



# Emergency Procedures Policy

Date Created: 06/27/2019

Approved By: TRM Board of Directors

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## Emergency Procedures Policy

### Injuries

In all cases, an Incident Report should be completed and returned to the TRM staff to document exactly what happened.

For **Minor Injuries** please calmly follow these procedures:

- Listen to and reassure the child.
- Determine what the injury needs. You can wash off the area with water only. First aid kits and instant cold packs are available in the kitchen.

For **Serious Injuries** please calmly follow these procedures:

**If immediately life-threatening:** Immediately call 911. Immediately call or have someone capable notify a TRM Staff member.

**If NOT life-threatening:** Notify a TRM Staff member.

**Serious Injuries** should be cared for in this order:

- Call 911
- Administer first aid/CPR if you are trained in first aid/CPR and the situation requires it.
- Do not move a child if there is the possibility of a back or neck injury.
- Continually reassure the child.
- Do not administer any further first aid until parents and medical authorities arrive.
- Never administer any oral medicine (aspirin, Tylenol, etc.) or topical medicine, (bacitracin, first-aid cream, etc.) to any child. Contact the parents and have them do it if it is necessary.
- Assist in completing an Incident Report form. These are kept in the TRM Staff check-in area. Turn it in to your TRM staff member.
- For injuries requiring hospital attention, a TRM staff member is to accompany the child to the hospital if a parent is not available

### Medications

It is our policy to not administer any over the counter medications. If a student requires a prescribed medication during the school day, a plan will be developed with the family and TRM staff. If there is a severe, life-threatening concern (e.g. asthma, severe allergic reactions) parents must work with the TRM Staff to create an individual emergency plan for their child.



# Emergency Procedures Policy Cont.

## Fire and Severe Weather

Fire and severe weather routes are posted in each classroom. Please familiarize yourself with those routes and designated exits, area, etc. It is extremely important that child-security is maintained during an emergency:

- Remain calm
- Count the children before anyone leaves the classroom.
- Check all areas, under furniture, in bathrooms, etc. to ensure that all children are accounted for.
- Follow posted evacuation routes.
- Gather all children and volunteers in a safe area and count the children again. Do not release any children until you have reached the safe area and have accounted for all children.
- **DO NOT** release children to anyone other than the parent OR guardian
- Wait for “all clear” from the designated school staff person before returning to classrooms.
- For program cancellations due to severe weather or other reasons, please contact TRM Phone Number.

## Lockdown Procedure

In the event of an intruder, active shooter, or other situation that calls for a building lockdown, please calmly, quickly, and quietly follow these steps:

- Close and lock all classroom doors.
- Turn off all lights and close the blinds.
- Gather and count children, instructing them to sit against a wall that is out of eyesight of the doors and interior windows (all windows if possible).
- Check all areas, under furniture, in bathrooms, etc. to ensure that all children are accounted for.
- Calmly explain to children what is going on.
- Help children sit quietly, quietly reassuring them.
- Do not give any indicators of your presence in the classroom, leave the classroom or turn on the lights until the “all clear” is given from the designated school staff person.
- **DO NOT** release children until after the danger is past
- **DO NOT** release children to anyone other than the parent or guardian.

## Missing Child

In the event that a child is missing, school staff should be notified immediately. TRM staff will work with teachers to locate child, notify parents, and involve other adult leaders (building personnel or volunteers) to increase building awareness. All should remain calm and reassure other children or adults while moving in as timely a manner as possible. If the child is not found in a reasonable amount of time, the school leaders will contact the appropriate authorities.



# Emergency Procedures Policy Cont.

## Media Response

In the event of a severe accident or death, it is likely that the media will be on-site to cover the incident. It is important that all volunteers, teachers, and leaders not say anything which could be mistaken or misquoted by the interviewer. If asked by a media member to make a statement, please direct them to the school Administrator.

## Check-In/Out

At the main school entrance and greeting desk, TRM has a check in/out procedure. For the safety and security of the kids, it is imperative you familiarize yourself with these procedures and follow them.

Check-in/out procedures are in place to protect the kids and volunteers and to assure parents their child's safety and security is a top priority at TRM. Whether coming in late or leaving for an appointment, we ask all parents and guardians to simply sign in and out.



# Emergency Procedures Policy Cont.

## Incident Report

Please complete this form and turn in to the Director of TRM

Date: \_\_\_\_\_

Injured Party's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Name and Phone: \_\_\_\_\_

Date and Time incident occurred: \_\_\_\_\_

Location where incident occurred: \_\_\_\_\_

Name(s) of witnesses: \_\_\_\_\_

Description of injury sustained: \_\_\_\_\_

Type of treatment applied: \_\_\_\_\_

Name of person applying treatment: \_\_\_\_\_

Please provide a description of the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person filling report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Leader: \_\_\_\_\_ Date: \_\_\_\_\_



# Emergency Procedures Policy Cont.

## Emergency Evacuation Maps

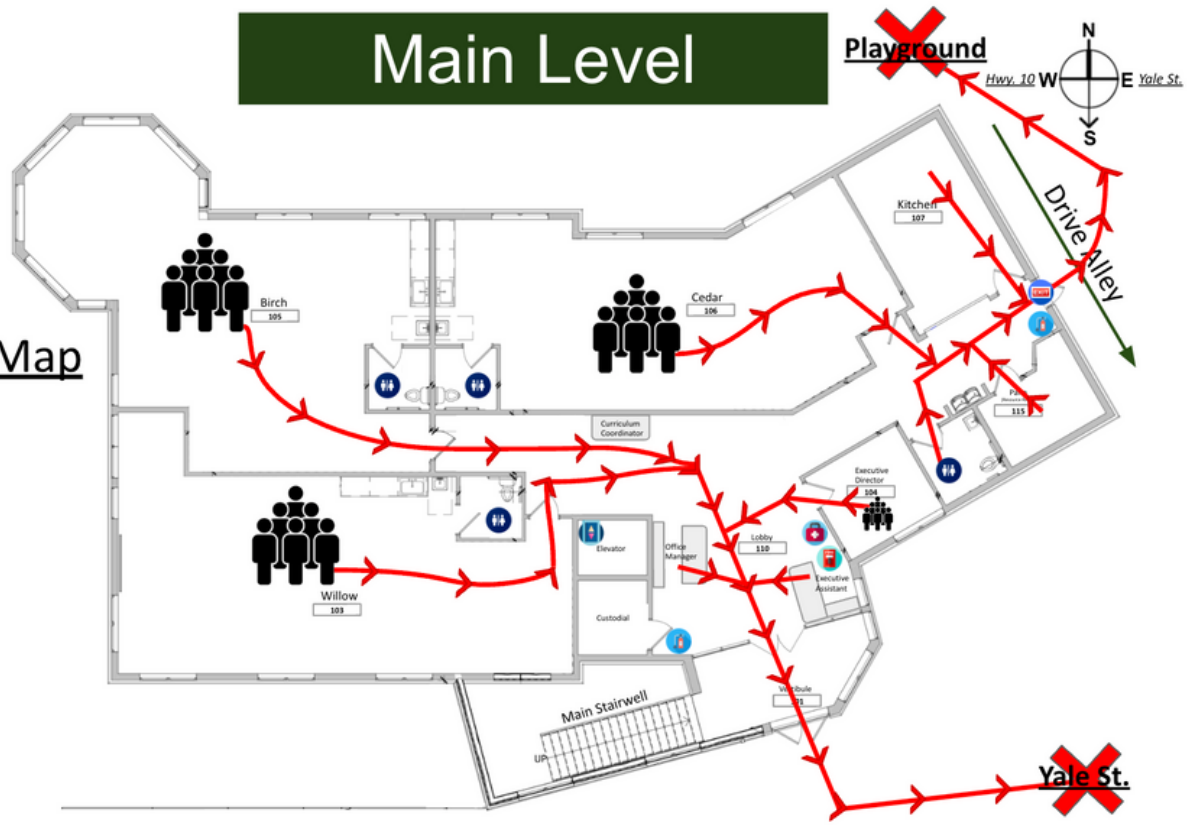
17267 Yale St. NW, Elk River, MN 55330



### Fire Evacuation Map

Main Level

- Restroom
- Elevator
- First Aid
- Exit
- Extinguisher
- Fire Alarm
- Fire Evacuation Destination
- Fire Evacuation Route



MAIN LEVEL FLOOR PLAN



# Emergency Procedures Policy Cont.

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