

Treasures of Peace Childcare Center

DISASTER PLAN

355 Delaware Ave.

Manhattan, KS 66502

- Serious Injury:**
1. Assess the situation at hand (remain calm)
 2. Administer first aide, CPR, if necessary
 3. Be sure all other children are calm and quiet
 4. Call 911
 5. Call parents
 6. Call in emergency Substitute
 7. Take the child's entire file to the hospital
 8. Call the Health Department if child is taken to the doctor or hospital

- Fire:**
1. Have children line up by the exit, count children, have them hold hands
 2. All exit through one of the two exits
 3. Hold hands with a partner
 4. All will go to our designated meeting location- walk on the sidewalk
From Treasures of Peace to Temple of Peace Church (330 Sunset Ave
Manhattan KS 66502)
 - 5.Count all children present
 - 6.Take Roll call by calling names
 7. Call 911 From cell phone or Pastor's office (Located right at the door)

- Storm:**
1. All children will remain inside (away from all windows)
 2. Limit and stop using all electrical items
 3. Keep Phone and battery-operated radios in each classroom on hand for
Weather updates
 4. Ask that all parents wait until danger has passed before coming to pick up
Children
 5. Keep children occupied with stories, games etc. until it's safe to resume
normal activities

- Flood:**
1. Children will remain in the education building only if it is safe for them to remain, we will all move upstairs to the highest point in the building if necessary.
 2. Parents will be contacted if there is flash flooding and streets are not safe to travel on
 3. Call emergency crews if there is a medical or any other kind of emergency

- Tornado:**
1. Children will all go to the restroom on the bottom level of the building
 2. Staff will bring First Aid Kit, phone, snacks, activities, etc. from the Classrooms
 3. Use of electronics and electrical item will be limited
 4. Keep children away from door and windows
 5. Turn on battery operated radio and tune in for weather updates
 6. Ask all parents to wait until warnings have expired before picking up children

Missing Child:

1. Contact the local law-enforcement agency (Riley County PD) as soon as it has been discovered that a child is missing or has been abducted. Do not delay reporting a missing child to law enforcement.
2. Contact the parent or guardian of the missing child.
3. Call parents to pick up other children in care.
4. Search the area to where a child could crawl or hide and possibly be asleep or unable to get out. This includes all rooms in the building, closets, under tables, inside of vehicles, including trunks, or any other space in which a child might fit. Check areas where the child was last seen or may have placed such as open or abandoned wells. Sheds, buildings, and crawl spaces.
5. Provide law enforcement with a details pertaining to the situation including; the date, time and location where the child was last seen.
6. Compile and provide descriptive information about the child to the first responding law enforcement investigator. Descriptive information should include items and information such as a description of the clothing worn at

the time the child was last seen; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or other unique physical attributes about the child.

7. Restrict access to the building, no matter where the child was last seen, until law enforcement has arrived and had the opportunity to search the building and surrounding area.

Acts of Violence/ Terrorism:

1. Enforce facility security. Restrict visitors to only public areas.

Ensure that all visitors are identified and appropriately cleared before they enter The facility.

2. Response to the consequences of a terrorist or violent act will depend on the hazards presented: a. Armed Intruder - Call for help (911). Try to get the children to safety, either in a corner in the 12 locked classroom, or quickly taken outside and to the church building. DO NOT try to confront the intruder and make him/her even more violent. Try to remain calm and to calm down the intruder. b. Hostage situation - Call for help (911). Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive. c. Bomb - any unknown package could be a bomb. If you have any reason to believe that it is, EVACUATE IMMEDIATELY and let the experts deal with it. Call for help (911).

3. Ask that parents wait until warnings have expired or until there is no longer a Threat before picking up children.

Lockdown at Manhattan High School:

1. When a text is received from IRIS Emergency, exterior doors will be remained locked
2. Hallways and bathrooms will be cleared
3. Classroom door will be locked
4. Secure and cover classroom windows
5. Students will huddle in a corner away from the line of sight of windows and doors
 - a. In the primary room they will be next to the middle bookshelf.

- b. In the secondary rooms they will be in the corners closet to the windows
- 6. Take attendance to assure all students are present
- 7. Remain in position until cleared by the director

Intruder Inside the Building:

- 1. Move all students to the nearest classroom or secure place
 - 2. If any students are outside they should NOT enter the building
 - 3. Move outside classes to the primary evacuation site – Temple of Peace Church (330 Sunset Ave. Manhattan KS 66502)
 - 4. Lock classroom doors
 - 5. DO NOT lock exterior doors
 - 6. Have students sit in the corners on the floor, and away from windows and doors
 - 7. Turn off the lights
 - 8. Teachers should take attendance and make a list of any missing or additional students in their classroom
 - 9. DO NOT respond to anyone at the door, until the “all clear” is announced
 - 10. When or if students are moved out of the classroom, assist them in moving as quietly as possible
 - 11. When the threat is over/the intruder has left the building, the director will give the “all clear”
- *Staff will notify parents (at the time of enrollment) of the disaster plan and reunification locations.

We always carry the First Aid kit, phone, and children’s files on outings! -KDHE Parent permission forms are required for any outings off premises that is not considered an emergency

Last Updated January 1,2025

