



Emergency/Disaster
Procedures and Evacuation Plan
August 2023

This Emergency/Disaster Procedures and Evacuation Plan
General Information

- A. The first priority of a child care provider is the safety of the children and staff.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

Basic Information

Name of Child Care Provider	Good Shepherd Day School
Street Address	544 Sayre Avenue
City, State, Zip Code	Lexington, KY 40508
Telephone Number	859-255-9734
Number of Children Enrolled	149
Number of Staff	28

Sheltering in Safe Place

The designated safe place in this location is:	Basement of the Good Shepherd Episcopal Church
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On-Site Safe Evacuate Location

The designated on-site safe location for evacuation is:	Sanctuary of the Church of the Good Shepherd and/or the playground and the front sidewalk of the school.
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Off-Site Safe Evacuation Location #1

Name of Location	Bell House backyard
Street Address	545 Sayre Avenue
City, State, and Zip Code	Lexington, KY 40508

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Telephone Number	859-381-4100
Directions/Evacuation route to this safe location	Go out front door of school and cross Sayre Avenue and go around to the back of Bell House.

Off-Site Safe Evacuation Location 2

Name of Location	Moneywatch Advisors Inc
Street Address	121 Walton Avenue
City, State, and Zip Code	Lexington, KY 40508
Directions/Evacuation route to this safe location	Exit school out front door and go right at the sidewalk and follow sidewalk to the end of Sayre Avenue. Go left on Walton. It is the second building on the left.

Good Shepherd Day School Contact Information

Name	Rhonda May
Telephone Number	859-255-9734
Cell Number	859-321-4470
Email Address	director@goodshepherddayschool.org

Emergency/Disaster Contacts

Phone and/or email

EMERGENCY	911 or local authorities
Accounting Services	Julia Salsburey (859) 553-3022
Bank	Old National Bank (859) 825-6072
Child Care Resource and Referral Agency	Childcareaware.org (703) 341-4111
Electric Company	Kentucky Utilities (800) 981-0600
Gas Company	Columbia Gas (800) 432-9515
Health Department	Lexington Fayette County Health Department (859) 252-2371
Hospitals	UK Medical Center (859) 323-5741 Central Baptist Hospital (859) 260-6100 St. Joseph Hospital (859) 313-2212
Local Emergency Management	Pat Dugger(859) 280-8060 patd@lexingtonky.gov
License #	L354080
Insurance Agent	Trumball Insurance
Licensing	http://hfs.ky.gov/oig/drcc.htm

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	(859) 246-2301 Jenny Hughes
Non-Emergency Fire	(859) 231-5600
Non-Emergency Police	(859) 258-3600
Payroll Service	ADP (419) 276-0764
POISON CONTROL	(800) 222-1222
State Emergency Management	(800) 255-2587
Television Stations	WKYT (859) 299-0411 WLEX (859) 259-1818 FOX 56 (859) 269-5656
Waste Management	(859) 425-2255
Water Company	KY American Water Company (859) 269-2386

Coordinating Program Re-Opening

Facility Repair	Scott Heersche: scott@gsex.org (859) 252-1744
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Post Disaster Clean up Services

Restoration Services	ServiceMaster (859) 309-9964
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Evacuation Plan

Evacuation Manager/Alternate	Rhonda May or Megan Ciekurs
Person responsible for “all clear”	Rhonda May, Executive Director
Assembly site manager/alternate	Rhonda May, Executive Director/ Megan Ciekurs, Administrator
Staff person with First Aid/CPR	All Staff
Person responsible for copy and posting of building site maps	Rhonda May, Executive Director
Person responsible for marking evacuation exits	Scott Heerche, Parish Administrator
Location of Evacuation Exits	*front door of building *downstairs hall to church backdoor to playground
On-site evacuation site	Sanctuary of the Church of the Good Shepherd and/or the playground and the front sidewalk of the school.
Off-site evacuation site	Behind Bell House on the Lawn

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Shelter in Place Plan

Shelter-in-place Coordinator	Rhonda May, Director
Shelter-in-place Coordinator Alternate	Megan Ciekurs, Administrator
Coordinator responsibilities	Notify all teachers and classrooms in the event of an emergency and instruct to take shelter. Double check all classrooms to make sure everyone is safe and in shelter location. Notify teachers when it is safe to return to classrooms. Notify parents of situation and dismissal plan.
Staff with First Aid/CPR	Rhonda May, Megan Ciekurs, Gwyn Weixler, Deborah Lutz, Brooklyn Dean, Kris Wilkins, Jennifer White, Angela Wright, Angie Pickett, Kristine Walker, Tricia Reilly, Kerri Bowling, Lucy Cox, Jenn Whitton, Ginny Barrett, Heidi Neumann, Shaheen Ginnan, Laura Sikora, Laura Crawford, Laura deBravo, Jordan Strickland, Lindsey Lynch, Joyce Podgorski, Maddie Felts, and Angelia Felts
Storm Shelter Locations	*Basement of The Church of the Good Shepherd *Basement of Kinder Condo
“Seal the Room” Shelter Locations	Bathrooms of each classroom with all doors closed, black out blinds pulled, door jam inserted, and doors locked.
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	Megan Ciekurs, Administrator
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	Before the beginning of every school year at Teacher Orientation, this process is reviewed by the Administrator and Lead teachers are responsible to refresh and refill needed personal supplies for Shelter-in-Place.

Communication System

How we will train our staff on emergency/disaster plans	The Director will train staff on emergency plans at the Teacher Orientation prior to the beginning of the school year and the Director will train new
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	staff at the New Staff Orientation.
How we will communicate our emergency/disaster plans to the children and parents to ensure family unification	Lead Teachers will include a copy of our Emergency Disaster Plan in Parent Packets via email. Hard copies will be available on Parent Orientation Night.
In the event of an emergency/disaster, how we will communicate with the staff/parents	Lead Teachers will text or call parents to notify them in the event of an emergency. If possible, the Director/Administrator will send out a mass message on Parent/School App as well as an email to all parents/guardians.

Emergency/Disaster Equipment Locations

Fire Extinguishers	1) foyer of first floor 2) hallway by church door exit on first floor 3) main hallway upstairs between rooms 252-253 4) upstairs foyer by exit door to stairwell
First Aid Kit(s)	First Aid Kits are located in every classroom.
CPR Face Shields	CPR Shields are located in First Aid Kits in every classroom.

Emergency/Disaster Preparedness plan required Communication

Provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Date: 08/10/2023
Provided an updated copy of “The Parent Emergency/Disaster Evacuation Information Form for Reunification” to each parent, custodian, or guardian of the child at the time of the child’s enrollment in the program and whenever the plan is updated.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Emergency/Disaster Contact Information Annual Review

Date the emergency/disaster plan will be reviewed and updated	August 2024
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Child Care Roles and Responsibilities

Who	Primary	Alternate	Location of this responsibility
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Declares an emergency/disaster and actions to be taken	Rhonda May, Director	Megan Ciekurs, Administrator	Phone calls, walkie-talkies and in-person
Calls 911/Panic Button activated	Rhonda May, Director	Megan Ciekurs, Administrator	Cell phone
Turns off Security System	Scott Heersche	Grace Moulder	Main Church Building
Assures each child/staff has their grab-n-go bag	Lead Teacher	Assistant Teacher	Hanging in classroom
Completes Room Search	Rhonda May, Director	Megan Ciekurs, Administrator	Upstairs, Downstairs and Kinder Condo
Contacts families	Lead Teacher	Assistant Teacher	Megan Ciekurs, Administrator
Sends family communications (email)	Rhonda May, Director	Megan Ciekurs, Administrator	Office computers
Post sign on Door	Megan Ciekurs, Administrator	Rhonda May, Director	In acrylic envelope by Front Door
Changes voice mail	Rhonda May, Director	Megan Ciekurs, Administrator	Director's Office Phone
Retrieves supplies	Megan Ciekurs, Administrator	Rhonda May, Director	Staff Workroom
Food/Water	Lead Teachers	Megan Ciekurs, Administrator	Staff Workroom or in classroom's snack cabinet
Attendance list	Lead Teachers	Assistant Teachers	In classrooms
Family and Staff contact information	Megan Ciekurs, Administrator	Rhonda May, Director	Attached to First Aide Bags and in Administration Offices
Copies of emergency/disaster records including emergency/disaster medical care consent	Rhonda May, Director	Megan Ciekurs, Administrator	Parent Board Director's Office
Copies of care plan for children with special needs	Rhonda May, Director	Megan Ciekurs, Administrator	Administrator's office
Written directions to designated evacuation site(s)	Rhonda May, Director	Megan Ciekurs, Administrator	Posted in every classroom

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Emergency Disaster money	Rhonda May, Director	Megan Ciekurs, Administrator	Administrator's Desk
Medical Supplies	Megan Ciekurs, Administrator	Rhonda May, Director	Workroom Drawers under phone
Disaster supply kit	Rhonda May, Director	Megan Ciekurs, Administrator	Supply Closet

On-Going Basis

Attendance Records	Megan Ciekurs, Administrator
Emergency/disaster contact lists	Megan Ciekurs, Administrator
Emergency/disaster card and signed emergency medical care release	Megan Ciekurs, Administrator
Grab & Go bags	Lead Teachers
Rotate Food and Water	Jenn Whitton

Every Six Months

Water: monitor expiration dates	Jenn Whitton
Food: monitor expiration dates	Jenn Whitton
First Aid Kit: Critical Medications	Lead Teachers