



Emergency and Crisis Plan

Location:

359 Main Street,
Kersey, PA 15846

Updated 6/2026
Reviewed 7/2026

TABLE OF CONTENTS

TITLE	PAGE
• CRISIS CODE ALERT ANNOUNCEMENTS	3
• ACCOMODATIONS	3
• ELECTRICAL POWER OUTAGE	4
• EXPLOSION	5
• FIRE	6
• HAZARDOUS MATERIALS SPILL	7
• LOCKDOWN PROCEDURES	8
○ ACTIVE SHOOTER/SUICIDE	9
○ BOMB THREAT	10
○ INCIDENT/SUSPICIOUS ACTIVITY	11
○ HOSTAGE SITUATION	12
○ MISSING STUDENT or CHILD ABDUCTION	13
○ SUSPECTED WEAPON IN THE BUILDING	14
○ NATURAL GAS LEAK	15
• SEVERE WEATHER	16
○ TORNADO	16
○ EARTHQUAKE	17
○ FLOOD	17
• VEHICLE/BUS ACCIDENT	18
○ ACCIDENT ON ST. BONIFACE PROPERTY	18
○ PARENT/GUARDIAN ACCIDENT ON ROUTE TO PRESCHOOL	18
• CONTINUATY OF CARE/CONTIGENCY	19
• EMERGENCY TRANSPORTATION PLAN	20
• EVACUATION MAPS	21

Emergency Card Status is located on each emergency backpack.

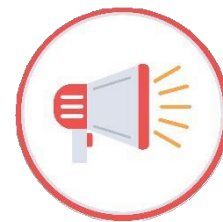
(**GREEN**= all students/staff present and accounted for) (**RED**=missing a student/staff)

Student Ratio Cards (one per student) available in each classroom.

Each student in attendance should have a ratio card carried by his/her designated staff.

* Title 35 states that there should be minimum 1 emergency drill per year. St. Boniface Preschool practices a variety of emergency preparedness drills throughout the year. Documentation of drills are kept on file in the preschool director's office.

CRISIS ALERT ANNOUNCEMENTS



IMMEDIATE LOCK DOWN-

Freeze in place until further instructions are given.

Lock Doors. Move Children from visibility. Close windows and blinds.

Keep Quiet.

EVACUATION LOCKDOWN-

Move students quickly and quietly to:

Downstairs/Atrium

Lock Down Button Locations:

- Computer at Main Entrance
- Church Office Secretary Computer

FIRE/EXPLOSION/CHEMICAL/GAS LEAK EVACUATION-

Move students quickly and quietly to assigned fire exits, unless otherwise instructed.

Meet at: The Rectory Garage

Move to church once all students accounted for.

PREPARE-

No immediate action is necessary but be prepared to take further action such as: lock-down or evacuate.

Get keys prepared to possibly lock classroom door, emergency backpack ready, and cellphone/walkie talkie on your person, in case evacuation is necessary.

MEDICAL ASSISTANCE-

Assistance is needed.

Available Staff to respond to the location given and/or Call 9-1-1 if necessary.

SEVERE WEATHER-

TORNADO: Take Shelter.

Move students quickly and quietly to: basement cafeteria hallway on the lowest floor of the building away from windows.

EARTHQUAKE: Take Immediate Shelter.

Under tables, door frames, away from windows

FLOOD: Evacuate classroom.

Move to: Church

ALL CLEAR-

Signal is given when the situation is under control.

ACCOMMODATIONS FOR DISABILITIES AND CHRONIC MEDICAL CONDITIONS

To the best of our ability, St. Boniface will make and provide accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions in the event that an emergency or crisis occurs. St. Boniface is made of aware of any required accommodations through information included in the "Child Health and Information" section as part of the St. Boniface Preschool enrollment/registration form. Parent/guardian's may also provide an IEP or other specified medical care with documentation provided by the child's medical care provider. In the future, St. Boniface Preschool shall include accommodations for children with disabilities, and children with chronic medical conditions within the written plan/procedures. Staff who work directly with such children and will be made aware of such accommodations.

Students who require specific prescription medications such as: Epi-pen or asthma inhaler, will require a medication log that includes parent/guardian permission and signature. This form will be kept in the student file and Emergency contact binder included in each Emergency Backpack. Medications provided will be kept in Emergency backpacks each day the student is in attendance.



ELECTRIC POWER OUTAGE



Teachers/ Aides

1. Notify the director
2. Remain in classroom until given further directions unless there is safety threat to students & staff
3. Evacuate to a safe location when directed. Take attendance book, emergency backpack, ratio/attendance cards, and cell phone.

Director/Office Facilitator

1. Assess/verify situation check website: www.firstenergycorp.com for outage information.
2. Decide to evacuate or to remain on-site.
 - a. If power outage is expected to be out for 1.5 hours or more, preschool will close.
 - b. Contact parents through email
3. Contact maintenance
4. If evacuation is needed due to student safety. Announce to the whole building which direction to exit building.
5. Contact parent/guardians using email with information on situation and location changes for pickup.

Maintenance/Custodians

1. Report to administration for assignments
2. Secure doors & direct arriving emergency personnel.

Secretary

1. Handle incoming phone calls
2. Call 9-1-1 as directed
3. Evacuate as ordered

Designated area in the Event of

ON-Site Evacuation:

Outside-Meet at Rectory Garage

Move to Church once all students
accounted for.

Alternate **ON-Site** location:

Pastor Rectory

Alternate Designated Area in the Event of

OFF-Site Evacuation:

Fox Twp. Elementary School

376 Main Street

Kersey, PA 15846



EXPLOSION



IN THE CLASSROOM

Teachers/ Aides

1. Assess situation
2. Notify Director & report any casualties/injuries
3. Secure all classrooms & await instructions OR remove students to a safe location if warranted
4. Pull fire alarm to evacuate building if warranted.
5. Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
6. Take Student Ratio Cards,
7. Indicate emergency card status
(**GREEN**= all students/staff present and accounted for)
(**RED**=missing a student/staff)

Director/Office Facilitator

1. Call 9-1-1
2. Direct situation
3. Notify maintenance to cordon off damaged area
4. Notify parents and Pastor of the situation
5. Make decision on closure and pickup
6. Notify families of updates/changes including location changes for student dismissal

Maintenance/Custodian

1. Handle situation in damaged areas
2. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. Follow evacuation plan
2. Call 9-1-1

AFFECTING WHOLE SCHOOL

Teachers/Aides

1. Follow Director instructions.
2. Pull fire alarm to evacuate building if warranted.
8. If directed to evacuate, Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
9. Take Student Ratio Cards, walkie talkie, cell phone
10. Indicate emergency card status
(**GREEN**= all students/staff present and accounted for)
(**RED**=missing a student/staff)

Director/Office Facilitator

1. Call 9-1-1
2. Assess & direct situation
3. Order evacuation as needed
4. Notify maintenance/custodians for further instruction
5. Notify pastor and families with ongoing information
6. Make decision on closure and pickup
7. Notify families of updates/changes, including location changes for student dismissal

Maintenance/Custodian

1. Report to administration for further directions
2. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. Follow Evacuation plan
2. Call 9-1-1

Designated area in the Event of

ON-Site Evacuation:

Outside-Meet at Rectory Garage

Move to Church once all students accounted for.

Alternate **ON-Site** location:

Pastor Rectory

Alternate Designated Area in the Event of

OFF-Site Evacuation:

Fox Twp. Elementary School

376 Main Street

Kersey, PA 15846



FIRE



Teachers/ Aides

1. Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
2. Take Student Ratio Cards, walkie talkie, cell phone
3. Move students quietly, single file through designated route out of building to designated area.
4. Students are to stay with teacher.
5. Quickly take student attendance; indicate emergency card status
 - a. (GREEN= all students/staff present and accounted for)
 - b. (RED=missing a student/staff)
6. Wait for further instructions
7. If trapped in a classroom, display some type of garment out a window

Director/Office Facilitator

1. Call 9-1-1
2. Supervise procedures
3. Notify all when all clear
4. Keep families notified through Email.
5. Notify families of any location for pickup changes via phone or Email.

Maintenance/Custodian

1. Report to administration for assignment
2. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. Follow evacuation plan

Designated area in the Event of

ON-Site Evacuation:

Outside-Meet at Rectory Garage

Move to Church once all students
accounted for.

Alternate **ON-Site** location:

Pastor Rectory

Alternate Designated Area in the Event of

OFF-Site Evacuation:

**Fox Twp. Elementary
School 376 Main Street
Kersey, PA 15846**



HAZARDOUS MATERIAL SPILL



Teachers/ Aides

1. Notify the director
2. Remain in classroom until given further directions unless there is immediate threat to students & staff
3. Evacuate to a safe location when directed.
4. Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
5. Take Student Ratio Cards
6. Quickly take student attendance; indicate emergency card status
 - a. (GREEN= all students/staff present and accounted for)
 - b. (RED=missing a student/staff)
7. Wait for further instructions

Director/Office Facilitator

1. Assess/verify situation & call 9-1-1
2. Decide to evacuate or to remain in class
3. If evacuation is needed, check the wind direction & evacuate up wind or away from spill, NEVER DOWN WIND of a spill/
4. Contact maintenance
5. Announce to the whole building which direction to exit building. Be specific.
6. Contact all families using email with information on situation and location changes for pickup.
7. Hang signs on door to notify pick-up procedures or alternate location.

Maintenance/Custodian

1. Report to administration for assignments
2. Secure doors & direct arriving emergency personnel.

Secretary/Parish Staff

1. Call 9-1-1
2. Handle incoming phone calls
3. Evacuate as ordered

Designated area in the Event of
ON-Site Evacuation:

Outside-Meet at Rectory Garage
Move to Church once all students
accounted for.

Alternate **ON-Site** location:
Pastor Rectory

Alternate Designated Area in the Event of
OFF-Site Evacuation:
Fox Twp. Elementary
School 376 Main Street
Kersey, PA 15846



LOCKDOWN PROCEDURES



Teachers/ Aides

1. When a lockdown is announced, remain in your classroom
2. LOCK ALL INTERIOR CLASSROOM DOORS.
3. Attempt to cover door windows.
4. Make sure windows and curtains are closed
5. Move students away from doors and windows
6. Barricade doors, move furniture to protect students
7. Wait for instruction from the office.
8. Notify parents when instructed through Email

Director/Office Facilitator

1. Upon hearing of the need for a LOCKDOWN announce the notice to the school
2. Parish or preschool staff will lock down entire facility
3. Call 9-1-1
4. Notify families of information and further instruction through Email.
5. Hang signs on door to notify pick-up procedures or alternate location.

Secretary/Parish Staff

1. When a lockdown is announced, HIDE
2. LOCK ALL INTERIOR DOORS.
3. Attempt to cover door windows.
4. Make sure windows and curtains are closed
5. Move away from doors and windows
6. Barricade doors, move furniture
7. Call 9-1-1
8. Wait for instruction from police

Designated area in the Event of
ON-Site Evacuation:
Outside-Meet at Rectory Garage
Move to Church once all students
accounted for.

Alternate **ON-Site** location:
Pastor Rectory

Alternate Designated Area in the Event of
OFF-Site Evacuation:
Fox Twp. Elementary School
376 Main Street
Kersey, PA 15846



ACTIVE SHOOTER/SUICIDE



Teachers/ Aides

1. Stay in classroom. Lockdown as directed
2. Lock doors & windows
3. Keep students away from doors & windows
4. Evacuate when directed
5. Leave door unlocked and open after you leave room.
6. Wait for all clear from director

Director/Office Facilitator

1. Verify the situation & call 9-1-1
2. Notify parent, nurse, authorities
3. Do not leave a potential suicide victim alone
4. For safety reasons, stay out of sight but keep them under surveillance
5. Notify families with any additional information via phone call and Email.
6. Hang signs on door to notify pick-up procedures or alternate location.
7. Contact Pastor

Maintenance/Custodian

1. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. Be available for direction & phone management
2. Contact Pastor

Designated area in the Event of
Classroom Evacuation including

LOCKDOWN:

Downstairs/Atrium

Alternate Location:

**Church Office-Meeting
Room**



Teachers/ Aides

1. Follow office directions
2. If teacher receives the threat, write down as much information as possible
3. Call 9-1-1, notify director
4. Wait for information from Police/EMS. DO NOT evacuate unless instructed by Police/EMS.
5. Evacuate the building using regular fire exits
6. Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
7. Take Student Ratio Cards, Walkie Talkie, cell phone
8. DO NOT USE Walkie Talkie or cell phone. The frequency could detonate a bomb.
9. Move students quietly, single file through designated route out of building to designated area.
10. Students are to stay with teachers.
11. Quickly take student attendance; indicate emergency card status
 - a. (GREEN= all students/staff present and accounted for)
 - b. (RED=missing a student/staff)
12. Wait for further instructions
13. If evacuating to off-site facility contact parents.

Director/Office Facilitator

1. Verify & assess the situation by talking to the person who received the call.
2. Call 9-1-1
3. Wait for information from Police/EMS. DO NOT evacuate unless instructed by Police/EMS.
 - a. Announce evacuation over walkie or text message.
 - b. Evacuate building
4. Follow police instructions.
5. Contact Pastor.
6. Contact parents with developing information.
7. Hang signs on door to notify pick-up procedures or alternate location.

Maintenance/Custodian

1. Report to the Director
2. Wait for information from Police/EMS. DO NOT evacuate unless instructed by Police/EMS.
3. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. If Secretary receives threat, write down as much information as possible
2. Call 9-1-1 if it has not been done already
3. Give information to Director
4. Wait for information from Police/EMS. DO NOT evacuate unless instructed by Police/EMS.
5. Contact Pastor.

Designated area in the Event of
ON-Site Evacuation:
Outside-Meet at Rectory Garage
Move to Church once all students
accounted for.

Alternate **ON-Site** location:
Pastor Rectory

Alternate Designated Area in the Event of
OFF-Site Evacuation:
Fox Twp. Elementary School
376 Main Street
Kersey, PA 15846



INCIDENT/SUSPICIOUS ACTIVITY ON OR NEAR PARISH PROPERTY



Teachers/ Aides

1. Keep all students in the classroom pending further instructions
2. Listen to and follow instructions over Walkie/ messenger system.
3. If instructed: Follow Lock-Down procedures

Director/Office Facilitator

1. Assess the situation
2. If needed, Call 9-1-1
3. Distribute a brief written statement of pertinent facts to the staff as soon as possible
4. Make an announcement to school and families if appropriate through messaging system
5. Decide if school stays in session or is dismissed
6. Advise staff if students are to be kept in rooms, if classes should proceed as normal or emergency classroom evacuation/lockdown to relocate students to downstairs cafeteria
7. Contact Pastor
8. Contact families to give final information on incident

Maintenance/Custodian

1. Report to administration for assignments
2. Monitor suspicious activity and/or unidentified person
3. If needed, Call 9-1-1

Secretary/Parish Staff

1. Be available for direction & phone management
2. Call 9-1-1
3. Contact Pastor

Designated area in the Event of
Classroom Evacuation including

LOCKDOWN:

Atrium

Alternate Location:

Church Office-Meeting Room



HOSTAGE SITUATION



Teacher/Staff IN Hostage Area

1. Notify director at once
2. Stay calm. Keep students as safe as possible
3. Don't move from the area unless told to.
4. Negotiate, attempt to reason but DO NOT PROVOKE.

Director/Office Facilitator

1. Call 9-1-1
2. Assess the situation
3. Secure area until police arrive
4. Assign someone to direct arriving vehicles
5. Depending upon the situation, decide to evacuate or to remain in classes.
6. Notify staff
7. Move students away from area if possible
8. Do nothing to upset the status quo
9. Notify parents as situation changes with any further information via phone or email.

Maintenance/Custodian

1. Report to administration for assignments
2. Call 9-1-1

Secretary/Parish Staff

1. Secure doors
2. Call 9-1-1
3. Direct arriving emergency personnel
4. Contact Pastor

Teachers/Staff NOT in Hostage Area

1. Keep all children in classroom and lock doors if possible until instructions are received.
2. Keep students away from doors & windows
3. Leave room & evacuate building when directed.
4. Leave door unlocked & open after you leave your room.
5. Follow evacuation plan
6. Call 9-1-1

Director/Office Facilitator

1. Call 9-1-1
2. Assess the situation
3. Secure area until police arrive
4. Assign someone to direct arriving vehicles
5. Depending on the situation, decide to evacuate or to remain in classes.
6. Notify staff.
7. Move students away from area if possible
8. Do nothing to upset the status quo
9. Notify parents as situation changes with any further information via phone or Email.
10. Contact Pastor

Maintenance/Custodian

1. Report to administration for assignment
2. Call 9-1-1

Secretary/Parish Staff

1. Call 9-1-1
2. Secure doors & direct arriving emergency personnel.
3. Contact Pastor



MISSING STUDENT OR CHILD ABDUCTION



Teachers/ Aides

1. Notify the director
2. Remain with students/class
3. Wait for instruction from director

Director/Office Facilitator

1. Verify and assess situation
2. Identify the last person to have seen the child
3. Call 9-1-1: Notify police
4. Notify the parent or guardian
5. Search facility for missing child
6. Notify families as needed per situation
7. Contact Pastor

Maintenance / Custodian

1. Report to the director or pastor
2. Search facility for missing child
3. Secure doors and direct arriving emergency personnel

Secretary/Parish Staff

1. Assist with incoming phone calls
2. Call 9-1-1: Notify Police
3. Lock down facility if directed
4. Contact Pastor



SUSPECTED WEAPON IN THE BUILDING



Teachers/ Aides

1. Notify the Director immediately. Do not hesitate but do not put yourself or others in danger.
2. Do not approach someone with a weapon in his/her hand.
3. Remain calm.
4. Lock classroom doors and keep students inside

Director/Office Facilitator

1. Assess the situation and call 9-1-1
2. Quickly determine the location of the suspected weapon
3. Wait for police before checking for the weapon
4. If weapon is found, police take control
5. Contact the parents of student immediately and inform them of procedures
6. Contact Pastor

Maintenance/Custodian

1. Report to administration for assignments
2. Secure doors and direct arriving emergency personnel.

Secretary/Parish Staff

1. Call 9-1-1 as directed
2. Assist with incoming calls
3. Contact Pastor

Designated area in the Event of
Classroom Evacuation including

LOCKDOWN:

Atrium

Alternate Location:

Church Office - Meeting Room



NATURAL GAS LEAK



Teachers/ Aides

1. Do NOT switch anything on/off. This includes lights and appliances.
2. Ventilate-Open windows & exterior doors.
3. Close connecting doors from gym to classroom hallway.
4. Prepare to evacuate
5. Notify the director and maintenance.
6. Wait for direction.
7. If director or maintenance is off-site call:
National Fuel **1-800-444-3130 OR 9-1-1**
8. Evacuate to a safe location.
9. Take Emergency Backpack which should include:
 - a. Emergency kit
 - b. Emergency binder
 - c. Crisis plan
 - d. Chronic Illness Medications and/or any accommodations for disabilities
10. Take Student Ratio Cards
11. Move students quietly, single file through designated route out of building to designated area.
12. Students are to stay with teacher.
13. Quickly take student attendance; indicate emergency card status
 - a. (GREEN= all students/staff present and accounted for)
 - b. (RED=missing a student/staff)
14. Wait for further instructions

Director/Office Facilitator

1. Assess/verify situation.
2. Contact maintenance and pastor.
3. If Maintenance is off-site call National Fuel: **1-800-444-3130 OR 9-1-1**
4. Decide to evacuate or to remain in class
5. If evacuation is needed, Announce to the whole building which direction to exit building. Be specific.
6. Contact all families using Email with information on situation and location changes for pickup.

Maintenance/Custodian

1. Do NOT switch anything on/off. This includes lights and appliances.
2. If gas stove/oven is on, switch it off immediately.
3. Ventilate-Open windows & exterior doors. Possibly switch on kitchen exhaust fan.
4. Close connecting doors from gym to classroom hallway.
5. Call National Fuel **1-800-444-3130 OR 9-1-1**
6. Notify the director
7. Turn off gas meter/valves.
8. Evacuate & direct arriving emergency personnel.

Secretary/Parish Staff

1. Call 9-1-1 as directed
2. Handle incoming phone calls
3. Evacuate as ordered.
4. Contact Pastor

Gas Detection:

Natural Gas is naturally odorless. Manufacturers add a substance to give it a sulfur-like smell.

If the carbon monoxide/gas detector is triggered located in the Coleman/Gym kitchen there is likely a gas leak.

Smell- rotten eggs, sulfur

Sight- dirt blowing in the air in an unusual manner, bubbles in standing water or discolored grass/plants around the gas line or cylinder.

Sound- hissing, whistling or roaring depending size of leak. Alarm signal from detector

Symptoms of Gas Leak Exposure:

- Fatigue
- Nausea
- Headache
- Dizziness
- Irregular Breathing

If you experience these symptoms inside, but feel better when outside in fresh air, then you may have a gas leak.

Designated area in the Event of
ON-Site Evacuation:
Outside-Meet at Rectory Garage
Move to Church once all students
accounted for.

Alternate **ON-Site** location:
Pastor Rectory

Alternate Designated Area in the Event of
OFF-Site Evacuation:
Fox Twp. Elementary School
376 Main Street
Kersey, PA 15846



SEVERE WEATHER / TORNADO



SEVERE WEATHER

Teachers/ Aides

1. Students remain in class until further notice
2. Teachers await further instruction from director

Director/Office Facilitator

1. Alert teachers and contact families with developing info
2. Contact Pastor
3. If early dismissal necessary, release students through main office to parents and guardians

Maintenance/Custodian

1. Report to administration for assignments

Secretary/Parish Staff

1. Contact Pastor
2. Help with contacting families and dismissal of children

TORNADO

Teachers/ Aides

1. Remain calm, have Emergency backpack, walkie and/or cell phone
2. Move students quietly, single filed through church hallway
3. Move quickly down stairwell to Social Hall.
4. Students sit along hall wall near downstairs kitchen, away from windows and exterior doors
5. Staff and students should remain in place until threat of tornado is clear of area and potential damages are assessed. Wait for further instruction.

Director/Office Facilitator

1. Supervise procedures
2. Contact families with developing information
3. Make decision on whether school should dismiss early
4. Building damage or persons injured call 9-1-1
5. Contact Pastor
6. Release students through main office to parents and guardians

Maintenance/Custodian

1. Report to administration for assignments
2. Secure doors & direct arriving emergency personnel

Secretary/Parish Staff

1. Report to designated area
2. Contact Pastor
3. Building damage or persons injured call 9-1-1

Severe Weather: Watches VS. Warnings

SEVERE T-STORM WARNING:

Severe storm either happening or imminent. Seek Shelter IMMEDIATELY!

SEVERE T-STORM WATCH:

Severe storms are possible in the near future. Locate shelter-BE ALERT!

TORNADO WARNING:

A tornado is either happening or imminent. Seek Shelter IMMEDIATELY!

TORNADO WATCH:

Conditions are favorable for tornadic storms. Locate your safe place. KEEP ALERT!

Designated area in the Event of Severe Weather/Tornado:
Downstairs / Atrium

Alternate Designated Area:
**Downstairs/
Hallway outside of Social Hall/Cafeteria**



EARTHQUAKE/FLOOD



EARTHQUAKE

DO NOT EVACUATE -TAKE COVER!

Everyone

1. If you are **INSIDE**, stay inside. Take cover under heavy furniture (tables) or doorways. Stay away from windows.
 - a. **DO NOT RELOCATE!**
2. If you are **OUTSIDE**, seek shelter inside immediately
3. Move away from buildings & overhead wires
4. Report any injuries to director

Director/Office Facilitator

1. If building damage or persons injured, call 9-1-1
2. Supervise procedures
3. Contact families with developing information
4. Contact pastor
5. Make decision on whether school should dismiss early
6. Release students through main office to parents and guardians

Secretary/Parish Staff

1. Report to designated area
2. Contact Pastor
3. Answer phone calls
4. Assist where needed

FLOOD

Everyone

1. If you are inside, stay inside. Stay away from windows/doors
2. If you are outside, seek shelter inside immediately
3. If classrooms/hallways show signs of potential flood, move to higher ground inside building.
4. Await further instruction

Director/Office Facilitator

1. If building damage or persons injured, call 9-1-1
2. Supervise procedures
3. Contact families with developing information
4. Contact Pastor
5. Make decision on whether school should dismiss early
6. Release students through church office to parents and guardians

Secretary/Parish Staff

1. Report to designated area
2. Contact Pastor
3. Answer phone calls
4. Assist where needed

Severe Weather: Watches VS. Warnings

FLASH FLOOD WARNING:

Flood is either happening or imminent.
Move to higher ground.
NEVER DRIVE THROUGH FLOODED ROADS!

FLASH FLOOD WATCH:

Conditions favorable for flooding. **STAY ALERT** and be ready to seek higher ground if needed.

Designated area in the Event of Severe
Weather: **FLOOD**

Church

Alternate Designated Area:

**Fox Twp. Elementary School, 376 Main Street
Kersey, PA 15846**



VEHICLE/BUS ACCIDENT



ACCIDENT ON ST. BONIFACE PROPERTY/PARKING LOT:

Teachers/ Aides

1. If needed call 9-1-1
2. Keep students calm and remain inside building
3. Available teachers will be assigned to help where needed.

Director/Office Facilitator

1. Verify accident
2. Make sure police department has been notified.
3. Assess the situation and ensure that an ambulance or other emergency vehicles have been called.
4. Handle public relations
5. Assign other duties as needed
6. Prepare statement/announcement for other classes per diocese crisis team
7. Notify parents/emergency contacts as needed via phone/email.
8. Contact Pastor

Maintenance/Custodian

1. Report to administration for further details needed.

Secretary/Parish Staff

1. Receive information from director about student status, etc.
2. Notify parent of all students involved in accident as to the status of their child (injured, in hospital, in school, etc.)
3. Contact Pastor

PARENT/GUARDIAN ACCIDENT ON ROUTE TO PRESCHOOL:

Teachers/ Aides

1. Contact St. Boniface Director via phone AND email
2. Keep child (ren) calm and reassured that someone is coming to pick up
3. Contact alternate approved Emergency Contacts for child pick-up/release from St. Boniface

Director/Office Facilitator

1. Notify Parent/Guardian/Emergency Contact as needed via phone and email..

Maintenance/Custodian

1. Report to administration for further details needed.

Secretary/Parish Staff

1. Receive information from director about student pick up/dismissal status, etc.

CONTINUITY OF CARE/CONTINGENCY PLAN

In the event that, St. Boniface Preschool would be required to close for an extended amount of time due to a disaster or emergency the facility has a plan of action. **Parents/guardians/staff would be notified through email, postal letters, and phone of any closures or relocation of site.**

After a disaster or emergency, St. Boniface Preschool would conduct a damage assessment with a building or licensing inspector would be contacted to visit the facility to determine if it is safe to use. The inspector may also help determine what else needs to be done (such as repairs or cleaning) to prevent injuries or health risks. Assessment of the damage (internally and externally) to the facility would take place. Damage assessments are required when applying for disaster aid and in making claims to the insurance company. Depending on the type of insurance and coverage, it may be inadequate when it comes to paying for damage caused by a disaster or emergency. St. Boniface Preschool has a “reserve fund” in place to assist in covering the cost of a disaster such as damage repairs, facility fees, and day-to-day operation fees. If necessary, St. Boniface preschool would also seek assistance through any grants that may be available.

During a “Recovery Phase”, if the preschool facility was deemed unsafe for children, classes would relocate to other available rooms that do not have subsequent damage within the church facility (the basement, faith formation rooms.) If a disaster requires complete closure of the entire facility, then the preschool would close until repairs were completed or a relocation site was made available for use. Rebuilding the facility and restoring services would take place as quickly as possible to provide a supportive and caring environment that brings normalcy back into children’s lives. St. Boniface would meet the needs (physical, health related, and emotional) of children, families, and staff by providing resources to assist in meeting these needs. New/updated forms may be requested from both staff and parent/guardian as the facility begins to rebuild.

**Designated Area in the Event of
TEMPORARY Site Evacuation:
Fox Township Elementary School
376 Main Street
Kersey, PA 15846**

Emergency Transportation Plan

OCDEL Child Care Regulation:

3270.124(e) 3280.124(e) 3290.124(e)

A written plan identifying the means of transporting a child to emergency care and staffing provisions in the event of an emergency shall be displayed conspicuously in every childcare space and accompany a staff person who leaves on an excursion with children.

IN CASE OF EMERGENCY, **Amy Ginther**, will designate the following persons to assist in and carry out the following activities:

- Call the appropriate emergency numbers listed below.
- Make staff provisions for the supervision of children.
- Contact children's parents/emergency contact persons and document.
- Contact the following persons for emergency assistance:

Father Christopher Beran, Pastor (814-885-4488)

Amy Ginther, Preschool Director (814-885-4488 or 814-335-1698)

Irene Holjencin, Office Manager (814-885-4488 or 814-512-1162)

- In the event of a parent/emergency contact absence, **Amy Ginther**, will accompany the child to the source of emergency medical care and remain until the parent/emergency contact arrives. When this occurs, **Irene Holjencin** will remain with the children at the facility.
- Take the Emergency Contact/Parent Consent form to the medical provider.
- Document all information on the Incident Report Form.

Emergency Phone Numbers

Dial: 9-1-1

State Police Direct Number: **814-776-6136 PA State Police Elk County**

Ambulance Direct Number: **814-885-8166 Fox Township**

Fire Department Direct Number: **814-885-8000 Fox Township**

Nearest Hospitals: **814-788-800 Penn Highlands Elk (St. Marys, PA)**

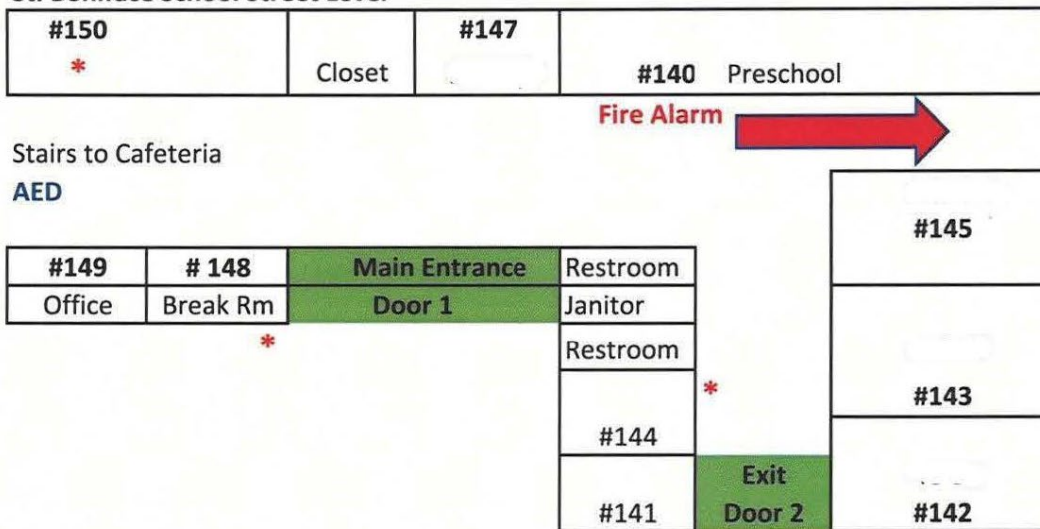
814-371-2200 Penn Highlands DuBois (DuBois, PA)

Poison Control Center: **1-800-222-1222**

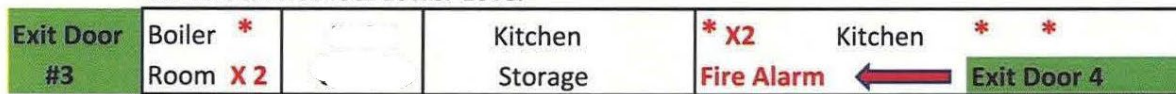
National Fuel: **1-800-444-3130**

Department of Human Services: **1-800-692-7462**

St. Boniface School Street Level



St. Boniface School Lower Level



Stairs to upper level

