

## EMERGENCY PROCEDURES

**The following steps will be executed in each emergency that involves evacuation:**

1. Student's attendance records, medical/emergency forms will accompany classroom teachers.
2. Kidslink Assistant or Director will bring children's emergency contact information.
3. Assistant teachers will help individual children with special health care or mobility needs in any type of emergency.
4. Lead teacher will immediately do head count and face count of children.

| Emergency                    | Procedure   | Staff Responsible  |
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| <b>Fire</b>                  | <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Any time building fire alarm is activated we will evacuate unless otherwise instructed. We will stay outside until "all clear" is given.</li> <li>• Teachers will direct children outside according to the escape route posted in each classroom. This route may be altered due to location of the fire.</li> <li>• Staff will close all doors when exiting to help contain fire.</li> <li>• Kidslink Meeting Place: Grassy area near playground on south side of Pathway Building.</li> <li>• We will wait for further instruction by emergency personnel.</li> <li>• Off-premises relocation site: Santucci Orthodontics at 1919 N. Maize Rd. or Acrobatic Academy to the north of Pathway at 2111 N. Maize Rd.</li> <li>• Parents will be notified of event through group text or email from Director.</li> <li>• Instructions for parents to pick up children will be given in text/email. Children will stay in class groups under the supervision of teachers until parents come.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate. Teachers will calm children and lead quiet activities if feasible.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children's emergency contact information.</li> <li>• Emergency supplies: Short period of time is probable for parents to pick up children. Director &amp; Assistant will get needed supplies under direction of Emergency Personnel.</li> </ul> | <p>Any staff that sees fire!</p> <p>Lead Teachers</p> <p>Lead &amp; Asst Teachers</p> <p>Kidslink Director</p> <p>Kidslink Director</p> <p>Assistant Teachers</p> <p>Lead Teachers</p> <p>Kidslink Adm. Asst/Director</p> <p>Kidslink Director/Adm. Asst</p> |
| <b>Weather Related Event</b> | <p><b><u>TORNADO:</u></b></p> <ul style="list-style-type: none"> <li>• Pathway Church basement is Kidslink Shelter in place location</li> <li>• Teachers will direct children downstairs according to the escape route posted in each classroom.</li> <li>• Children will be led to nearest inside hallway. Children will not be placed in hallway by basement kitchen.</li> </ul>  | <p>Lead Teachers</p> <p>Lead/Asst. Teachers</p>  |

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|  | <ul style="list-style-type: none"> <li>• All children will be seated on floor facing wall with their head between their knees and arms over their head.</li> <li>• Parents will be notified of event through group text or email from Director.</li> <li>• Instructions for parents to pick up children will be given in text/email. Children will stay in class groups under the supervision of teachers until parents come.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate. Teachers will calm children and lead quiet activities if feasible.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children's emergency contact information.</li> <li>• Emergency supplies: Short period of time is probable for parents to pick up children. Director &amp; Assistant will get needed supplies.</li> </ul> <p><b><u>FLOOD:</u></b></p> <ul style="list-style-type: none"> <li>• Pathway Church 2<sup>nd</sup> floor is Kidslink Shelter in place location. Teachers will direct children upstairs to 2<sup>nd</sup> floor.</li> <li>• If local authorities predict flooding – school will be cancelled.</li> <li>• If school is already in session, classes will be immediately dismissed if flood is predicted and parents notified by text/email to pick up children early.</li> <li>• Instructions for parents to pick up children will be given in text/email. Children will stay in class groups under the supervision of teachers until parents come.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate. Teachers will calm children and lead quiet activities if feasible.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children's emergency contact information.</li> <li>• Emergency supplies: Short period of time is probable for parents to pick up children. Director &amp; Assistant will get needed supplies.</li> </ul> <p><b><u>HEAVY SNOW/BLIZZARD:</u></b></p> <ul style="list-style-type: none"> <li>• If blizzard warning/watch are predicted Kidslink classes will be cancelled. Parents will be notified by group email/text by Director.</li> <li>• Kidslink Classrooms is Shelter in Place location.</li> <li>• When blizzard happens during class time, parents will be notified by group email/text to pick children up</li> </ul> | <p>Kidslink Director</p> <p>Kidslink Director</p> <p>Assistant Teachers</p> <p>Lead Teachers</p> <p>Kidslink Director/Adm. Asst</p> <p>Kidslink Director/Adm. Asst</p> <p>Lead Teachers</p> <p>Kidslink Director</p> <p>Kidslink Director</p> <p>Assistant Teachers</p> <p>Lead Teachers</p> <p>Kidslink Adm. Asst/ Director</p> <p>Kidslink Adm. Asst./Director</p> <p>Kidslink Director</p> <p>Kidslink Director</p> |
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|                                     | <p>as soon as possible. Children will stay in class groups under supervision of teachers until parents come.</p> <ul style="list-style-type: none"> <li>• Teachers will assist children with special needs or chronic medical conditions as usual in their classrooms.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in locked confidential file cabinet. Roll book, Emergency Contact Cards and Permanent Permission Cards will be in Lead Teacher's possession.</li> <li>• Emergency supplies: Available in each Kidslink classroom.</li> </ul>   | <p>Lead/Assistant Teachers</p> <p>Lead Teacher</p> <p>Lead/Assistant Teachers</p>   |
| <p><b>Missing/Runaway Child</b></p> | <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Kidslink Office will be informed right after calling 911.</li> <li>• If there is a safety/security concern: remaining students will be secured &amp; moved to classroom (or more secure location-children's theatre, gym).</li> <li>• Pathway Church Administration will be notified.</li> <li>• A Kidslink staff member will remain out front to direct incoming police or community personnel.</li> <li>• Parents will be notified of event by group email ASAP and within 24 hours.</li> </ul>   | <p>Kidslink Staff Member who first discovers missing child</p> <p>Lead &amp; Asst. Teachers</p> <p>Kidslink Director<br/>Kidslink Adm Asst or Director</p> <p>Kidslink Director</p>   |
| <p><b>Utility Failure</b></p>       | <ul style="list-style-type: none"> <li>• Kidslink Director will work in conjunction with Pathway Facilities Director in the event of utility failure.</li> <li>• Pathway Facilities Director will contact utilities companies: electric, gas, water. 911 will be called if unsafe conditions exist.</li> <li>• Kidslink classes will be dismissed in advance or immediately if there is a major utility problem that can't be fixed quickly. Parents will be notified by group email/text by Director.</li> <li>• If utilities continue to be an issue, parents will receive daily updates &amp; be informed of cancelation of classes by text/email – the evening prior to school if at all possible until problems are resolved &amp; children can safely return to preschool.</li> </ul>  | <p>Kidslink Director/Pathway Facilities Director</p> <p>Pathway Facilities Director</p> <p>Kidslink Director</p> <p>Kidslink Director</p>   |
| <p><b>Chemical Release</b></p>      | <ul style="list-style-type: none"> <li>• Call 911</li> <li>• If Chemical Release is inside our building, teachers will direct children outside according to the escape route posted in each classroom. This route may be altered due to location of chemicals.</li> <li>• All classes will meet at the south of the Pathway Building west of the Playground.</li> <li>• If further distance is recommended then evacuation will begin: if to the North: Acrobatic Academy (2111 N. Maize Rd.) or to the South: Santucci Orthodontics (1919 N. Maize Rd.). Teachers will assist children in walking to these locations. If further distance is required: Credit Union of America-1 mile to the south (1401 N. Maize Rd.) or Maize High School (11600 W. 45<sup>th</sup> St. N., Maize, KS) -5 miles to the north &amp; west.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate.</li> </ul> | <p>Kidslink Staff Member who first discovers chemical concern.</p> <p>Lead &amp; Asst. Teachers</p> <p>Lead &amp; Asst. Teachers</p> <p>Emergency Personnel/<br/>Pathway Facilities Director</p> <p>Lead/Asst. Teachers and Kidslink Adm Asst and Kidslink Director</p> <p>Asst. Teachers</p> |

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|                        | <p>Teachers will calm children and lead quiet activities if feasible.</p> <ul style="list-style-type: none"> <li>• If Chemical Release is outside our building and emergency personnel or Pathway Facilities Director deem it safe for children to stay inside we will shelter in place in each classroom.</li> <li>• Parents will be notified by group email or text of event. Parents will be given instructions as to procedures to pick up children in the safest/fastest way.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children’s emergency contact information.</li> <li>• Emergency supplies: Director &amp; Assistant will get needed supplies</li> </ul>   | <p>Lead/Asst Teachers</p> <p>Emergency Personnel/<br/>Pathway Facilities<br/>Director</p> <p>Kidslink Director</p> <p>Lead/Asst. Teachers</p> <p>Kidslink Adm. Asst. or<br/>Director<br/>Kidslink Adm. Asst. or<br/>Director</p>   |
| <p><b>Intruder</b></p> | <ul style="list-style-type: none"> <li>• Call 911</li> <li>• All classes will meet at the south of the Pathway Building west of the Playground.</li> <li>• If further distance is recommended then evacuation will begin: if to the North: Acrobatic Academy (2111 N. Maize Rd.) or to the South: Santucci Orthodontics (1919 N. Maize Rd.). Teachers will assist children in walking to these locations. If further distance is required: Credit Union of America-1 mile to the south (1401 N. Maize Rd.) or Maize High School (11600 W. 45<sup>th</sup> St. N., Maize, KS) -5 miles to the north &amp; west.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate. Teachers will calm children and lead quiet activities if feasible.</li> <li>• Parents will be notified by group email or text of event. Parents will be given instructions as to procedures to pick up children in the safest/fastest way.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children’s emergency contact information.</li> <li>• Emergency supplies: Director &amp; Assistant will get needed supplies.</li> </ul> | <p>Kidslink Staff Member<br/>who first discovers<br/>intruder<br/>Lead &amp; Asst. Teachers</p> <p>Emergency Personnel/<br/>Pathway Facilities<br/>Director</p> <p>Lead/Asst. Teachers,<br/>Adm.<br/>Asst. &amp; Kidslink Director</p> <p>Asst. Teachers</p> <p>Kidslink Director</p> <p>Lead/Asst. Teachers</p> <p>Kidslink Adm. Asst. or<br/>Director</p> <p>Kidslink Adm. Asst. or<br/>Director</p> |
| <p><b>Lockdown</b></p> | <ul style="list-style-type: none"> <li>• Shelter in place location: children will stay in their classroom if they are already in room when lockdown occurs. If in another area of the church they will stay in that location if feasible. If on the playground they will cautiously move to short distance relocation site if safe to do so.</li> <li>• Teachers will turn off room lights &amp; move children to be away from line of sight of door.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate.</li> </ul>   | <p>Lead &amp; Asst. Teachers</p> <p>Lead/Asst. Teachers</p> <p>Asst. Teachers</p>  |

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|                                 | <p>Teachers will calm children and lead quiet activities if feasible.</p> <ul style="list-style-type: none"> <li>• Parents will be notified by group email or text of event. Parents will be given instructions as to procedures to pick up children in the safest/fastest way.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children’s emergency contact information.</li> <li>• Emergency supplies: Available in each Kidslink classroom.</li> </ul>  | <p>Lead/Asst Teachers</p> <p>Kidslink Director</p> <p>Lead/Asst. Teachers</p> <p>Kidslink Adm. Asst. or Director</p> <p>Kidslink Teachers</p>   |
| <p><b>Allergic Reaction</b></p> | <p><b><u>Children that have chronic medical conditions or special considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Parents indicate on enrollment forms if child has special medical conditions</li> <li>• A checklist of items we will need completed by parents with a template of Kidslink Medical Alert examples is emailed to parents along with KDHE form(s) - Long term Authorization for Dispensing Medications and Medical Release</li> <li>• Parents are given opportunity to review &amp; approve. Copies are made for classroom (inside snack cupboard), child’s file, Adm Asst file, Director’s file.</li> <li>• Preventive: In severe allergy cases - parents provide snacks for their own child that are kept separate from classroom snacks &amp; labelled with child’s name.</li> <li>• If allergic reaction occurs, then Kidslink Staff will follow the step by step directive on Medical Alert which includes administering medication, calling 911 &amp; child’s parents.</li> </ul> <p><b><u>Children with no known medical condition:</u></b></p> <ul style="list-style-type: none"> <li>• All Kidslink Staff are trained in First Aid so they are aware &amp; can identify symptoms of allergic reactions.</li> <li>• Preventive: Kidslink is pro-active &amp; does not allow peanut product snacks or snacks that have been made in a non-peanut free factory.</li> <li>• When possible reaction is detected in a child by teachers if non-life threatening (rash/hives/slight swelling) parents are called to notify &amp; consult. Kidslink Office is informed.</li> <li>• Emergency First Aid Kit will be brought into classroom to facilitate use of emergency supplies if needed.</li> <li>• When life threatening reaction is detected (difficulty breathing/ swelling of throat) 911 is called.</li> <li>• Staff will stay with child until parents arrive. If ambulance arrives first a staff member will accompany child to emergency room until parents come.</li> <li>• A report will be filed within 24 hrs to KDHE and Pathway Church.</li> </ul> | <p>Kidslink Parents</p> <p>Kidslink Adm. Asst.</p> <p>Kidslink Adm. Asst.</p> <p>Kidslink Lead or Asst. Teachers</p> <p>Kidslink Lead/Asst Teacher and Kidslink Adm. Asst or Director</p> <p>Kidslink Staff</p> <p>Kidslink Staff</p> <p>Kidslink Lead or Asst. Teachers</p> <p>Kidslink Adm. Asst.</p> <p>Kidslink Staff</p> <p>Lead or Asst. Teacher</p> <p>Kidslink Lead Teacher and Kidslink Director</p> |

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| <p><b>Terrorism</b></p>   | <ul style="list-style-type: none"> <li>• Contact 911.</li> <li>• 2 way radios will be used to notify staff if safe to use.</li> <li>• If terrorist is determined to be close to classrooms children will shelter in place in their classrooms. (See LOCKDOWN)</li> <li>• If terrorist(s) are not in immediate area children will be taken out of building immediately to remove them from situation.</li> <li>• Depending on location of perpetrator – children will be taken to off-premises relocation site: Santucci Orthodontics at 1919 N. Maize Rd. or Acrobatic Academy to the north of Pathway at 2111 N. Maize Rd. Teachers will assist children in walking to these locations. If further distance is required: Credit Union of America-1 mile to the south (1401 N. Maize Rd.) or Maize High School (11600 W. 45<sup>th</sup> St. N., Maize, KS) -5 miles to the north &amp; west.</li> <li>• Assistant teachers will help individual children with special health care or mobility needs to evacuate. Teachers will calm children and lead quiet activities if feasible.</li> <li>• Parents will be notified by group email or text of event. Parents will be given instructions as to procedures to pick up children in the safest/fastest way.</li> <li>• Procedures for continuity of operations: Medical records for each child will be in teacher backpacks along with roll book, Emergency Contact Cards, and Permanent Permission Cards.</li> <li>• Kidslink Assistant or Director will bring children’s emergency contact information.</li> <li>• Emergency supplies: Director &amp; Assistant will get needed supplies.</li> </ul> | <p>Any Kidslink Staff who detects a terrorist threat.</p> <p>Kidslink Staff</p> <p>Kidslink Staff</p> <p>Lead/Asst Teachers &amp; other staff available</p> <p>Kidslink Asst. Teachers</p> <p>Kidslink Director</p> <p>Kidslink Lead/Asst Teachers</p> <p>Kidslink Adm Asst/Director</p> <p>Kidslink Adm Asst/Director</p> |
| <p><b>Unscheduled Closing</b></p>   | <ul style="list-style-type: none"> <li>• Parents will receive group emails or group texts if Kidslink cancels classes unexpectedly.</li> <li>• Parents would be instructed in email/text as to how to pick up their child. Most likely we would dismiss directly from the individual classroom doors.</li> <li>• Needs of individual children, special needs or children with medical conditions would still receive the care and/or medical alert procedures in their individual classrooms.</li> </ul>  | <p>Kidslink Director</p> <p>Kidslink Director</p> <p>Kidslink Lead/Asst. Teachers</p>  |
| <p>First Aid Kit<br/>Located in 1<sup>st</sup> floor Work Room, Church Kitchen, &amp; East Atrium by Exterior Doors</p> <p>A few smaller first aid supplies located in classrooms</p> | <ul style="list-style-type: none"> <li>• First Aid Manual</li> <li>• Single use gloves</li> <li>• Adhesive bandages, assorted sizes</li> <li>• Adhesive tape</li> <li>• Roll of sterile gauze</li> <li>• Sharp scissors</li> <li>• Sterile gauze, 4x4 inches minimum</li> <li>• Cleansing agent or liquid soap</li> <li>• Elastic bandage</li> <li>• Tweezers</li> <li>• Bottle of water for washing/cleansing</li> </ul>   | <p>Kidslink Director responsible for periodically inventorying supplies</p> <p>Kidslink Adm. Asst. will get First Aid Kits in an Emergency</p>   |



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| AED<br>Located in East & West<br>Atriums by Exterior Doors |  | Kidslink Adm. Asst. will<br>get AED in an<br>Emergency        |
| Trauma Kits<br>Located in Work Room &<br>Church Kitchen    |  | Kidslink Adm. Asst. will<br>get Trauma Kit in an<br>Emergency |

**April 2025**