

Emergency Response Plan for
First Presbyterian Church Schools
Child Development Center
and
Weekday School
Charlotte, NC

April 15, 2012
(Revised July 2018)

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Immediate Reference Information

Emergency Phone Numbers

For all emergencies dial 9-1-1. Additional staff contact information can be found in Appendix 2.

First Aid Kits

Treat minor injuries from supplies in the first aid kits. First Aid kits are located in the following places:

- With each class Emergency Backpack
- CDC Lobby
- WDS First Floor Hall Way
- Church Receptionist Area

Automated External Defibrillator (AED) Equipment and Supplies

There are 3 AED units with prominent signs designating each location. Locations include:

- 1st Floor Poplar Street Building by room P111
- 2nd Floor Poplar Street Building by Front Desk Reception
- Hallway outside ministers suite 3rd floor sanctuary building

Fire Extinguishers

A map of locations of fire extinguishers can be found in Appendix 1.

1. Purpose of the Plan

This Emergency Response Plan (ERP) provides guidelines for appropriate actions during an emergency at First Presbyterian Church Schools. Information about roles and responsibilities during an emergency is provided. This plan should serve as a reference for FPC Schools personnel. This plan encompasses emergency and evacuation procedures, communication, important contact information, gathering sites, and shelter locations for the most likely emergencies to affect First Presbyterian Church Schools; it is not intended to be exhaustive. This plan does not cover computer systems, facility restoration, alternate operations, records recovery, etc. Additional plans exist for specific procedures for First Presbyterian Church.

The First Presbyterian Church Schools could be subject to an emergency situation affecting the child development center, weekday school or part of a community - wide emergency event. The intent of this plan is to assist the staff in responding to emergency situations, provide information to family members concerning emergency planning, and provide basis for restoration of services or facilities damaged.

2. Emergency Response Plan Objectives

The ERP for First Presbyterian Church Schools has the following primary objectives:

- To save lives and prevent injuries to children, staff, and visitors.
- To promote quick, effective action in response to an emergency.
- To minimize loss of property.
- To guide staff to be able to assist first responders with necessary information.
- To efficiently manage information provided to staff, children, and families during an emergency.

3. Implementation of the Plan

In the event of an emergency response situation, the Executive Director shall declare an emergency and institute the appropriate response actions. In the event that the Executive Director is not available, the Program Director or next assigned person in authority shall assume the responsibilities of the Executive Director in an emergency response situation.

When the Executive Director is on-site the declaration of an emergency will be communicated using our emergency texting system REMIND.com or the church intercom and telephone. If the Executive Director is off-site REMIND.com is used as the primary means of communication unless a designee is on-site and has been instructed to use the church intercom and/or telephone.

This plan should be utilized as soon as an emergency is identified on, or adjacent to, the property of First Presbyterian Church. The Executive Director or Program Director will be designated to

be the primary point of contact and manage the actions described in the plan.

4. Staffing

A. Executive Director

The Executive Director is the primary point of contact and leader for response activities for First Presbyterian Church Schools. In the event that the Executive Director is not available, the Program Directors shall assume the responsibilities of the Executive Director in an emergency response situation. The Executive Director should also be familiar with the floor plans of each building and the emergency evacuation procedures for any emergency.

The Executive Director or Program Director, assumes responsibility for implementing the emergency plan at the time of the incident, providing leadership until personnel with more experience arrives on scene. **The Executive Director should notify the Program Directors, Operations Manager and Senior Pastor as soon as emergency conditions allow.**

Responsibilities may include the following:

- Familiarize all center-wide staff with the emergency response plan and ensure effective and immediate implementation.
- Work with Church Operations manager to ensure practice drill program is implemented, documented, and evaluated for improvements. Utilize consistent form for all drill reports
- Ensure First Presbyterian Church Schools staff is educated on the emergency preparedness plan and participates in monthly drills. Ensure the practice drill program is implemented, documented, and evaluated for improvements.
- Ensure that emergency supplies and equipment are present and checked yearly and with every enrollment and classroom roster change.
- Review and confirm primary and secondary evacuation partners bi-annually
- Maintain relationships with are CMPD officers and Fire Captain
- In the event of an emergency, identify the emergency situation and determine the course of action.
- Identify church staff designated for church support.
- Report an emergency internally and to 911, if necessary.
- Relaying information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).

The Executive Director should immediately identify her/himself as such to any emergency agency personnel responding to an incident.

B. Program Director (or Designee)

The responsibility of the Program Director or Designee is to assist the Executive Director in the event of an emergency, and in the absence of the Executive Director assume the above responsibility.

Responsibilities may include the following:

- Become familiar with the emergency response plan.
- Assist in the training of all center wide staff on the emergency response plan.
- Work with the Executive Director in planning, implementing, documenting, and evaluating all practice drills.
- Ensure Offsite Emergency Parent Volunteers has a current parent contact email address list. Each time there is an enrollment change update the list and redistribute.
- Know how to report an emergency internally and to 911.
- Follow emergency response procedures as outlined in this plan.
- Ensure parents, staff, and pertinent personnel are enrolled in the emergency texting system REMIND.com.

C. Operations Manager

- Define church-wide emergency response plan, educate staff and ensure effective and immediate implantation
- Work with the administration of FPC Schools, church staff and volunteers to ensure yearly practice drill is implemented, documented, and evaluated for improvements

D. Center-Wide Staff

The responsibility of the Center-Wide Staff is to assist the Executive Director and Program Directors in the event of an emergency. See Appendix 2: Contact Lists.

Responsibilities may include the following:

- Notify the Executive Director, Program Directors or designee of emergency situations as they arise. Use classroom phone or cell phone when out of classroom to notify Executive Director immediately when there is an emergency. If the Executive Director is not available contact the Program Director or Operations Manager. Contact 911 at anytime necessary.
- Follow emergency response procedures as outlined in this plan.
- Secure the safety and well-being of the children in their care.

E. Off-site Emergency Parent Volunteers

- Maintain updated parent volunteer contact list. See Appendix 2: Contact Lists.
- In case of an emergency where email or texting service is disrupted at the FPC Schools, distribute messages as instructed by the Executive Director, Program Director or designee.

5. Scope and Authority of the Plan

It is the FPC Schools policy to respond to an emergency situation as quickly and efficiently as possible with the intent to safeguard lives and to protect property in that order.

A. Emergency Affecting First Presbyterian Church Schools

An emergency that affects First Presbyterian Church Schools is any event that immediately threatens or has the potential to threaten the safety of any person or the property of First Presbyterian Church. Emergencies include, but are not limited to: fire, medical complications, violence, severe weather, bomb threat, or any other event compromising safety, facilities, or operations.

B. Approval and Execution Authority

The Executive Director, Program Director or authorized designee, is responsible for approving the plan and conducting the required annual review. The Executive Director, Program Director, or designee has the authority to execute this Emergency Response Plan. Any person is permitted to take reasonable actions to respond to an emergency.

C. Plan Location and Access

The CDC and WDS will maintain copies of the Emergency Response Plan, the annual reviews, and updates for inspection. Hard copies of the plan are located in:

- The Executive Director's Office: (P111)
- The Program Director's Office: CDC (P129) and WDS (C106)
- The Program Assistant's Office (C206)
- The CDC Staff Lounge (P128); WDS Kitchen (C110); WDS Laundry (C114)
- All Classrooms (1 in Emergency Backpack, 1 visible in room)
- Operations Manager's Office (C301)
- Church Kitchen
- Church Receptionist
- Offsite locations:
 - 2 Offsite Emergency Parent Volunteers per school
 - Executive Director's Home

- Program Directors' Home
- Program Assistant's Home

Additionally, electronic copies of the plan can be found on the network server under the file name **CDC Emergency Information or **WDS Emergency Information**.**

Emergency Response Plan Modifications:

The emergency response plan shall be reviewed periodically for modifications to the procedures, when there is a change of key personnel or other resources, and any additions of new emergency management information.

Emergency Response Plan Review Dates:

Plan Created On: March 2011

Plan Review Date: July 2018

Center-wide Emergency Kit audit (*this includes classroom Emergency Backpacks*):
August 2018 and upon enrollment and classroom roster changes

Emergency Response Plan Modifications:

The emergency response plan shall be reviewed periodically for modifications to the procedures, when there is a change of key personnel or other resources, and any additions of new emergency management information.

6. First Presbyterian Church Schools Locations

- FPC Schools: The primary location for both schools is 200 West Trade Street Charlotte, NC 28202
- **CDC:** entrance is located at 100 North Poplar Street at the corner of Poplar and Fifth Streets.
- **WDS:** 100 North Church Street and 300 West 5th Street.

7. Emergency Response Tasks

A. Definitions:

1. **Lockdown** occurs when there is a major incident or threat of violence within the facility or directly related to the facility.
2. **Hold and Secure** occurs when it is desirable to secure the facility due to an ongoing situation outside and not related to the facility (i.e. a bank robbery occurs near but not on church property). In this situation the FPC Schools functions normally, with the exterior doors locked until such time as the situation is resolved.
3. **Shelter in Place** occurs when an environmental or weather related situation necessitates keeping all occupants within the building, to protect them from an external situation (i.e. chemical spills or extreme weather).

4. **On-site evacuation** occurs when a situation requires the removal of all occupants from the building because of a threat to human safety within the building. The evacuation does not require removal of persons from the property because the threat does not impact the property and safe areas are available within a reasonable distance of the building. The evacuation may need to take place immediately (i.e. a fire in the building) or can take place over a less urgent timeframe (i.e. an extended power outage occurs and children are being sent home with their parents).
5. **Off-site evacuation** occurs when a situation requires the removal of all occupants from the building and the property (i.e. a power outage during extreme weather and children will remain under the care of the CDC and WDS).

B. Actions:

1. Lockdown:

Lockdown is a condition that limits movement throughout the facility. Once the facility is locked down, movement is only permitted when safety necessitates, the lockdown is lifted by the Executive Director, Program Director or instructed by emergency services personnel. Lockdown should be initiated immediately by the first person to recognize a condition that warrants lockdown. **For authenticity, consistent terminology should be used.** Anytime the command to lockdown is given, the word “lockdown” will be repeated three times.

If you hear, “**LOCKDOWN, LOCKDOWN, LOCKDOWN**” over the intercom or a staff member announces the lockdown in person:

- Everyone is to stay where they are.
- Teachers are to:
 - Quickly glance outside the room to direct any children or staff members in the hall into your room immediately.
 - Lock the classroom door, if possible.
 - Lower or close any blinds.
 - Place children against the wall, so that the intruder cannot see them by looking in the door.
 - Look for the ‘**Safe Corner**’ (the corner of the room where anyone outside the room is least likely to see or hear the occupants).
 - Turn out lights, computer monitors, and televisions.
 - Keep children quiet.

Note: All staff members should locate and hold on to their class attendance sheets and Emergency Backpack prior to turning out the lights. This will aid in accounting for all children should an evacuation be necessary.

- Activities being held in the gym should move into a nearby room, lock all doors, and find a safe area. If no nearby room is available, lock or barricade the doors to the gym and hide in a corner away from doors.
- Any groups in the sanctuary should move to the nearest classrooms or hiding place.
- If groups are outside the building, they should stop, drop, and remain still. The emergency responders will provide direction about where to relocate depending on the situation.
- If teachers and children are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately.
- Support staff should stay in the area they are in, secure the doors, and turn out the lights.
- Stay in safe areas until directed by law enforcement officers or the Director to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take attendance to account for all children present in class.

The Executive Director or Program Director will signal all personnel if the lockdown has been lifted by stating **“All Clear, Lockdown Lifted. All Clear, Lockdown Lifted. All Clear, Lockdown Lifted.”**

2. Hold and Secure:

If a situation exists outside of the facility that does not immediately threaten the safety of FPC Schools but causes an unusual risk of danger from the outside, Hold and Secure will be implemented. Examples include: The police department is searching for a suspect in the area, a threat is made to a nearby school or business.

If Hold and Secure is necessary, the Executive Director or Program Director will announce to **“Hold and Secure, Hold and Secure, Hold and Secure”** via intercom or other means.

When operating under Hold and Secure:

- The exterior doors will remain locked from the outside.
- Children and teachers are not allowed to go outside.
- If classes are outside of the building when the Hold and Secure is initiated, the

classes will return inside.

- Other than children and teachers, no one will be allowed inside, including parents at the discretion of the Executive Director and Program Director.
- The Executive Director will monitor local news information and will maintain contact with appropriate authorities about the situation.

The Hold and Secure will be lifted by the Executive Director or Program Director stating, **“All Clear, Hold and Secure Lifted. All Clear, Hold and Secure Lifted. All Clear, Hold and Secure Lifted.”**

3. Sheltering-In-Place:

Sheltering-in-place may be ordered to provide emergency protection of children and staff members of First Presbyterian Church Schools, while securing the center for the emergency at hand. Examples include: tornados, hurricanes, unauthorized or suspicious person.

The announcement by the Executive Director, Program Director or designee to shelter-in-place is given. The announcement will be, **“This is not a drill, Shelter in Place. This is not a drill, Shelter in Place. This is not a drill, Shelter in Place.”**

- Begin evacuating all children and staff to the designated sheltering-in-place areas in the center
- Avoid windows and glass doorways
- Take the Emergency Backpack
- Take attendance, ensuring that the children’s names match their faces
- A staff member from each classroom should conduct a thorough search of the room before sheltering-in-place
- Do a last check for children in “hidden” areas
- Close any open doors to the outside
- Protect the heads of staff and children
- Remain sheltered-in-place until given the “all clear” signal by Executive Director, Program Director or designee
- **CDC Sheltering-in-Place sites:**
 - Buggy nook hallway (across from P114 and P116)**
 - Loaves and Fishes Hallway (across from P120)**
 - Closest Interior Hallway/Stairwell**
- **WDS Sheltering-in-Place sites:**
 - C205 stairwell – upper area**
 - C204 women’s restroom**
 - C203 men’s restroom**
 - C202 stairwell – upper area**

- C201 stairwell – lower area
- C101 laundry room
- C102 stairwell – lowest landing area
- C103 men’s restroom
- C104 women’s restroom
- C105 stairwell – lower area
- S107 elevator hall
- S104 elevator hall

4. On-Site Evacuation:

On-site evacuation may be ordered to move children and staff members out of affected areas and relocated to a safe location on the First Presbyterian Church Schools campus. Examples include: utility disruption in part of the building or evacuation/fire alarm activation.

The evacuation/fire alarm is activated or the announcement by the Executive Director, Program Director or designee to evacuate on site is given. If verbally directed the announcement will be **“This is not a drill. Evacuate the building. This is not a drill. Evacuate the building. This is not a drill. Evacuate the building.”**

- Begin evacuating all children and staff to the designated on-site evacuation areas in the center
- Take attendance, ensuring that the children’s names match their faces
- Take the Emergency Backpack
- A staff member from each classroom should conduct a thorough search of the room before leaving
- Remain evacuated on-site until the **“all clear”** signal by the Executive Director, Program Director or designee
- ***On-site evacuation sites: Front lawn, Poplar Street parking lot.***

5. Off-Site Evacuation:

Off-site evacuation may be ordered to move children and staff members via pre-arranged transportation out of First Presbyterian Church Schools and to an established off-site evacuation location. Examples include: gas leak or long-term utility disruption.

The announcement by the Executive Director, Program Director or designee to evacuate off site is given. The announcement will be **“This is not a drill, we are evacuating off-site. This is not a drill; we are evacuating off-site. This is not a drill; we are evacuating off-site.”**

- Begin evacuating all children and staff
- A staff member from each classroom should conduct a thorough search of the room before leaving
- Take attendance, account for all children and staff matching their faces to their names, as they board evacuation vehicles
- Take the Emergency Backpack
- Bring any necessary medications
- Staff will remain with and care for the children at all times at the off-site evacuation site while family, guardians, or emergency contacts are notified and arrangements for pick-up are made
- The gathering area for evacuation of FPC Schools will be determined situationally. The most likely gathering areas for evacuation are: front lawn or parking lot of FPC Church
- ***CDC and WDS Off-site Evacuation sites: First United Methodist CDC and Friendship Baptist Church CDC, and Johnson C. Smith University.***

Off-Site Evacuation Process:

The decision to evacuate First Presbyterian Church Schools off-site will be made by the Executive Director, Program Director or designee. The staff will evacuate the children from First Presbyterian Church Schools as follows:

Infants:

- Place four (4) babies in an evacuation crib and move children to the off-site evacuation assembly area to await off-site evacuation transportation
- A staff member from each classroom should conduct a thorough search of the room before leaving
- Take attendance sheets. Attendance will be taken by each class leader before boarding evacuation vehicle and when you arrive at evacuation site.
- Take the Emergency Backpack
- Bring any necessary medications and medical supplies
- For inclement weather, *if possible*, take appropriate supplies to protect infants

Toddlers, Preschool and School-Aged:

- Gather children in a group and supervise an orderly evacuation to the off-site evacuation assembly area to await off-site evacuation transportation
- A staff member from each classroom should conduct a thorough search of the room before leaving
- Take attendance sheets (Attendance will be taken before boarding evacuation vehicle and when you arrive at evacuation location)

- Take the Emergency Backpack
- Bring any necessary medications and medical supplies
- For inclement weather, *if possible*, take appropriate supplies to protect the children

NOTE: Under no circumstances is staff to stop for any of their own or children's personal belongings

C. Emergency Evacuation Roles and Responsibilities

1. Executive Director or Designee:

- Initiate evacuation procedure.
- Take emergency bags that contains the school notebook with emergency contact information for each child as well as emergency supplies.
- Contact the Operations Manager and inform of the need to evacuate.
- If transportation is necessary, call 911 and inform them of the need to evacuate giving details outlining number of children and ages and number of adults that and the location.
- Confirm required transportation resources are available and estimated time of arrival.
- Contact available off-site evacuation location with estimated time of arrival, number of children and staff. (Appendix 3)
- Post notice on door of CDC or WDS. (Appendix 4)
- Initiate notification of parents. (Appendix 2)
- Account for all children, staff, and visitors during the evacuation process.
- Once at evacuation site, notify parents, guardians, or emergency contacts and make arrangements for child pick-up.

2. First Presbyterian Church Schools Staff:

- Responsible for ensuring that all children and staff are safely and properly evacuated to the designated evacuation assembly area
- Staff will remain with and care for the children at all times at the off-site evacuation location while family, guardians, or emergency contacts are notified and arrangements for their pick-up are made by the Executive Director, Program Director or Next-in-Charge

8. Hazard Specific Response Guidelines

The following sections are guidelines for response to a specific hazard or incident. In all cases safety and common sense should be the determining factors for action.

A. Medical Emergency

Definition: A patient requires immediate medical intervention to stabilize and prevent their medical condition from deteriorating. Examples of life threatening medical emergencies include but are not limited to: compound fractures, severe lacerations, internal bleeding, severe burns, difficulty breathing, severe allergic reaction, ingestion of chemicals, and unconsciousness.

- Assess the physical surrounds to ensure it is safe to approach the patient.
- Identify the nature of the emergency.
- Determine if it is a life threatening illness or injury.
- Call 911 for all illnesses and injuries which are potentially life threatening (such as breathing problems, chest pain or heart problems, serious bleeding, loss of consciousness, etc). Follow the directions of the dispatcher.
- The dispatcher may request information on the number of people involved, the victim's condition, your name and telephone number including extension, your location including building, floor and room number.
- Follow dispatcher instructions about moving the victim to avoid further injury.
- Designate someone to meet the ambulance if one is dispatched.
- Notify the church receptionist (x246) of the location of the emergency so the church can assist with directing help
- Comfort the victim(s) until help arrives.
- Use universal precautions for blood-borne pathogens.
 - Wear protective equipment such as gloves, eye protection, and a mask
 - Protective equipment is available in the first aid kits
 - Avoid contact with bodily fluids
- Determine the identities, addresses, and phone numbers of victims.
- Keep area clear of spectators.
- When emergency responders arrive, stand by to assist as needed.
- If necessary, the teacher involved will travel with the injured/sick child in the ambulance to the hospital. If possible the Director or designee will go to the hospital where the ambulance is transporting the child to provide assistance and to pick-up the teacher.
- When possible, take the Emergency Contact Form from the emergency book and the Medical Waiver Form from the child's file.
- Any witnesses to the accident should be recorded.

Medical Supply Locations:

First Aid Cabinets or kits are located in the following areas:

- CDC Lobby
- WDS 1st Floor Hallway
- WDS 2nd Floor Kitchen
- Church Reception Area
- Church Kitchen
- Minister's Suite (3rd floor)
- PYC 3rd Floor Kitchen (across from Gym)
- All Emergency Backpacks
- On-Site Outside Emergency Resource Materials
- A supply of disposable gloves is located with every first aid kit.

AED (Automatic Emergency Defibrillator) are located in the following areas:

- 1st Floor Poplar Street Building by room P111
- Church Reception Area
- Minister's Suite (3rd floor)

Primary EMS/Fire Department Entry: 200 West Trade Street

CDC EMS/Fire Department Entry: 100 N. Poplar or where directed by the caller.

WDS EMS/Fire Department Entry: Where directed by caller.

B. Fire Emergency

- If you discover fire or smoke: R.A.C.E.
 - **R**escue: Remove anyone from immediate danger.
 - **A**larm: Activate the nearest fire alarm pull station.
 - **C**ontain: Close all doors to confine smoke and fire.
 - **E**xtinguish/Evacuate: If the fire is small and personnel have been trained in fire extinguisher use, they can attempt to extinguish a fire. Otherwise, follow the evacuation procedures and proceed to the nearest exit and designated area outside the building.
- **Quickly determine the best method of exit given the nature and location of the fire.** Steer people away from the danger and toward the nearest exit.
- Evacuation Maps are located in Appendix 1.
- Do not use the elevator. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level. If you encounter smoke on a floor, take short breaths through your nose and crawl along the floor to the nearest exit.
- **If possible, determine that all building areas are evacuated.**
- **Feel all doors with your hand before opening.** If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- **Report to your designated on-site evacuation location:** Report to the Executive Director or designee each area that was cleared.
- **Call 911** once outside the building, to report the fire if not already reported.
- **Check attendance at the place of gathering and report any missing person(s) to emergency response personnel as soon as possible along with the last known location of the individual(s).**
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an **“all clear”** is issued by the Executive Director or Program Director. (Note: The **“all clear”** should be initially issued by the Fire Department.)

Fire Extinguisher locations: A map of fire extinguisher locations can be found in Appendix 1.

Primary Fire Department Entry: 200 West Trade Street

CDC Fire Department Entry: 100 N. Poplar Street or as directed by caller.

WDS Fire Department Entry: as directed by caller.

C. Missing Child/Elopement

- Immediate notification of the police should be made once an initial search of the facility has been conducted and attempts have been made to confirm whether or not a family member may have picked up the child. The Executive Director, Program Director or designee will be responsible to ensure the family has been contacted.
- Conduct a search of all areas of the facility including cabinets, closets, and the immediate surrounding areas.
- ***Continue searching while waiting for the police to arrive.***
- The Executive Director, Program Director or designee should remain at the center as the point person and to gather information. A description of the child and what they were wearing should be prepared to share with the authorities.
- Example search process
 - The Executive Director or Program Director will announce “**Search in Progress**”
 - The Directors will use the Program Director’s office as a coordinating point
 - A searcher will be sent to clear a specific area. For example, Hallway A, Hallway B, the Choir room, the playground.
 - Searchers will communicate with the Program Director’s office by using cell phones to call the Program Director’s office phone.
 - When an area is cleared the searcher will return to the Program Director’s office for reassignment.
 - The Executive Director or Program Director will terminate the search by announcing “**Search Complete**”

D. Intruder/Active Shooter

- Remain calm.
- Remain polite.
- If the person becomes agitated or confrontational immediately call **911**.
- Initiate a Lockdown.
- Staff members who observe the unauthorized or suspicious person will alert other staff personnel of the problem or announcing the Lockdown.
- Staff members who have been alerted will immediately bring any groups who are outside into the building unless an alternate location is safer. They will lower their classroom blinds and close the doors of their classrooms.
- Staff members will remain with their children in their classroom until the “all clear” signal is given by the Executive Director, Program Director or designee.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911 or other appropriate emergency numbers.
- Don't stay in open areas.
- **Do not sound the fire alarm.** A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
 - You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
 - If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are

around you.

- The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Gather only after the crisis has been fully resolved at:

Primary Gathering Site: Front lawn if necessary

Secondary Gathering Site: As instructed or needed

E. Act of Violence or Terrorism

- Call 911 as soon as possible.
- If the threat is inside the building, evacuate immediately. Bring any attendance/participant lists, maintain order, and move quickly and quietly.
- Follow the predetermined escape route as indicated on evacuation maps if possible. See Evacuation Maps in Appendix 1.
- If the threat is outside the building, remain inside and shelter in place. Lock doors, close windows, shut off ventilation systems and move people to a safe location.
- If available, monitor a radio or television for news and instructions.
- Follow the advice of local emergency officials.
- Follow the instructions of emergency personnel.
- Convey any important information to law enforcement and medical personnel.

Gather only after the crisis has been fully resolved at:

Primary Gathering Site: Front Lawn

Secondary Gathering Site: As instructed by emergency responders

F. Bomb Threat, Suspicious Article, or Threatening Message

- Treat all bomb threats as credible. Refer to the Threat Guide in Appendix 6
- Evacuate immediately by bringing class/participant list, maintaining order, and moving quickly and quietly. Follow the predetermined escape route as indicated on evacuation maps. See Evacuation Maps in Appendix 1.
- Do not smoke. Do not light matches or candles.
- Do not touch any power switches.
- Do not use the telephones, cellular phones or two-way radios. Move to another facility before making calls.
- Do not touch any suspicious mail, packages or unclaimed objects.
- Report Suspicious Packages to the Executive Director or Program Director and notify local law enforcement by calling 911.
- Gather at least 300 feet from the building. (300 feet is the length of a football field)
- Check attendance at the place of gathering and report any missing person(s) to emergency response personnel as soon as possible along with the last known location of the individual(s).
- Call 911 to report the threat if not already reported. Give exact details of the threat to the dispatcher.
- Do not reenter building until given permission by law enforcement.
- If an explosion occurs, continue to maintain a safe distance from the building as secondary explosive devices may be present. Refer to gas explosion section below.

Primary Gathering Site: Poplar Street Parking lot

Secondary Gathering Site: As deemed safe and necessary

G. Gas Leak or Gas Explosion

- Evacuate immediately by bringing attendance/participant list, maintaining order, and moving quickly and quietly.
- Follow the predetermined escape route as indicated on evacuation maps. See Evacuation Maps in Appendix 1.
- Call 911 to report the emergency.
- Executive Director, Program Director or designee will notify the Operations Manager
- Do not smoke. Do not light matches or candles.
- Do not touch any power switches.
- Do not use the telephones, cellular phones or two-way radios. Move to another facility before making calls.
- Gather at least 300 feet from the building. (300 feet is the length of a football field)
- Check attendance at the place of gathering and report any missing person(s) to emergency response personnel as soon as possible along with the last know location of the individual(s).
- Do not reenter building until told it is safe to do so by law enforcement or fire officials.

Primary Gathering Site: Poplar Street Parking lot

Secondary Gathering Site: As deemed safe and necessary

H. Severe Winter Weather

- Consider pre-storm closing the night before or early closing depending on the progressing conditions.
- Monitor winter storm watch, warnings, or travel advisories on the NOAA Weather Alert Radio.
- If available, listen to a battery-powered NOAA Weather Radio, AM/FM radio, or television for updated information. **NOAA Weather Radio is located in the Executive Director's office, room P111.**
- The Executive Director or designee in conjunction with the greater church will make the decision to close or delay opening of FPC Schools. If a decision to close is made after children have arrived, parents would be notified immediately to pick up their children.
- Inclement Weather Policy
During inclement weather, FPC Schools will open, delay, or close based on the following 3 factors:
 - Whether First Presbyterian Church is open (if church is closed, schools must be closed)
 - Whether there is safe access into the school
 - Whether sufficient staff can report to work (based in great part on whether CMS is open due to staff's own child care needs)

The result is that if CMS is closed, FPC Schools may need to close due to lack of staffing. If CMS operates on a delay, the Church and FPC Schools Administration will decide whether to close, delay, or operate normally. Those decisions generally will be made early morning, by 7:00am. Parents and staff will be informed of the status of the schools via: REMIND.com, phone message left on the schools' phone, email (sent to staff and parents), website (under Announcements) and listed on WSOC-TV.

I. Tornado, Damaging Winds, and Hurricane

- If a tornado warning is received by text, email, TV, or weather report, the Executive Director, Program Director or designee will announce FPC Schools Shelter-in-place.
- Watches and warnings are defined in Appendix 9.
- Begin evacuating all children and staff to the designated sheltering-in-place areas in the school. Refer to Appendix 3 for Shelter-In-Place locations.
- Avoid windows and glass doorways
- Take the Emergency Backpack
- Take attendance, ensuring that the children's names match their faces
- A staff member from each classroom should conduct a thorough search of the room before sheltering-in-place
- Do a last check for children in "**hidden**" areas
- Close any open doors to the outside
- If safe to do so, secure outside equipment.
- Protect the heads of staff and children
- Remain sheltered-in-place until given the "**all clear**" signal by Executive Director, Program Director or Next-in-Charge
- If available, listen to a battery-powered NOAA Weather Radio, AM/FM radio, or television for updated information.

Gather only after storm has subsided at:

Primary Gathering Site: Poplar Street Parking Lot

Secondary Gathering Site: As deemed safe and necessary

J. Earthquake

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Try to cover children and instruct them to protect their face and head.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Do not re-enter the building until the building has been inspected by the building inspector.

Primary Gathering Site: Poplar Street Parking Lot

Secondary Gathering Site: As deemed safe and necessary

K. Downed Electrical Line

- Stay away from the downed line or any wet or metal surface it contacts.
- Inform others of the downed line and warn them to stay clear.
- Call 911 and/or the power company to report the emergency.
- If someone receives an electrical shock, do not touch the person if he or she is still in contact with the electrical source.

L. Flood

- Floods may occur as an external hazard when an overflowing of water occurs in an area that is normally dry. This may include storm drains becoming clogged or streams/ivers rising.
- Flooding may occur as an internal hazard when pipes fail or drainage becomes clogged, causing water to accumulate in areas of the building that are normally dry.
- When severe weather is forecast, monitor announcements of flood watch and warnings.
- If an internal flood occurs, avoid stepping or standing in the water.
- During any flood, FPC Schools will close or evacuate if needed.
- If there is any damage to FPC Schools do not re-enter the building until the building has been inspected by the building inspector. The Executive Director or Program Director will coordinate re-entry with the Operations Manager.

M. Hazardous Materials Spill or Incident

Definition: Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, or radioactive.

- If you are safely able to leave the area by going away from the incident, do so.
- Call 911 to report the emergency. Follow the directions of the dispatcher.
- Be prepared to isolate the immediate area, evacuate, or shelter-in-place. Do not attempt to contain, touch, or identify the hazardous material.
- Alert everyone on church property of the danger and instruct them to shelter-in-place or evacuate according to the situation and the action advised by the dispatcher.
- If evacuating the immediate area, do not attempt to rescue someone who has been overcome by fumes.
- If you are unable to leave the area or are instructed to “Shelter In Place” close all windows and doors and turn the heating/air conditioning system off. Normally the emergency responders will direct utility providers to shut off all utilities to the building.
- Continue sheltering activity until instructed by emergency response personnel to do otherwise.
- Do not eat or drink during the emergency as food and water may become contaminated quickly.
- If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
- If evacuation has occurred, do not return to the building until authorized to do so by the fire department.

N. Utility Disruption (Loss of Water, Heat or Power)

If the utilities are disrupted in the center, the Executive Director or Program Director will make every effort to keep the facility open. The decision to close the center or delay its opening will be based on the following factors:

- The amount of natural light.
- The internal temperature.
- The ability and necessity of heating food and formula.
- The risk to the health and well-being of the children and staff.

The Executive Director, Program Director or designee will begin by calling the local power or water works company to report the outage. Next, the families will be contacted to inform them of the situation after one hour of disrupted service. This time period will allow the center to assess the situation and provide families with as much information as is available. Notify the licensing consultant immediately. See Appendix 2 for contact information.

First Presbyterian Church Schools may close or delay its opening if the following conditions are present:

- The temperature on the thermostat register is 64 degrees or below or 85° F or higher for one hour, with no expectation of heat or air restoration within the next one to two hours. (Unless otherwise noted by the North Carolina Department of Child Development.)
- The natural light is diminished to the point that the children and staff are at risk.
- The nutritional needs of the children cannot be met.
- Loss of water that disrupts diapering, hand washing, and toileting with clean running water for more than one hour. (Unless otherwise noted by the North Carolina Department of Child Development.)

O. Child /Youth and Protection Policy.

All parents and guardians of children enrolled at FPC Schools are required to attend our Child and Youth Protection Policy and Safety Training.

9. Plan Update and Annual Review

First Presbyterian Church will update this plan whenever a material change is made to operations, structure, location, or resources. In addition, First Presbyterian Church will review this Emergency Response Plan annually to modify it for any changes in operations, structure, location, or resources.

10. Agent Approval

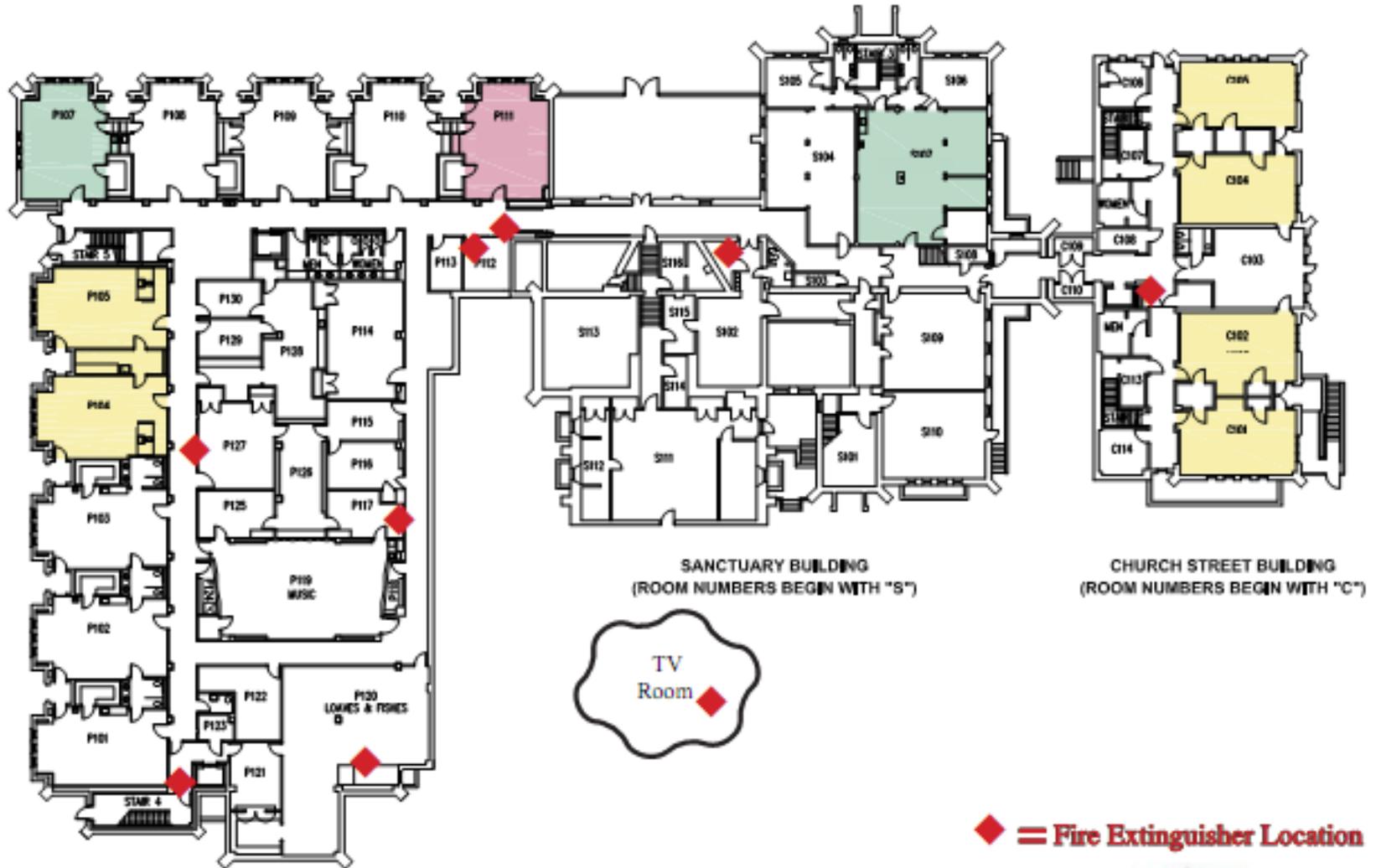
I have approved this Emergency Response Plan as reasonably designed to enable our church to meet its obligations to our congregation and the community in the event of an emergency.

Signed: _____

Title: _____

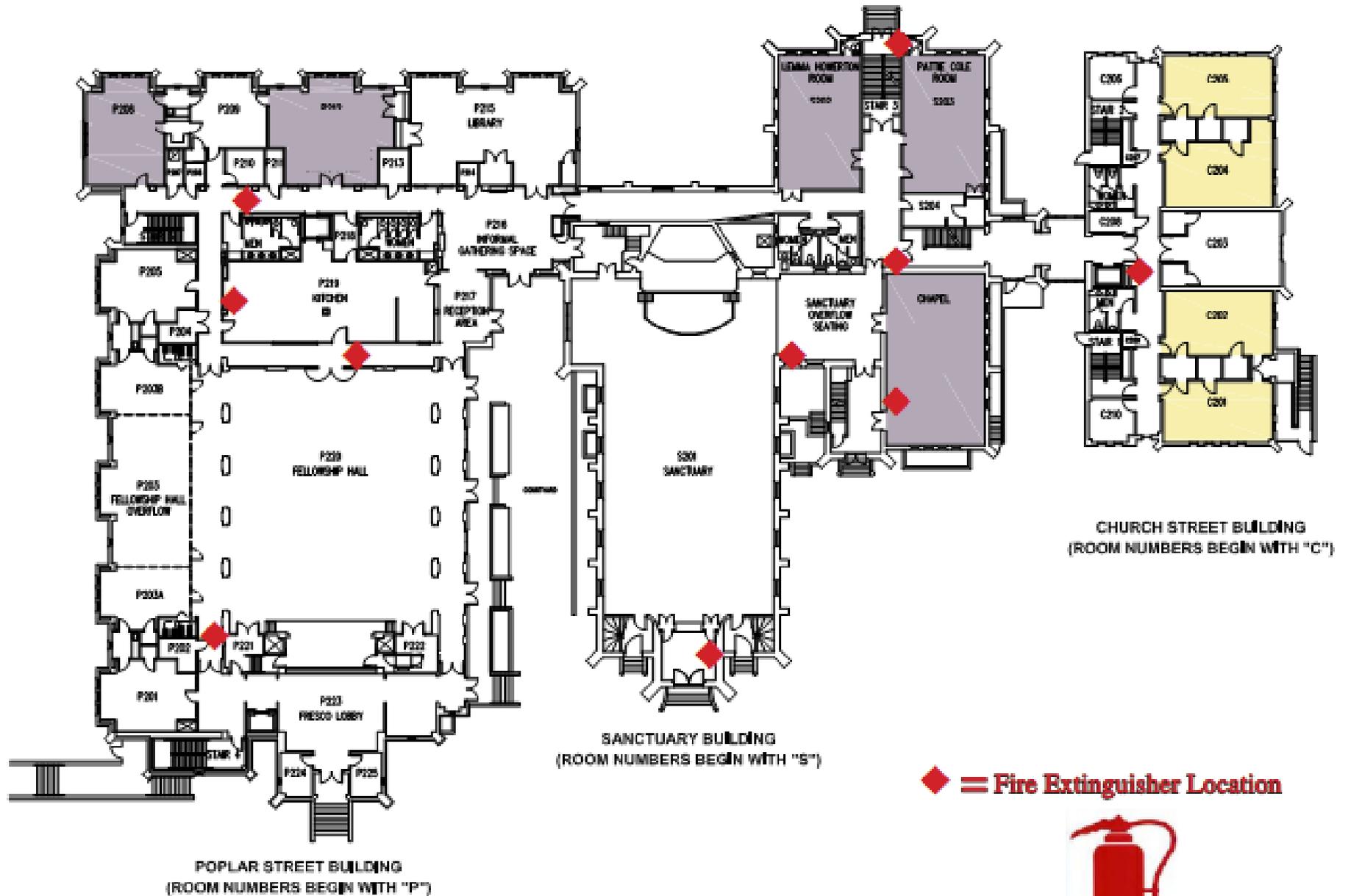
Date: _____

Appendix 1: Building Maps and Fire Extinguisher Locations



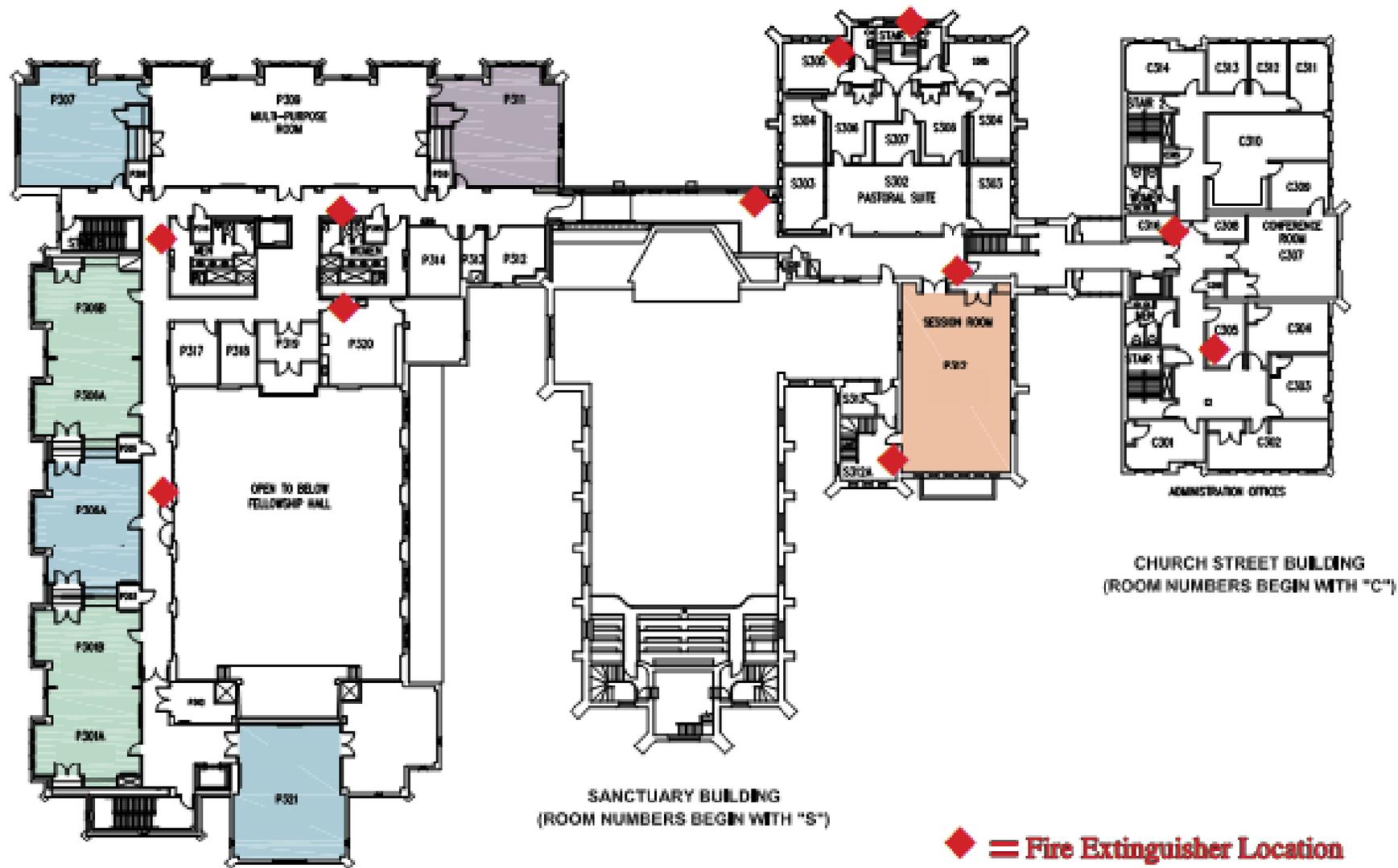
FIRST PRESBYTERIAN CHURCH
FIRST FLOOR





FIRST PRESBYTERIAN CHURCH

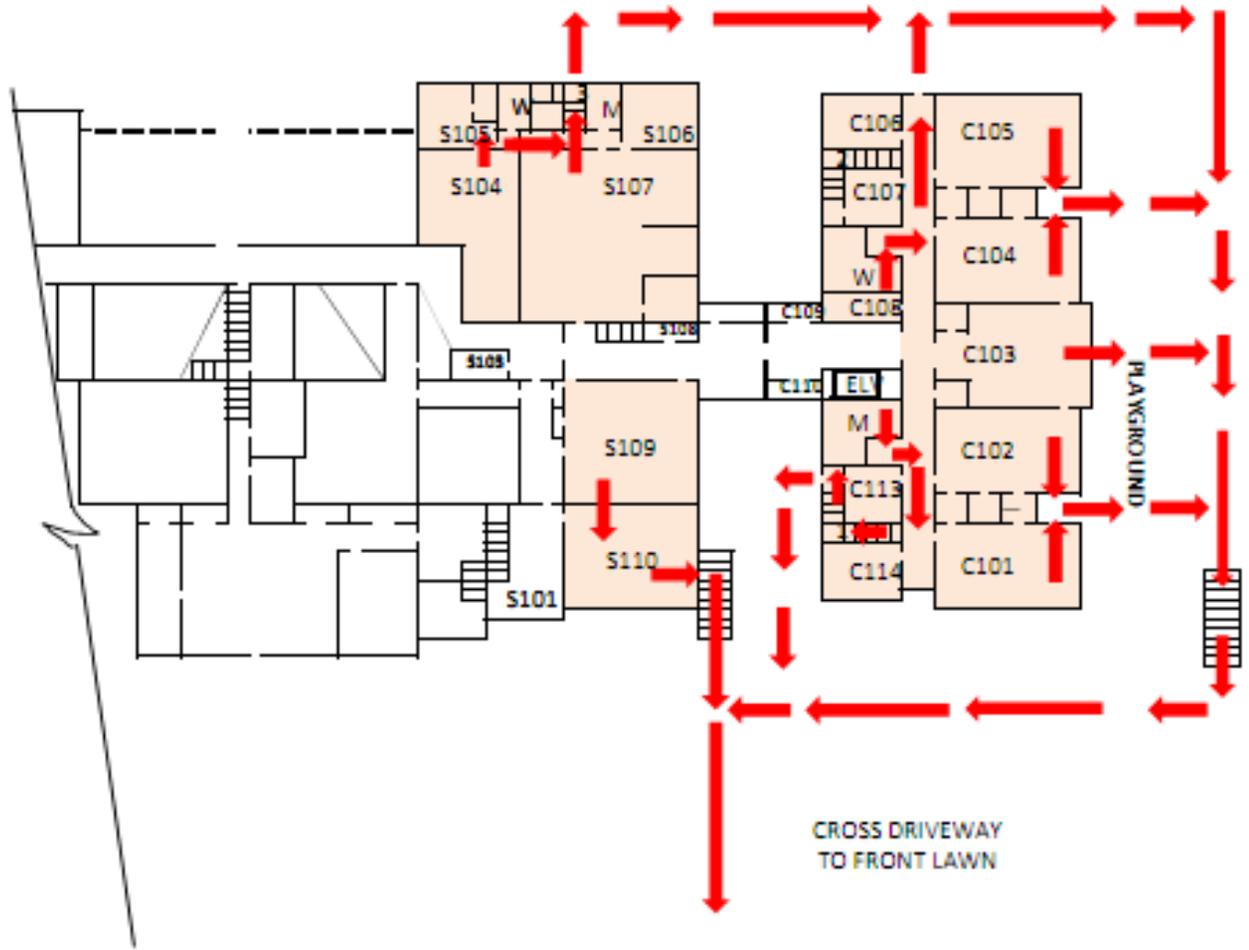
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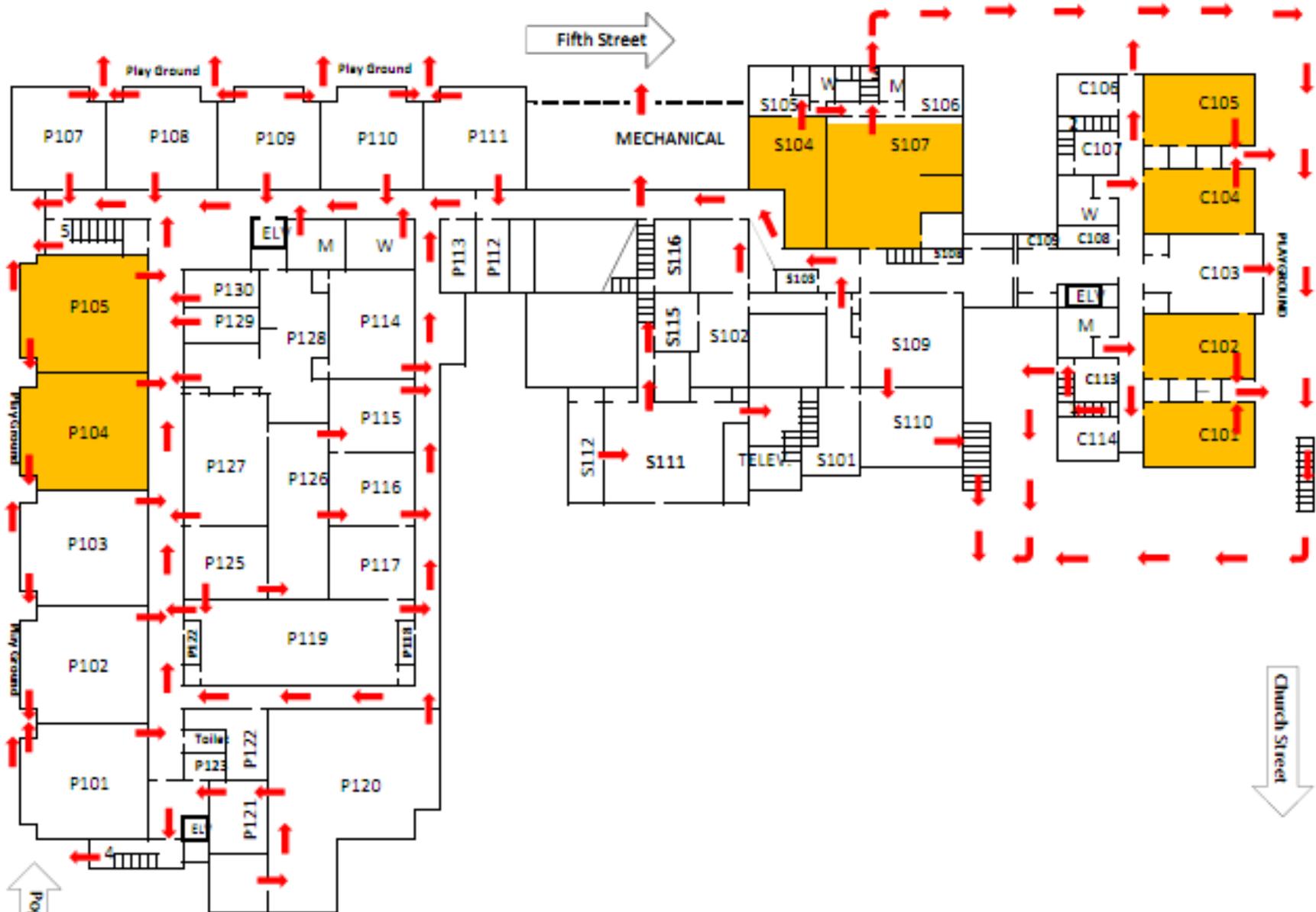
FIRST PRESBYTERIAN CHURCH

THIRD FLOOR

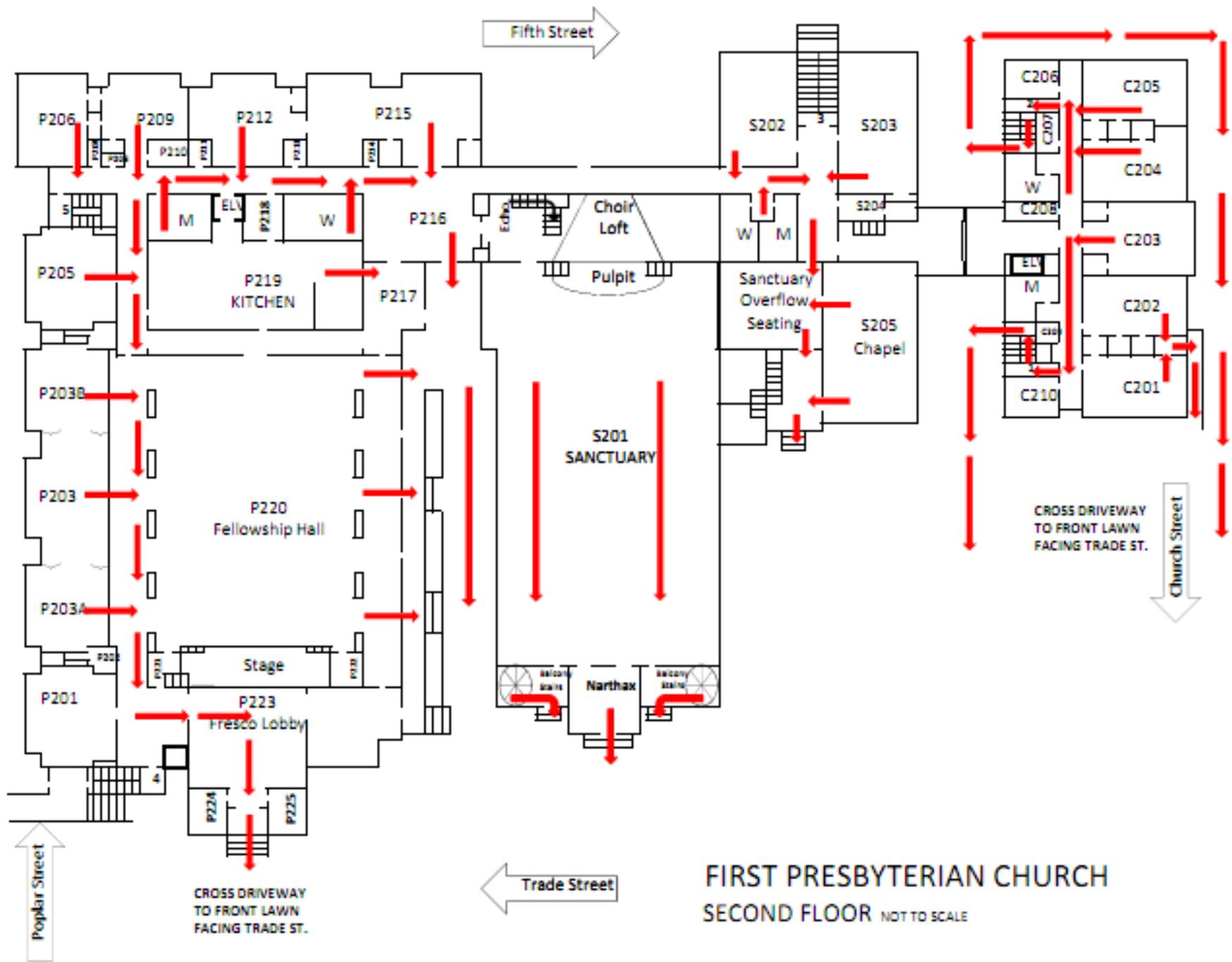




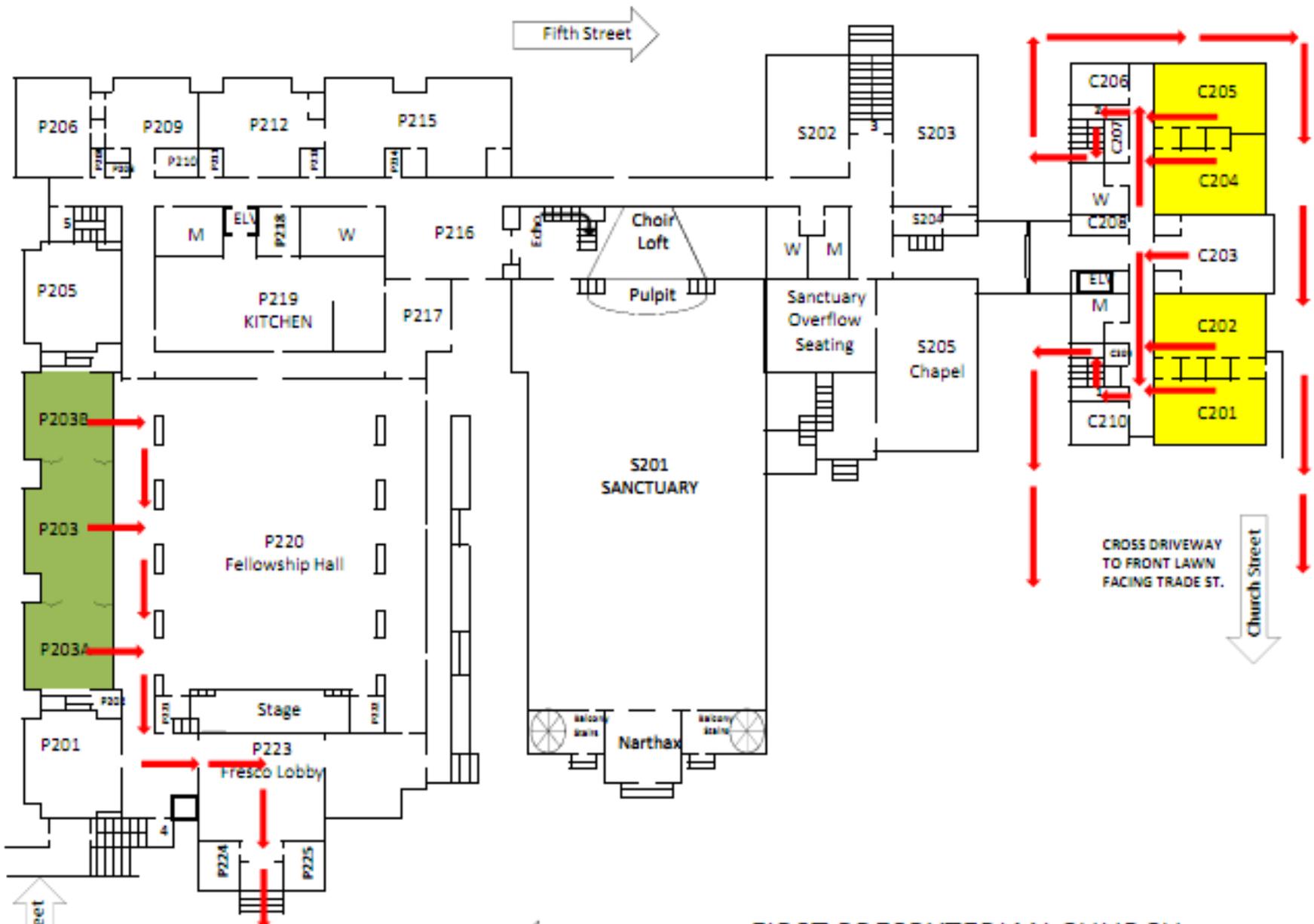
FIRST PRESBYTERIAN CHURCH
FIRST FLOOR EVACUATION PLAN



FIRST PRESBYTERIAN CHURCH
 FIRST FLOOR NOT TO SCALE



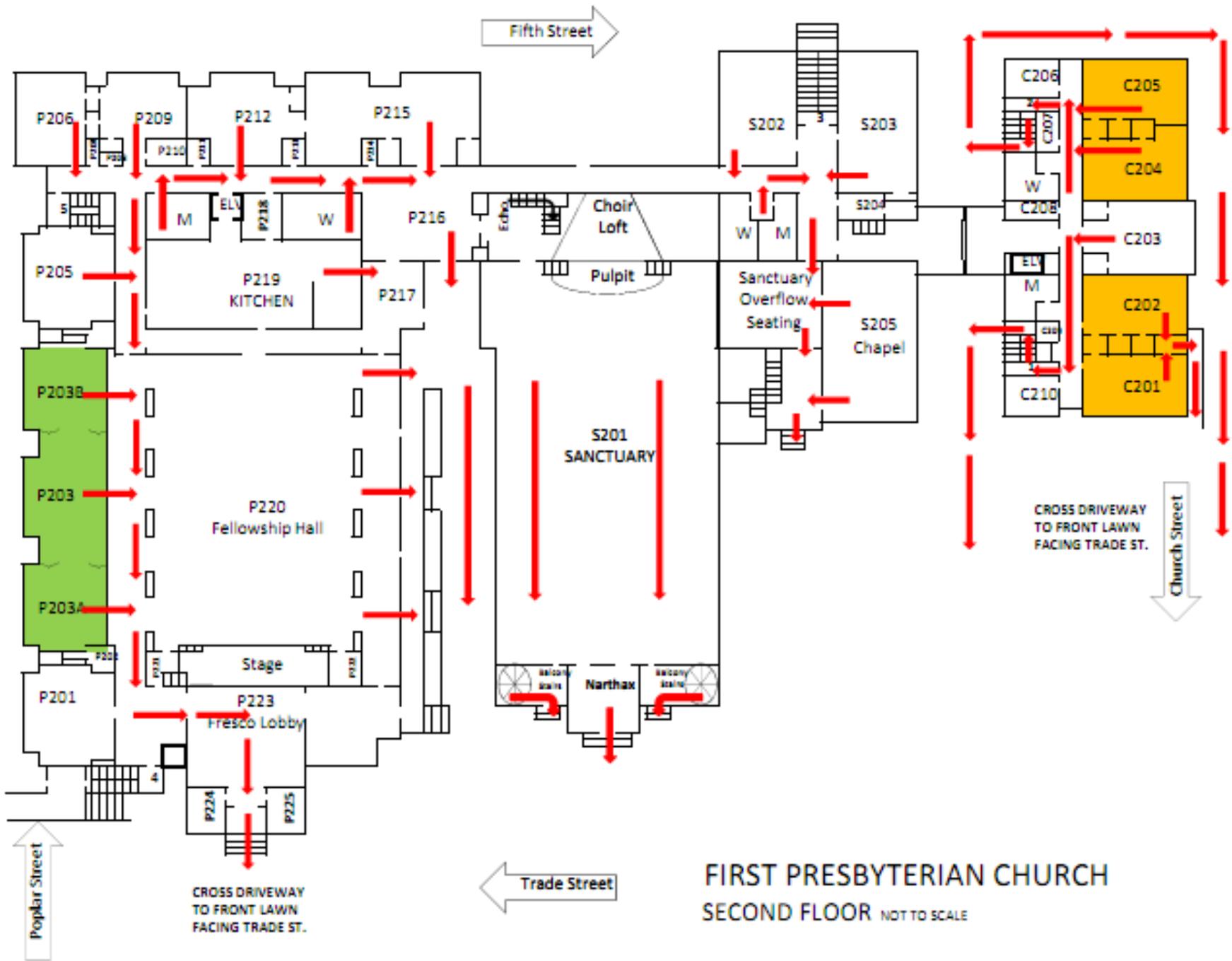
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SECOND FLOOR NOT TO SCALE



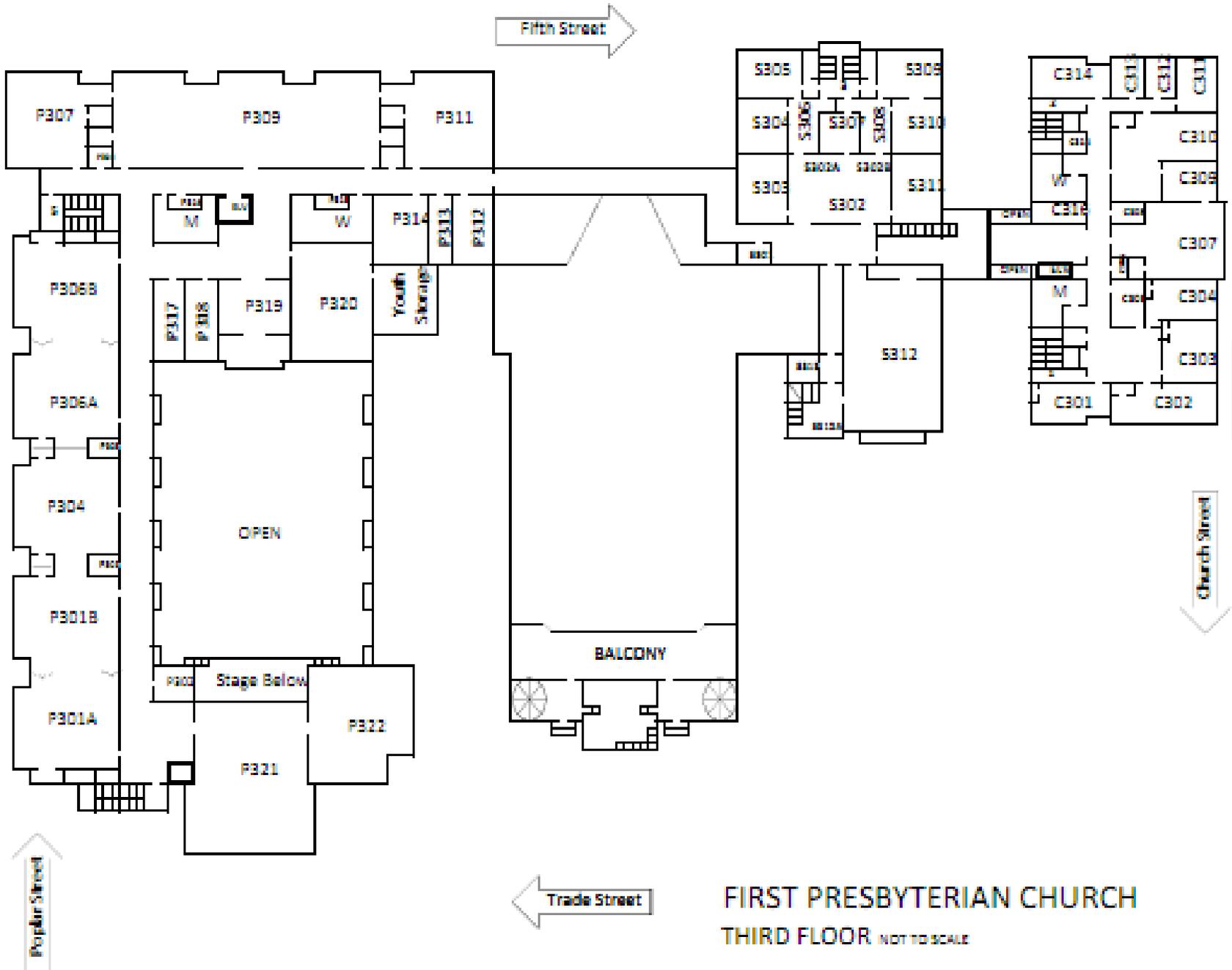
FIRST PRESBYTERIAN CHURCH
 SECOND FLOOR NOT TO SCALE

CROSS DRIVEWAY TO FRONT LAWN FACING TRADE ST.

CROSS DRIVEWAY TO FRONT LAWN FACING TRADE ST.



FIRST PRESBYTERIAN CHURCH
 SECOND FLOOR NOT TO SCALE



FIRST PRESBYTERIAN CHURCH
THIRD FLOOR NOT TO SCALE

Appendix 2: Contact Lists

Emergency Telephone Numbers

| Company Name | Contact Name | Emergency Number | Non-Emergency Number |
|--|---------------------|-------------------------------|-----------------------------|
| Emergency | | 911 | |
| Poison Control | | 704-355-4000 | |
| Executive Director | Debbie Shirkey | 704-724-3623 | Ext 272 |
| CDC Program Director | Kelly Deal | 704-996-7640 | Ext 273 |
| WDS Program Director | Lauren McCrory | 813-690-1963 | Ext.247 |
| Program Assistant | Mary Caroline Lee | 704-957-0019 | Ext. 268 |
| FPC Operations | Jim Tyndall | 704-905-1082 | Ext 243 |
| Security | Jamar Goodwin | 704-507-1898 | Ext. 286 |
| Senior Pastor | Pen Peery | 704-941-0884 | Ext.275 |
| Fire Department | N/A | 911 | 704-336-2441 |
| Medic | | | 704-943-6200 |
| Police Department | N/A | 911 | 311 |
| Nurse | Kristin Foster | 980-333-2633 | 704-927-0262 |
| Health Department | | N/A | 704-336-6500 |
| Health Department, Sanitation | | | 704-336-5100 |
| Health Department, Immunizations | | | 704-336-4700 |
| Licensing Consultant | Mara Brinton | N/A | 704-455-5578 |
| Piedmont Gas Company | N/A | N/A | 1-800-752-7504 |
| Department of Social Services, Child Abuse and Neglect | N/A | 704-336-3150, 704-336-2273 | |
| Trash Removal | N/A | 311 | N/A |
| Water Department | N/A | 311 | 704-336-7600 |
| Child Protective Services | N/A | | 919-733-4622 |
| Telephone Company | N/A | N/A | 1-866-489-2669 |
| Developmental Disabilities Services | | | 704-336-7100 |
| Division of Child Development | | | 800-859-0829 |
| | | | |

CDC Classroom Extensions

| Classroom | Teachers | Phone#/Ext |
|---------------------|---|---------------------|
| CDC Main # | | 704-376-8302 |
| Roly Poly | Frances Brock/ Porsha Hamrick | 105 |
| Caterpillars | Jackie Moore/ Kelly Mulhall | 104 |
| Centipedes | Samice Givens/ Tonja Ford | 103 |
| Butterflies | Tarsia Hamrick/ Damonica Davis | 122 |
| Crickets | Alexis Sherrill/ Allison Irvin | 121 |
| Doodlebugs | Dona Smith/ Donna Weiss | 110 |
| Firefly | Kari Sargent-Hart/ Pryce Caulder | 109 |
| Busy Bees | Jasmin Brown/ Ashley Simmons | 108 |
| Hornets | Jason Gosnell/René Hendricks | 107 |
| Float | Passion Carmichael, Sandra Fruga, Wendy Hoffman, Lydia Ingram, Shante McGill, Sherry Donald, Farideh Razavi | |
| WDS Openers | Ingrid Johnson, Denise Sutherland | |
| CDC Lounge | | 274 |
| Church Kitchen | | 231 |
| Church Receptionist | | 246 |
| CDC Fax | | 704-358-3002 |

CDC Parent Volunteers with Distribution Lists

| Name | Title | Phone # | Email Address |
|---------------------|-----------------------------|----------------|------------------------------|
| Julie Jones | CDC PAC Chair | 919-630-3855 | Julie.T.Jones@wellsfargo.com |
| Laney Gilmer | CDC Room Parent Coordinator | 704-995-3366 | laineygilmer@gmail.com |
| Catherine McCarihan | CDC Room Parent Coordinator | 704-685-4754 | catherine.mccarihan@ally.com |
| | | | |

WDS Classroom Extentions

| Classroom | Teachers | Phone #/Ext. |
|---------------------|--------------------------|---------------------|
| WDS Main # | SEE ATTACHED LIST | 704-376-8683 |
| C101 | | 141 |
| C102 | | 142 |
| C103 | | 143 |
| C104 | | 144 |
| C105 | | 145 |
| S104 | | 146 |
| S107 | | 147 |
| C201 | | 221 |
| C202 | | 222 |
| C203 | | 223 |
| C204 | | 224 |
| C205 | | 225 |
| Resource | | 156 |
| WDS Kitchen | | 230 |
| Church Receptionist | | 246 |

WDS Parent Volunteers with Distribution Lists

| Name | Title | Phone # | Email Address |
|-------------|-----------------------------|----------------|----------------------|
| | WDS PAC Chair | | |
| | WDS PAC Vice-Chair | | |
| | WDS Room Parent Coordinator | | |
| | | | |

Appendix 3: Shelter-In-Place and Evacuation Locations

Sheltering-in-Place sites:

CDC Sites: Buggy nook hallway and Loaves and Fishes Hallway, closest interior hallway/stairway.

WDS Sites:

Shelter-in-Place Sites:

| | |
|------|---------------------------------|
| C205 | stairwell – upper area |
| C204 | women’s restroom |
| C203 | men’s restroom |
| C202 | stairwell – upper area |
| C201 | stairwell – lower area |
| C101 | laundry room |
| C102 | stairwell – lowest landing area |
| C103 | men’s restroom |
| C104 | women’s restroom |
| C105 | stairwell – lower area |
| S107 | elevator hall |
| S104 | elevator hall |

On-site evacuation: Front lawn, poplar street parking lot

CDC and WDS Off-site Evacuation sites:

- **Primary Partner:**
First United Methodist Child Development Center
501 N. Tryon Street, Charlotte, NC 28202
Contact: 704-333-4882

- **Secondary Partner:**
Friendship Baptist Church Child Development Center
3301 Beatties Ford Road, Charlotte, NC 28216
Contact: 704-392-0392

**AS DIRECTED BY THE CITY OF CHARLOTTE, EMERGENCY
MANAGEMENT OFFICIALS:**

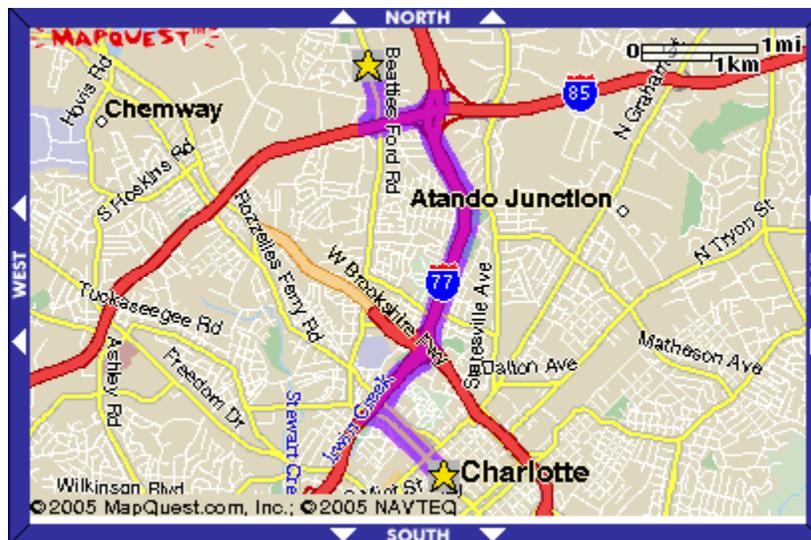
Johnson C. Smith University

City officials will dispatch CATS (city buses) to evacuate FPC Schools children, staff, visitors, and parents to our designated- predetermined location (Johnson C. Smith University). This evacuation will only occur in the case of an uptown evacuation.

FRIENDSHIP BAPTIST LOCATION

Directions from the CDC (Total Distance: 5 miles)

1. From NORTH POPLAR ST (curbside at Center) go to 6th street, turn LEFT.
2. Cross North Graham Street, Turn RIGHT onto West 5th Street
3. Turn RIGHT onto the I-77 N/US-21 N ramp.
4. Merge onto I-77 N.
5. Take the I-85 S exit, exit number 13B, towards SPARTANBURG.
6. Merge onto I-85 S.
7. Take the BEATTIES FORD RD exit, exit number 37, towards JOHNSON C SMITH UNIV.
8. Turn LEFT onto BEATTIES FORD RD.
9. Turn LEFT onto FAIRDALE DR.



Appendix 4: Evacuation Notice

This page intentionally left blank.

EVACUATION NOTICE

DATE: _____

WEEKDAY SCHOOL

HAS RELOCATED TO: (DRIVING TRIP)

FRIENDSHIP BAPTIST CHURCH

3301 BEATTIES FORD ROAD

Please check your email and voicemail for more information.

EVACUATION NOTICE

DATE: _____

WEEKDAY SCHOOL

HAS RELOCATED TO: (WALKING TRIP)

FIRST UNITED METHODIST CHURCH

501 N. TRYON STREET

Please check your email and voicemail for more information.

EVACUATION NOTICE

DATE: _____

CHILD DEVELOPMENT CENTER

HAS RELOCATED TO: (WALKING TRIP)

FIRST UNITED METHODIST CHURCH

501 N. TRYON STREET

Please check your email and voicemail for more information.

EVACUATION NOTICE

DATE: _____

CHILD DEVELOPMENT CENTER

HAS RELOCATED TO: (DRIVING TRIP)

FRIENDSHIP BAPTIST CHURCH

3301 BEATTIES FORD ROAD

Please check your email and voicemail for more information.

Appendix 5: Injury/Incident Report

This page intentionally left blank.

Child Involved: _____

Date: _____

Time of Injury: _____

Where Injury Occurred: _____

How Injury Occurred: _____

Nature of Injury: _____

Treatment Given: _____

We ___do, ___do not recommend this child be seen by a doctor.

Number of Teachers Present: _____

Number of Students Present: _____

Teacher

Administrator

Parent

Appendix 6: Bomb Threat Checklist

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could injure innocent people.

Threat Checklist

| |
|---|
| Exact Time of the Call: |
| Date of the Call: |
| Exact Words of the Caller: |
| Questions to Ask the Caller: |
| <ol style="list-style-type: none"> 1. When is the bomb going to explode? 2. Where is the bomb? 3. What does the bomb look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Where are you calling from? 8. What is your address? 9. What is your name? |
| Describe the Caller's Voice (Circle all that apply): |
| Male Female Calm Disguised Nasal Angry Broken Stutter Slow Sincere Lisp Rapid Laughing Deep Crying Squeaky Excited Loud Stressed Accent Slurred Normal |
| Threat Language: |
| English Spanish Other: _____ |

Appendix 7: Church Building Emergency Systems

Systems and Contacts

| System Name | Contact Information |
|---------------------------------|--|
| Alarm Control Enunciator Panels | Jim Tyndall: 704-905-1082 Fire Department: 704-336-2441 Unifour (vendor): 704-372-3473 |
| Telephone Panel | Ben Treece: 704-877-7776 Teleco (vendor): 704-563-6300 |
| Sprinkler Shut Off | Jim Tyndall: 704-905-1082 Boda Plumbing (vendor): 704-291-9097 Unifour (vendor): 704-372-3473 |
| Gas Shut Off | Jim Tyndall: 704-905-1082 Facilitech (vendor): 704-568-4121 PNG: 800-752-7504 |
| Furnace Shut Off | Jim Tyndall: 704-905-1082 Facilitech (vendor): 704-568-4121 |
| Emergency Power Source | Jim Tyndall: 704-905-1082 Watson Electric (vendor): 74-947-5151 Duke Energy: 800-769-3766 |
| Water Shut Off | Jim Tyndall: 704-905-1082 Boda Plumbing (vendor): 704-291-9097 City of Charlotte: 704-336-7600 |

Appendix 8: Emergency Kit Contents

First Presbyterian Charlotte Schools

Administration Emergency Backpack Contents

The emergency backpack should be updated every three (3) months.

| |
|---|
| Copies of all Staff Emergency Contact Lists |
| LED pen lights |
| Battery-Operated Radio With Extra Batteries |
| First Aid Kit |
| Gloves |
| Notepad and Pens or Pencils |
| Scissors |
| Anti-Bacterial Hand Sanitizer |
| Whistle |
| Disposable Cups |
| Gallons of Drinking Water |
| NOAA Weather Radio, formula and crackers, diapers |

Staff Emergency Backpack Contents

The emergency backpack should be updated every three (3) months.

| |
|--|
| Emergency Information Sheets |
| Attendance Sheet (Including Staff) |
| Emergency Quick Guide |
| First Presbyterian Church CDC Floor Plan |
| Emergency Medical Authorizations |
| Diapers (One Day Supply) If Applicable |
| Formula (One Day Supply) If Applicable |
| Wipes |
| Gloves |
| First Aid Kit |
| LED pen lights |
| Anti-Bacterial Hand Sanitizer |
| Emergency Medications |

FPC Schools Outside Kit with Emergency Supplies
The emergency kit should be updated every three (3) months.

| |
|---|
| Flashlight and extra batteries |
| note pad and ball point pens |
| name tags and sharpies |
| hand sanitizer |
| band-aids and gauze wrap (first aid kit) |
| adhesive tape and scissors |
| Kleenex and toilet tissue |
| paper towels |
| plastic cups |
| crackers |
| face masks |
| bottle of water |
| Diapers/wipes |
| Trash bags |
| Gloves |
| Whistles |
| ERP |
| Formula |
| Weather radio |
| Emergency Contact and Medical Permission Information (info on each child and staff member) |

Appendix 9 Weather Watches and Warnings

Criteria for Watches, Warnings and Advisories

| Watches | Warnings | Advisories |
|---|--|---|
| <p>A watch tells you that conditions are favorable and there is a pretty good chance that the event may happen. When a watch is issued, begin making preparations for the upcoming event. Watches are intended to heighten public awareness of the situation.</p> | <p>A warning means that a certain weather event is <i>THREATENING</i>. Measures should be taken to safeguard life and property <i>IMMEDIATELY</i>.</p> | <p>Advisories are issued when events are expected to remain below the warning criteria, but still cause significant inconvenience. Most commonly in association with snow and ice events.</p> |

| |
|---|
| Winter Season Watches, Warnings and Advisories |
|---|

Snow Advisory: Will be issued when three to five (3-5) inches is expected to fall.

Freezing Rain Advisory: Hazardous driving conditions may be expected. Up to ¼ inch of freezing rain can be present on tree branches and break power lines.

Wind Chill Advisory: When wind chill values are expected to be in the -20 to -30 degree range.

Ice Storm Warning: If freezing rain is occurring with a significant accumulation of ice (more than ¼ inch) or accumulation of ½ inch of sleet.

Heavy Snow Warning: If six (6) or more inches of snow are expected in a 12-hour period.

| |
|---|
| Warm Season Watches, Warnings and Advisories |
|---|

Tornado Watch: When conditions are favorable for the development of severe thunderstorms and tornados. A watch generally lasts from two to six (2-6) hours.

Tornado Warning: Tornados are occurring and have been spotted or detected by radar. There is imminent danger for people in the area warned. Warnings usually last less than an hour.

Severe Thunderstorm Watch: When conditions are favorable for development of severe thunderstorms. A watch generally lasts from two to six hours.

Severe Thunderstorm Warning: Severe thunderstorms are occurring or have been spotted or detected by radar. Severe thunderstorms have winds 58 miles per hour or hail greater than ¾ inch in diameter. There is imminent danger for people in the area warned. Warnings usually last less than an hour.

Heat Advisory: When the Heat Index is expected to reach 105° F with a nighttime low not below 80° F.

Excessive Heat Warning: With a Heat Index of greater than 115° F and with a minimum of 80°F.

Hurricane Watch: Hurricane conditions pose a possible threat within the next 36 hours.

Hurricane Warning: Sustained winds of 74 miles per hour or higher are expected in a 24 hour period.