in the building	Severe Weather (Tornado)	Suspicious person or Danger near the building	Chemical Threat (Outside)
Signal for action:	Fire alarm will sound	CODE GRAY	CODE YELLOW Call 911	CODE ORANGE Call 911
Action to be taken:	EVACUATE Building	Move to hallway or other assigned room	Lockdown Shelter in Place	Lockdown Shelter in Place
<p>Details:</p> <p>Always carry your clipboard & emergency pick-up information with you.</p> <p>RELEASING CHILDREN:</p> <p>Children should NOT be released until the “all clear” has been given and the present danger has been resolved.</p> <p>A legible written signature is required on the attendance sheet next to the child’s name, and the individual picking up the child, MUST be on the written pick-up list.</p>	<p>Turn off the lights and close the doors to the classroom.</p> <p>Exit following the evacuation routes posted in each classroom.</p> <p>MEETING PLACE:</p> <p>Children’s Center / Building B</p> <p>or</p> <p>Main Worship Center / Building A</p>	<p>Move all children to the inside hallway away from any windows.</p> <p>Close your classroom doors.</p> <p>Set people in “watch” positions at different ends of the building with walkie-talkies.</p> <p>Shift to “duck and cover”</p> <p>Stay in assigned location until “ALL CLEAR” has been given.</p>	<p>Stay inside your room until you are given the “ALL CLEAR”</p> <p>Retreat to closets and/or bathrooms.</p> <p>No one is to leave their classroom for any reason.</p> <p>All students and staff in an outdoor area must move immediately to the closest secure classroom area UNLESS an intruder is IN the building.</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p style="text-align: center;">Danger in the neighborhood</p> <p>Stay inside your room until you are given the “all clear”. All doors will be locked and children should be kept inside.</p> <p>If danger gets closer to building you will be told to “RETREAT” to closets and/or bathrooms.</p>	<p>Move all children to the inside hallway away from any windows.</p> <p>Turn off A/C unit and close your classroom door.</p> <p style="text-align: center;">Shift to “duck and cover”</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p>All doors need to be sealed. Stay in a sealed area until the “all clear” has been given.</p> <p>.....</p> <p>Chemical threat INSIDE the Day School / C</p> <p style="text-align: center;">Evacuation</p> <p>Follow Fire Drill Exits.</p> <p>1st – Children’s Center / B 2nd – Worship Center / A</p>

These are general guidelines to be followed. Our main goal is to keep our children safe!

Bay Hope Emergency Preparedness Plan

In an effort to be prepared for any time of emergency at Bay Hope Day School has developed an emergency preparedness plan. The Emergency Preparedness Plan is posted in every classroom so our teachers are ready to act accordingly. The safety of our children is always our top priority.

Emergency Evacuation:

Children will **NOT** be released to anyone during an Emergency until the “all clear” has been given. Based on the type of Emergency and **IF** an evacuation is needed from the Day School building C, your children will be taken to one of two places.

On Campus: Children’s Worship Center / Building B or Main Worship Center / Building A

Our 1st call will be to 911. When the children are out of harms way and safe, then the parents will be notified by phone or emergency text message and the local news stations will be notified with information and updates.

IMPORTANT TELEPHONE NUMBERS:

Bay Hope Day School	(813) 960-1694
Bay Hope Church	(813) 968-3983