

# EMERGENCY PLAN

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**NORTHWEST**  
MISSOURI STATE  
UNIVERSITY



**Northwest Missouri State University:  
Horace Mann Laboratory School  
The Phyllis & Richard Leet Center for Children & Families  
Director: Breanne Poston  
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**8/1/2024**

**DISASTER AND EMERGENCY  
PLAN FOR  
Northwest Missouri State University  
Horace Mann Laboratory School  
*The Phyllis and Richard Leet Center for Children and Families***

**I. Purpose**

This emergency plan has been developed to assist Horace Mann and the Leet Center in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of the Leet Center.

**II. Assignment of Responsibilities**

Horace Mann and Leet Center staff members and Director, Kevin Pitts are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

The following is a list of staff responsibilities:

**Person responsible for making the call to 911.**

Primary: Horace Mann/Leet Center Director

*Back Up: Designated Trained Staff placed in charge temporarily*

**Person responsible for keeping the building attendance list accurate and up-to-date and bringing the list when evacuating or sheltering in place.**

Primary: Teacher of each class

*Back Up: Instructional Aide or Teacher's Aide for each class*

**Person responsible for carrying off-site the Emergency Supply Pack(s) including First Aid Kits.**

Primary: Teacher of each class

*Back Up: Instructional Aide or Teacher's Aide for each class*

**Person responsible for providing first aid if needed.**

Primary: Teacher of each class

*Back Up: Any staff that has been trained in CPR and/or First Aid Training.*

**Person responsible for dispensing medications to childcare attendees.**

Primary: School Nurse,

*Back Up: Office Manager or Horace Mann/Leet Center Director*

**Person to organize and lead evacuation lines.**

Primary: Teacher of each class

*Back Up: Instructional Aide or Teacher's Aide for each class*

**Person responsible for ensuring all childcare attendees, staff, and guests are accounted for.**

Primary: Horace Mann/Leet Center Director

*Back Up: Designated Trained Staff placed in charge temporarily*

**Person acting as searcher to ensure that everyone has left the building. Responsible for checking restrooms, vacant rooms, storage areas, and other spaces children may be hiding.**

Primary: Horace Mann/Leet Center Director or Office Manager

*Back Up: Appointed staff by the director*

**Person responsible for closing windows and doors before evacuating.**

Primary: Horace Mann/Leet Center Director, Office Manager, & School Nurse

*Back Up: Appointed staff by the director*

**Person responsible for organizing and documenting information at the designated pick-up point.**

Primary: Horace Mann/Leet Center Director

*Back Up: Designated Trained Staff placed in charge temporarily*

### **III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept in the software program: Brightwheel. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in the Director's office, room 135, Brown Hall and in software program: Brightwheel.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in each teacher's safety pack, located within each classroom. These supplies are updated every six months by the school nurse.

### **IV. Children in Care**

All children in care are between the ages of 1 year and 5 years of age in the Leet Center and 5 years and 13 years of age in Horace Mann Lab School; and are inclusive of children with special needs. For children with special needs, the lead teacher will designate an assistant to respond specifically to assisting a child with special needs during an emergency situation. We do not provide overnight care.

## **V. Emergency Assessment**

A list of possible disasters or emergencies that may affect the area.

### **Types of emergencies and/or Hazardous situations**

X Fire / Smoke	X Tornado – Watch / Warning	• Missing Child (Kidnapping)
• Carbon Monoxide Exposure	• Chemical Spill/ Hazardous Material Exposure	• Power Failure
X Intruder	X Medical Emergencies	• Bomb Threat
• Earthquake	• Flooding	• Gas Leak
X Ice and Snow Storms	• Potentially Violent Situation	• Water Line Disturbance
• Disgruntled Employees	• Disgruntled Parents/ Guardians	• Other

## **VI. Types of Emergency Response**

### **General Evacuation Procedures**

In the event of a fire, inclement weather, facility emergency, bomb threat, or any other situation that results in the facility needing to be evacuated, all staff should adhere to the following.

- The facility director or designee will call 911 and indicate the need for assistance.
- Evacuate all childcare attendees and staff members to a designated safe area away from the building as quickly as possible.
- Before leaving the facility, confirm attendance by conducting a Roll Call to ensure all children and staff members are accounted for. Bring the attendance list along to the evacuation site. If possible, a staff member should bring along children's and staff's records.
- During the evacuation, childcare attendees and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe.
- The staff will evacuate children as follows:  
1-YEAR-OLDS: Put up to four non-mobile babies in an evacuation crib or one staff member can carry two infants to evacuate.  
TODDLERS, PRESCHOOL AND SCHOOL AGE: Gather children in a group and supervise an orderly evacuation to the designated assembly area.
- Emergency disaster packs/backpacks are carried out by designated staff.

- Once childcare attendees and staff report to the designated safe area, a second Roll Call should be made to ensure that everyone has exited the building safely.
- No person should return to the facility until it is deemed safe by the proper authorities.
- The facility director or designee will carry the facility communication device to notify the children's parents of the situation and the pick-up point for the children.

Note: Under no circumstances is staff to stop for any of their own or children's personal belongings, including jackets, shoes, etc.

## **Evacuation**

Depending on the nature of the emergency, there are four types of evacuation procedures. In the event of an evacuation, Textcaster alerts will be made to families when safety dictates it is appropriate. The lead teacher is responsible for taking the emergency bag and walkie-talkie during an evacuation.

### **1. Sheltering- in-place and "LockDown":**

Keeping children and staff in place inside the building and securing the facility for immediate emergency. Examples of sheltering-in-place would be a tornado emergency or an intruder.

Shelter In Place for Horace Mann (Tornado): First Floor Hallways along walls

Shelter In Place for Infant/Toddler Building (Tornado): Interior hallway of the Leet Center

### **2. Evacuation of facility:**

Movement of children and staff out of buildings that are affected by the emergency and relocating them to other areas usually outside on the playground.

### **3. Off-site evacuation:**

Movement of children and staff out of the entire facility to a designated shelter. (The "safe haven" facility should be alerted of your arrival) Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Two off-site locations are listed below:

1<sup>st</sup> Evacuation: (see Figure 1: evacuation route photo; red line)

Location: Student Recreation Center

Address: College Park Drive

City, State Zip: Maryville, MO 64468

Telephone Number: 660-562-1708

2<sup>nd</sup> Evacuation: (see Figure 1: evacuation route photo; yellow line)

Location: South Complex

Address: Memorial Drive

City, State Zip: Maryville, MO 64468

Telephone Number: 660.562.1148

4. Evacuation away from the facility. - Directed to off-site facilities by a government agency in the event of a threat to the children and facility.

- Evacuation to the Ron Houston Performance Center and Recovery Plan will be implemented to release children to identified caregivers.

**Figure 1: Evacuation Route Photo** (Ron Houston - red line; South Complex - yellow line)



### Emergency Lock-Down Procedures

Lock-Down procedures will be used in situations that may result in harm to persons inside the facility, such as a shooting, hostage incident, intruder, trespassing, or disturbance, or at the discretion of the building director, designee, or public safety personnel.

- The building director or designee will announce the “Lock-Down” over the public address system or other designated system. The alert may also be made by the Bearcat TextCaster system by the University.

- In a “Lock-Down situation all children are kept in classrooms or other designated locations that are away from the danger.
- Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- Staff and children remain in the classroom, locking the classroom door, if possible, turning off the lights, covering the windows, encouraging children to get under desks, behind cabinets, etc, until “all clear” is announced.

NOTE: There may be an opportunity to evacuate some of the children. The administrator or staff designee will notify the classroom(s) to evacuate and specify the route taken out of the building and the designated area for assembly outside. The importance of staff and children remaining calm cannot be over-emphasized. Quick, silent evacuation is the goal.

### **Medical Emergencies**

Assess the situation and contact 911, if necessary. Notify the parents immediately. Document the date and circumstance regarding the medical emergency in the child’s record.

Note: The Missouri State Licensing Standards for Child Care Centers require that a person trained in CPR and First Aid be on site whenever children are present.

The following information is a general response to injuries or illnesses that may present themselves in the Leet Center facility. In every situation, staff members should evaluate the situation and only address the situation when their safety is not compromised.

First aid kits are located in the following locations:

A. Full Kit: Nurses Office

B. Minor Kit: In each classroom

- A registered nurse is on staff from 8:00-12:00. Radio the office or send a designated person to the office to request assistance.
- The staff responsible for the child will employ first aid techniques as trained. This should only be done if the staff can do so safely. The facility director should also be notified of any major illness or injury and Emergency Medical Services (EMS) should be activated by calling 911.
- If the staff is not trained in the proper first aid techniques, the staff member should contact the facility director or designated staff that has been trained in the proper first aid techniques.
- If the child has fallen from a high place, do not move the child unless there is a life-threatening situation.
- If the child has consumed some type of poison, the staff responsible for the child will contact Poison Control at (800) 222-1222 (24 hours).

- If medical attention is required immediately, have a fellow staff member contact 911.
- The facility director or designated staff member will accompany the child if an ambulance is required.
- If the illness or injury does not require immediate medical attention but requires a doctor's care, the facility director or designated staff member will contact the parent/guardian to pick the child up and seek medical care.
- The facility director or designee will notify the parent or guardian of the situation and its status.
- The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

## **Fire/Smoke**

In case of a fire or activation of the fire alarm system:

- 1) Fire alarm should be pulled, if not already activated
- 2) The area should be evacuated immediately
- 3) 911 should be notified by the facility director if the fire location is known.

Infants & Toddler evacuation: All children will be evacuated through the Southeast corner of the one-year-old space. Infants or children who are immobile will be placed into the fire safety cribs and wheeled out via the same exit. All will meet at the Rec Center. Staff is expected to radio to the office with a count that all children and staff are accounted for.

Preschool Evacuation: Preschool rooms 122 and 121 will exit the preschool exit marked on the map. Both classrooms will meet at the Rec Center. Staff is expected to radio to the office with a count of all children and staff are accounted for. All students and teachers will stay at the rec center until the all-clear is radioed.

**\*\*All students and teachers will stay at the rec center until the all-clear is called.**

Life safety is our first priority. No matter how small or large the fire is, 911 should be called and an evacuation should begin.

If the fire is small and is not located in a room where children are present, a fire extinguisher may be used to put out the fire. In addition, the staff should not fight the fire if there is any imminent threat to their safety.

- A ROLL CALL of all the childcare attendees and staff should be taken to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to a different location is necessary.

Using the walkie-talkie, announce the teacher's name and class level. Also, indicate either:



- “All students accounted for; we have # \_\_\_\_ children.”
- “# \_\_ of children accounted for with # \_\_ of children not with the class.” If the last known location of the children is known, please state this fact. If the location of the missing children, state the location of those children is unknown and assistance is needed.
- When possible, all windows and doors in the facility should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the children and staff need to be evacuated in the shortest time possible.
- The facility director or designee should make sure no child or staff member attempts to reenter the facility until cleared by the fire department.

### **Tornado**

A tornado will be announced by the alarm system. An emergency phone call will be made to appropriate emergency personnel.

- All infants and toddlers will be evacuated through the infant classroom door to the hallway to shelter in place along the walls. Infants or toddlers who are immobile will be placed into the fire safety cribs and wheeled out via the same exit. All students and teachers will shelter in place until the all-clear is called.
- Preschool rooms 122 and 121 will exit through their front exits, using the stairs they will walk to the basement and shelter along the walls in the Cafe area. All students and teachers will shelter in place until the all-clear is called.

### **Lock Down / Shelter in Place**

- Location: All infants and toddlers would go to the Southeast corner of the one-year-old space.
- Preschool room 122 would go to the Southeast corner of their classroom, under the loft. Preschool room 121 would go to the Southwest corner of their classroom.

*Code Word:* There is an intruder in the building; all clear (Northwest does not use code words)

All staff are to stay in the lockdown / shelter-in-place areas until an all-clear is given.

### **Missing Child (Missing Child - Kidnapping/Elopement)**

- If a child is not accounted for at any time, the staff member responsible for the child should search the premises for them. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- The staff member should also double-check to confirm the location of the child such as the pick-up of the child by their parent or guardian.

- Begin Lock Down procedure. All exits are monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features. The following information should be written down.
- Child's name, age, height, weight, date of birth, and hair color
- Child's clothing that he/she was wearing that day, along with any other identifying features
- The time at which the child was noticed missing
- If child abduction is suspected, were there any suspicious vehicles or persons located around the childcare facility? If so, what was the appearance of the person or vehicle?
- The facility director will notify the guardians of the child that the child is missing from the facility.
- While the police are en route to the facility, the staff of the childcare facility will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises to be the contact person for the police department, as well as the missing child's guardians.
- Make sure the police issue an Amber Alert.
- The director will contact the Section for Child Care Regulation at the end of the procedures.

### **Ice and Snowstorms**

- Monitor winter or ice storm watches, warnings or travel advisories.
- Consider pre-storm closing the night before or early closing, depending on conditions.
- Advise all staff members of weather conditions and decisions on pre-storm closing or early closing.
- Follow the current protocol of closing if Maryville Public School cancels school for inclement weather.
- Notify parents of pre-storm closing or early closing through text-caster, Brightwheel and local radio.

### **Potentially Violent Situation**

The following information is a general response to physical threats that may present itself in a facility. This includes threats that come from outside the facility, as well as inside the facility. In every situation, the facility director and facility staff members should evaluate the situation and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation contact the University Police Department 660.562.1254 or call 911, if it can be done safely.

- All physical threats made inside or outside the childcare facility should be taken seriously.
- Report any physical threats directed towards children or staff members to the facility director and document the threat.

- If the physical threat comes from within the facility, the facility director notifies the police of the incident and communicates with the staff members who were involved in the incident.
- Staff members involved in the altercation should be separated. Appropriate administrative actions should be taken to ensure the safety and well-being of the children.
- Children should be removed from the area in which the altercation is taking place and should return only after the situation has been resolved if it can be done safely.
- If the physical threat comes from outside the facility, the facility director is notified of the incident. The facility director will notify the police of the incident.
- Childcare attendees should be removed from the area in which the altercation is taking place and should return only after the situation has been resolved if it can be done safely.
- All verbal threats will be treated the same way as physical threats.

### **Disgruntled Employees**

- Contact the facility director.
- Direct the employee to direct their questions or concerns to the facility director.
- If the individual refuses to leave and continues to escalate, contact the University Police Department 660.562.1254 for assistance.

### **Disgruntled Parents/ Guardians**

- The Lead Teacher should be the point of contact for engagement with an upset parent/guardian. Oftentimes, a sincere attempt to listen and understand can help to de-escalate an upset parent/guardian. Use active listening and seek to understand the parents/guardians' concerns. Extend an invitation to contact the facility director to join the conversation if a resolution cannot be easily determined.
- Contact the facility director to seek assistance or to provide a private place for the discussion.
- If at any point the facility staff feel threatened and the situation escalates, politely ask the individual to leave and contact the facility director. If the individual refuses to leave or continues to escalate, contact the University Police Department 660.562.1254 for assistance.

### **Carbon Monoxide Exposure**

- Move the children outdoors into fresh air immediately.
- Call 911 or emergency medical help if you or someone you are with develops signs or symptoms of carbon monoxide poisoning. These include headache, dizziness, nausea, shortness of breath, weakness, and confusion.

### **Chemical Spill/ Hazardous Material Exposure**

- The following section is a general response to a hazardous chemical spill in the Child Care facility. In general, the most dangerous chemicals located on the premises will be locked in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix chemical products.
- Evacuate the area immediately if a hazardous chemical is spilled.

- Do not turn any electrical switches on or off when exiting the room. Eliminate all open flames.
- Evacuate to an area upwind and uphill from the location of the spill if possible.
- The facility director or designee will contact 911 and notify them that there has been a “hazardous materials spill”.
- No person should try to contain, touch, or identify any hazardous material.
- Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill.
- If any child or staff has encountered a hazardous material, the chemical should be washed off immediately with water.
- No person should enter the facility until authorized by Emergency Responders.

### **Power Failure**

- The building emergency exit lights will come on automatically.
- If a power failure is due to weather, the facility director will monitor the weather and respond accordingly in directing the staff if any location change is required.
- In the event of a power failure, the facility director will contact the energy provider.

**Bomb Threat** - Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

- Any suspicious packages or letters should be reported to the University Police Department 660.562.1254 or call 911.
- Evacuation should be out of the facility and to another location as far from the facility as possible. The area that is being evacuated should be searched quickly for information that may be important for the responding law enforcement.
- Upon arrival of the law enforcement response team, the facility director or designee will assist with any questions that the law enforcement response team may have.
- No person should enter the facility until the law enforcement response team has been consulted and the situation has been resolved.
- The staff talking to the caller should keep the caller on the line as long as possible. Information should be recorded as quickly and accurately as possible. The following information should be noted.
  1. The time the call was received
  2. The caller’s exact words
  3. A description of the caller’s voice
  4. If possible, the staff member should also ask the following questions:
  5. Where is the bomb located?
  6. When is the bomb set to go off?

### **Earthquake**

- Drop, cover, and hold
  - Drop to the ground
  - Take cover by getting under a table or other piece of furniture
  - Hold on until the shaking stops
- Do not attempt to stand and carry a child until the shaking stops

- Crawl to assist children to take cover
- If outside, stay outside and find an open space.

### **Flooding**

- The director or designee will advise all staff of the weather conditions that are approaching.
- The director or designee will monitor radio, television, or the internet for weather updates.
- The director or designee will move records and valuable equipment to higher floors.
- Chemicals that are in the facility should be stored in locations where floodwaters will not encounter them.
- The director or designee will make transportation preparations to move children and staff if an evacuation is needed.
- If evacuation is necessary and time permits, staff members or employees will unplug all electrical appliances. If time permits, all loose outdoor equipment will be moved indoors.

### **Gas Leak**

- If a staff member or a child smells gas, act quickly.
- Open windows immediately and evacuate children and staff from the building.
- Call 911 and report the possible gas leak.
- Do not turn on OR off any electrical switches.
- Contact Facility Services to check all gas taps and turn them off.  
7am-5pm 660.562.1183  
After-hours phone 660.562.1186
- Do not attempt re-entry until authorized by the fire department or other appropriate authority.

### **Water Line Disturbance**

Call facility maintenance personnel

- Shut off the valve at the primary control point.

The decision to close the facility or delay its opening will be based on the following factors:

- The amount of natural light in the facility
- The temperature in the facility.
- The ability and necessity of heating/cooling.
- The risk to the health and well-being of children and staff

## **VII. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly, and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

## **VIII. Access to Disaster and Emergency Preparedness Plan**

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and in each room used for childcare.

**The Leet Center Office  
Brown Hall, Room 135  
800 University Drive  
Maryville, MO 64468**

**Leet Center Classrooms**

Preschool Classroom 1 (3-5 years)	Room 120, Brown Hall
Preschool Classroom 2 (3-5 years)	Room 123, Brown Hall
Infant Room (12 months-24 months)	Room 122, Brown Hall
Toddler Room (24-36 months)	Room 122, Brown Hall

**Emergency Contact Numbers**

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	660-562-3209
Police Department	660-562-3209
Ambulance Service	660-582-3311
Facility Director: Breanna Poston	402-657-7798
University Police	660-562-1254
Facility Services	660-562-1183

Principal place of business: Northwest Missouri State University; Brown Hall 800 University Drive, Maryville MO 660-562-1542

Dear Parent / Guardian:

In the event of an emergency, Horace Mann & the Leet Center has outlined the below response plan. Please know that we will make every attempt to notify you, it is vital that you keep your emergency contact information up to date. Keep this letter with you so you are informed in the event of an emergency.

#### Evacuation / Relocation

1. If the emergency is confined to the immediate area at Brown Hall, e.g. fire, and the children cannot stay on the premises, the children will be taken to the Student Rec Center. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be moved to the Ron Houston Center located at the intersection of College Drive and College Park Dr, Maryville, MO 64468. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

#### Notification

1. Initial emergency notifications will be made through Textcaster. Families are encouraged to sign up for Textcaster alerts on the school website <https://www.nwmissouri.edu/horacemann> or directly through Textcaster: <https://my.textcaster.com/asa/Default.aspx?ID=871c8832-44ab-448c-afa5-c6945abb95c9>
2. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

#### Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that the faculty and staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Breanne Poston, Director

## **Diagram of Routes to Safe Location inside the Facility**



## **Diagram of Exit Routes to Safe Location Outside of Facility**