

**COMMONWEALTH OF KENTUCKY  
Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care**

**Evacuation Planning Form for  
Child Care Emergency/Disaster  
Preparedness**

**For**

**Child Care Provider or Program Name:** Crestwood United Methodist Church Preschool

**Date:** 12/1/2023



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## **Helpful Information Child Care Sample Forms for Emergency Disaster Preparedness Planning**

In addition to this basic planning form, the following information and supportive sample forms are available at <http://chfs.ky.gov/dcbs/dcc/> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care
2. Sample Child Care Child Information Form
3. Sample Child Care Daily Attendance Record Form
4. Sample Child Care Emergency Disaster Preparedness Parent Information Form for Reunification
5. Sample Child Care Evacuation Response Checklist Form
6. Sample Child Care Emergency Disaster Roster Sign Out Form
7. Sample Child Care Fire Drill Form
8. Sample Child Care Earthquake and Tornado Drill Form
9. Sample Child Care Bomb Threat Information Form
10. Sample Child Care Emergency Disaster Preparedness Provider Statement
11. Child Care Emergency Disaster Preparedness Planning Checklist



## **Child Care Regulatory References for Emergency/Disaster Preparedness**

**199.895 Evacuation plan required for child-care centers and family child-care homes -- Annual updating of plan -- Provision of plan to local emergency management officials and parents. (Effective July 12, 2012)** (1) A child-care center licensed under KRS 199.896 and a family child-care home certified under KRS 199.8982 shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home. The plan shall include but not be limited to:

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- A program to ensure that appropriate staff is familiar with the plan's components.

(2) A child-care center and a family child-care home shall update the evacuation plan by December 31 each year.

(3) A child-care center and a family child-care home shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.

### **922 KAR 2:120. Child-child care center health and safety standards.**

- "Adequate supervision" means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

### **922 KAR 2:110. Child-care center provider requirements.**

- The following records shall be maintained at the child-care center for five (5) years:
  - A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;
  - A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;
  - A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

### **Certification of Family Child –Care Homes/Registered Provider**

#### **922 KAR 2:100 Section 10: General Requirements, 922 KAR 2:180 Section 3: Additional Requirements**

- Each floor level used for child care shall have at least one (1): unblocked exit to the outside; smoke detector, fire extinguisher; and carbon monoxide detector if the home uses fuel burning appliances; or has an attached garage.
- At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service) telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the police, fire station, emergency medical care and rescue squad and poison control.
- A fire and tornado drill shall be conducted during hours of operation at least monthly and documented.
- An earthquake drill shall be conducted during hours of operation; at least quarterly and documented.



## **Emergency/Disaster Preparedness Planning**

A Child Care Provider/ Facility should prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency/disaster, evacuation should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.

- **Sheltering in place:** Children and staff remain at the facility/home but seek shelter for the emergency/disaster at hand. This would include tornado and chemical releases.
  - **On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
  - **Off-site evacuation:** Children and staff/provider are relocated to designated location not on the property
- A) A completed Emergency/Disaster Plan should be reviewed and updated annually. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) All child care providers should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency/disaster. New child care provider orientation should include training and review of emergency/disaster procedures.
- C) All children should be involved in practicing emergency/disaster procedures as outlined by licensing regulations.
- D) Floor plans of the child care location should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.
- H) Grab-n-go-kits are a gallon size zip and seal bag to create individual activity bags for each child in the program. Each bag could include items like a recent photo of the child, laminated emergency card, 4-6 crayons, a small notebook for doodling or a board book.
- I) A best practice recommended Emergency/Disaster Supply kit should include the following:
- |  |   |
|--|---|
| ✓ Class roster with emergency contact information                                    | ✓ Formula   |
| ✓ Battery or solar operated radio  | ✓ Phone card\ Cell phone  |
| ✓ Blankets/bucket  | ✓ Plastic trash bags  |
| ✓ Crescent wrench to shut off gas line if needed (professional will need to restore) | ✓ Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling)  |
| ✓ Extra batteries (replaced twice a year)  | ✓ Water (1-3 gallons per person per day, 3 day minimum) & disposable cups |
| ✓ First aid kit (see state child care regulations for required items)                | ✓ Wet wipes/tissues   |
| ✓ Flashlight(s)  | ✓ Whistles  |
| ✓ Permanent marker(s)  | ✓ Work gloves   |
| ✓ Hand sanitizer   | ✓ Map of area for evacuation or for locating shelters                     |
| ✓ Non-perishable food items and manual can opener (minimum supply for 3 days)        | ✓ Other items as your program requires (Children's Records)               |





# **Emergency/Disaster Procedures and Evacuation Planning Form**

## **General Information and Instructions**

- A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.
- C. **Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a "\*" is required by a child care regulation.**

## **Evacuation Planning Form for Child Care Emergency/Disaster Preparedness**

<b>Insert Provider/Program Name and Information</b>					
Name of Child Care Provider/Program	* Crestwood United Methodist Church Preschool				
Street Address	* 7214 Kavanaugh Rd.				
City, State, Zip Code	* Crestwood, KY 40014				
Telephone Number	* 502-553-9362				
Number of children enrolled	* 137				
Number of staff (if applicable)	* 34				
<b>Sheltering in Safe Place</b>					
The designated safe place in this location is :	* Basement of chapel, hallway outside of church offices				
<b>On-Site Safe Evacuate Location</b>					
The designated on-site safe location for evacuation is :	* Christian Living Center				
<b>Off -Site Safe Evacuation Location #1</b>					
Name of Location	* Kentucky Conference Office, Holloway Hall				
Street Address	* 7400 Floydsburg Rd.				
City, State and Zip Code	* Crestwood, KY 40014				
Telephone Number	* 502-425-3884 or 502-376-5334 Contact: David Garvin				
Directions/Evacuation route to this safe location *Attach a map if needed	* attached				
Is there a written agreement with this location (Recommended as a best practice)	Yes	X	No	<input type="checkbox"/>	
<b>Off Site Safe Evacuation Location #2</b>					
Name of Location	Mt. Tabor United Methodist Church				
Street Address	3301 West Hwy 22				
City, State and Zip Code	Crestwood, KY 40014				
Telephone Number	440-552-4760 Contact: Rev. Megann Nyman				
Directions/Evacuation route to this safe location *Attach a map if needed	Attached				
Is there a written agreement with this location (Recommended as a best practice)	Yes	X	No	<input type="checkbox"/>	
<b>Insert Provider/Program Primary Emergency/Disaster Contact Information</b>					
Name	* Tina Rose/Janet Randall/Holly Miller/Sandra Atwood				
Telephone Number	* 502-241-8984 / 502-553-9362				
Cell Number	* Tina 502-744-2957 Janet 502-435-1168 Holly 502-552-7060 Sandra 502-592-6295				
Email Address	* cumcpreschoolnewsletter@gmail.com				
Contact Phone Number Outside	603-496-4715				



of the Area (Recommended as a best practice)	
<b>Insert Provider/Program Emergency/Disaster Contacts (phone and /or fax, e-mail)</b>	
<b>EMERGENCY</b>	<b>911 or local authorities</b>
Accounting Service	<b>ADP – Payroll Service 877-544-6003</b>
Bank	<b>Republic Bank 502-339-2200, 339-9700</b>
Building Inspector	<b>Dept. of Housing, Buildings, &amp; Construction 500 Mero St. Frankfort, KY 40601 502-573-0365</b>
Child Care Resource & Referral Agency <a href="http://www.kentuckypartnership.org">http://www.kentuckypartnership.org</a>	<b>4-Cs for Kids 636-1358</b>
Community Based Services	
Electric Company	<b>LG&amp;E 627-3313/Outages 589-1444 or 800-331-7370</b>
FEMA	<b>FEMA Frankfort, KY 800-255-2587</b>
Food Service Vendor	<b>n/a we do not prepare food</b>
Gas Company	<b>LG&amp;E 627-3313/Suspected leak 589-1444 or 800-331-7370</b>
Health Department	<b>Oldham Co. Health Dept. 222-3516</b>
Hospitals	<b>* Baptist Health LaGrange 222-5388 Norton Brownsboro 446-8000 Norton Children's Medical Center 446-5000</b>
Local Emergency Management <a href="http://oldhamcounty.ky.gov">oldhamcounty.ky.gov</a>	<b>* Oldham County Emergency Mgt 222-0799 Jerry Nauert</b>
Inspections, License, Permits	<b>South Oldham Fire Dept., Inspections – Jim Johnson 241-8992</b>
Insurance Agent	<b>Jason Brooks 800-554-2642</b>
Licensing (local/state)	<b>* Cabinet for Health &amp; Family Services 800-372-2973 License # L353948</b>
Newspaper	<b>Courier-Journal 582-4011</b>
Non-emergency Fire	<b>South Oldham Fire Dept 241-8992</b>
Non-emergency Police	<b>222-1300 dispatch 222-0111</b>
Payroll Service	<b>ADP 877-544-6003</b>
Poison Control	<b>* 1-800-222-1222</b>
Radio Stations	<b>WHAS 840 AM 571-8484</b>
State Emergency Management <a href="http://kyem.ky.gov/teams/Pages/default.aspx">http://kyem.ky.gov/teams/Pages/default.aspx</a>	<b>800-255-2587 KY Emergency Mgt 100 Minuteman Pkwy Frankfort, KY 40601</b>
Television Stations	<b>WHAS TV 11 582-7220</b>
Waste Management	<b>Republic Services 638-9000</b>
Water Company	<b>Louisville Water Company 583-6610 or 535-6262</b>
<b>Insert Provider/Program Planning Team Members</b>	
Director	<b>Tina Rose</b>
Staff Member (s)	<b>Janet Randall &amp; Holly Miller</b>
Parent (s)	<b>Board members: Emilie Macke, Izabella Sullivan</b>
Other	
<b>Coordinating/Collaborative Agencies in the Area (phone and /or fax, e-mail)</b>	
Neighbor	<b>Reverend Derek Robnette <a href="mailto:derek@crestwoodmethodist.com">derek@crestwoodmethodist.com</a></b>



Business	
Church	<b>Crestwood United Methodist Church</b>
Other	
<b>Contact Information for Coordinating Program Re-Opening (phone and /or fax, e-mail)</b>	
Facility/home Inspection/Repair	<b>Church trustees <a href="mailto:crestwood-umc-trustees@googlegroups.com">crestwood-umc-trustees@googlegroups.com</a></b>
Contacting Families/Employers	<b>Janet Randall / Holly Miller</b>
Obtaining Equipment/Supplies	<b>Tina Rose / Janet Randall / Holly Miller / Sandra Atwood</b>
Room Set up	<b>Tina Rose / Janet Randall / Holly Miller / Sandra Atwood</b>
Accessing Records	<b>Tina Rose / Janet Randall / Holly Miller</b>
Food Service Coordination	<b>n/a we do not prepare food</b>
Obtaining building inspections/licensing approval	<b>Tina Rose / Janet Randall / Holly Miller</b>
<b>Post Disaster Clean up Services (phone and /or fax, e-mail)</b>	
Restoration Services	<b>Church trustees <a href="mailto:crestwood-umc-trustees@googlegroups.com">crestwood-umc-trustees@googlegroups.com</a></b>
<b>Evacuation Plan</b>	
Evacuation Manager/Alternate	<b>* Tina Rose / Janet Randall / Holly Miller</b>
Person responsible for "all clear"	<b>Tina Rose / Janet Randall / Holly Miller</b>
Assembly site manager/alternate	<b>Tina Rose / Janet Randall / Holly Miller</b>
Staff-person with First Aid/CPR	<b>* All staff members</b>
Contact number out-of-area <small>(Recommended as a best practice)</small>	<b>603-496-4715</b>
E-mail address out of area <small>(Recommended as a best practice)</small>	<b>adinome@comcast.net</b>
Person responsible for copy and posting of building site maps	<b>* Tina Rose / Janet Randall / Holly Miller</b>
Person responsible for marking evacuation exits	<b>* Tina Rose / Janet Randall / Holly Miller</b>
Location of evacuation exits	<b>* see attached map</b>
On-site evacuation location	<b>* see attached map</b>
Off-site evacuation site	<b>* see attached map</b>
<b>Shelter-in-Place Plan</b>	
Shelter- in -Place Coordinator	<b>* Tina Rose</b>
Shelter- in- Place Coordinator Alternate	<b>* Janet Randall / Holly Miller / Sandra Atwood</b>
Coordinator responsibilities	<b>* Orchestrating the emergency plan, maintaining safety and comfort of all children and staff, ensuring that children &amp; staff with special needs have their required medications, reuniting children with their parents as quickly as we can, reopening our preschool as quickly as we can.</b>
Staff with First Aid/CPR	<b>* All staff members</b>
Storm Shelter Locations	<b>* basement of chapel by the church staff offices</b>
"Seal the Room" Shelter Location(s)	<b>* "big room" where we eat snack &amp; lunch with doors to other room closed, outside doors locked</b>
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	<b>* Tina Rose, Janet Randall, Holly Miller</b>
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	<b>* Preschool supplies food bars and water for all staff and all children without food allergies. Parents are responsible for providing food for children with food allergies.</b>
<b>Communication System</b>	



How we will train our staff on emergency/disaster plans	<b>* August planning meeting, monthly staff meetings, daily morning reports</b>
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	<b>* Registration packet, emails, monthly newsletter, plan is posted on preschool website.</b>
In the event of a emergency/disaster, how we will communicate with the staff/parents	<b>* Signs will be posted noting our location. An email or text will be sent to all parents, teachers will text parents, administrative staff and teachers will also make/receive phone calls.</b>
<b>Cyber Security</b>	
How we will protect our computer hardware	<b>Computer is unplugged during storms. We utilize a power strip when plugging computer in.</b>
How we will protect our computer software	<b>Files are automatically backed up on the church's network, security software installed.</b>
If our computers are destroyed, we will use back up computers located where	<b>All files are stored on Microsoft OneDrive so we can use any computer.</b>





Back Up Records						
Person responsible for backing up critical records including children's/ staff records, payroll, accounts, etc.	Tina Rose / Sandra Atwood					
On-site location of back up records including insurance policies, facility/home plans, bank accounts records, and computer back ups	Flash drive, network backup in basement of chapel					
Offsite location of additional copy of back-up records	Microsoft OneDrive					
How will the program provide for continuity if the accounting and payroll records are destroyed	Unless the internet and/or phone service are completely inaccessible, we will always have access to our records.					
Emergency/Disaster Shut Off Locations						
Electricity	Flip main switch at panel behind the door in the room off the kitchen.					
Water	Flip plate near sidewalk, at back of church on Pryor Ave. Using a wrench or pliers, turn the lever to the off position.					
Gas	see attached					
Emergency/Disaster Equipment Locations						
Alarm Box	Central panel in the CLC/gym					
Fire Extinguisher(s)	* see attached map					
First Aid Kit (s)	* see attached map					
CPR Face Shields	* first aid box					
Emergency/Disaster Kit	On shelf in storage downstairs					
Emergency/Disaster Preparedness Plan required Communication						
Please check "yes" or "no" and give the applicable date						
Provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	* Yes	X	No	<input type="checkbox"/>	Date	12/23
Provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form for Reunification" to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.	* Yes	X	No	<input type="checkbox"/>	August of each year or when a new child enrolls throughout the school year.	
Emergency /Disaster Contact Information Annual Review						
Date the emergency/disaster plan will be reviewed and updated	* December of each year.					



## Child Care Roles and Responsibilities

Please list each person responsible for each responsibility

Who	Primary	Alternate	Location of this responsibility
Declares an emergency/disaster and actions to be taken	Tina Rose	Janet Randall	Outside office
Calls 911	Tina Rose	Janet Randall/Holly Miller	Cell phone or choir room phone
Turns off HVAC systems	Tina Rose	Janet Randall/Holly Miller	Heat pumps – classrooms off “big room” and 2 in “big room” Furnace – 4/5 hallway on wall across from the bathrooms Boiler – emergency button on the wall to the right of the door as you go in the room at the bottom of the steps. Per LG&E we are not to touch the gas, call them for help instead.
Turns off Security System	n/a	n/a	n/a
Assures each child/staff has their grab-n-go-bag	Assistant teachers	Lead teachers	In classrooms
Completes room search	Tina Rose	Janet Randall/Holly Miller	All classrooms
Contacts families	Administrative staff	Teachers	Office computer or phone
Sends family communications (e-mail)	Administrative staff	Teachers	Office computer or phone
Post sign on door	Janet Randall/Holly Miller	Tina Rose	Double red doors, single red door, & double green doors
Changes voice mail	Tina Rose	Janet Randall	Cell phone
Retrieves supplies	Administrative staff	Teachers	Basement storage
Food/water	Administrative staff	Teachers	Basement storage
Attendance list	Classroom teachers	Sandra Atwood	Sign-in/out books
Family & staff contact information	Tina Rose	Teachers	Director's phone & emergency cards in teacher's fanny packs
Copies of emergency/disaster records including emergency/disaster medical care consent	Tina Rose	Janet Randall	Copied to Microsoft OneDrive and to flashdrive
Copies of care plan for children with special needs	Tina Rose	Janet Randall	In box with allergy medications, on



			dropbox and flashdrive
Written directions to designated evacuation site(s)	Tina Rose	Janet Randall	Parent handbook, website and will be posted on doors at 3 entrances at preschool
Emergency/Disaster money (Recommended as a best practice)	Sandra Atwood	Tina Rose	Filing cabinet inside wood cabinet in preschool office
Medical supplies	Tina Rose	Janet Randall/Holly Miller	First aid box on top of refrigerator
Extra supplies of critical medications	Tina Rose	Janet Randall/Holly Miller	Box with allergy meds on top of refrigerator
Disaster supply kit (Recommended as a best practice)	Tina Rose	Janet Randall	In storage at bottom of stairs
<b>On-Going Basis</b>	<b>Assigned Staff</b>	<b>Date</b>	<b>Notes/Comments</b>
Attendance records	Lead teachers	Assistant Teachers	Sign in-out books
Emergency/disaster contact lists	Tina Rose	Janet Randall	On dropbox and flashdrive
Emergency/disaster card and signed emergency medical care release	Tina Rose	Janet Randall	On dropbox and flashdrive
Children's grab & go bags	Lead teachers	Assistant teachers	In classrooms
Rotate water and food	Tina Rose	Janet Randall	June and December
Rotate infant formula	n/a – no babies	n/a – no babies	-----
<b>Every Six Months</b>	<b>Assigned Staff</b>	<b>Date</b>	<b>Notes/Comments</b>
Water: monitor expiration dates	Tina Rose	Janet Randall	June & December
Food: monitor expiration dates	Tina Rose	Janet Randall	Replace bars 6 months before they expire
Infant formula/food: monitor expiration dates	n/a – no babies	n/a – no babies	-----
First aid kit: Critical medications	Tina Rose	Admin staff	Checked regularly



## Child Care Roles and Responsibilities-continued

<b>Every Year</b>	<b>Assigned Staff</b>	<b>Date</b>	<b>Notes/Comments</b>
Emergency/Disaster Information for each Child	Tina Rose	August	Parent handbook and preschool website
Signed emergency/disaster medical care releases	Tina Rose	August	On OneDrive and flash drive
Care plans for children with special needs	Tina Rose	August	Box with allergy medications
Map of area			
Directions to evacuation sites	Tina Rose	August	Parent handbook and preschool website
Money(This is a best practice recommendation )	Sandra Atwood	August	
Pen and paper	Tina Rose	August	Supply box in basement
Whistles	Tina Rose	August	Supply box in basement
Vehicle keys	Each staff member	Daily	Carried in fanny packs
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)	Tina Rose	August	Supply box in basement
Matches in waterproof container	Tina Rose	August	Supply box in basement
Plastic shielding	Tina Rose	August	Supply box in basement
<b>Every Year</b>	<b>Assigned Staff</b>	<b>Date</b>	<b>Notes/Comments</b>
Duct tape	Tina Rose	August	Supply box in basement
Manual can opener	Tina Rose	August	Supply box in basement
Disposable bowls and utensils	Tina Rose	August	Supply box in basement
Plastic bag (sealable and unsealed)	Tina Rose	August	Supply box in basement
Household bleach (small bottle)	Tina Rose	August	Supply box in basement
Wet towelettes	Tina Rose	August	Supply box in basement
Hand sanitizer	Tina Rose	August	Supply box in basement
Toilet paper	Tina Rose	August	Supply box in basement
Diapers	Tina Rose	August	Supply box in basement
Diaper wipes	Tina Rose	August	Supply box in basement
Blankets	Tina Rose	August	Supply box in basement





<b>Check for Presence and Operation Every Six Months</b>	<b>Assigned Staff</b>	<b>Date</b>	<b>Notes/Comments</b>
Radio-battery powered	Tina Rose	August	Supply box in basement
Flashlight	*Tina Rose	August	Supply box in basement
Extra batteries (check expiration dates)	*Tina Rose	August	Supply box in basement
Extra flash light bulbs	Tina Rose	August	Supply box in basement
Charged cell phone	Tina Rose	Daily	Personal phone is charged daily
Cell phone	Tina Rose	Daily	Preschool cell phone is charged as needed

## Disclaimer

This material is presented as general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response calls for good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

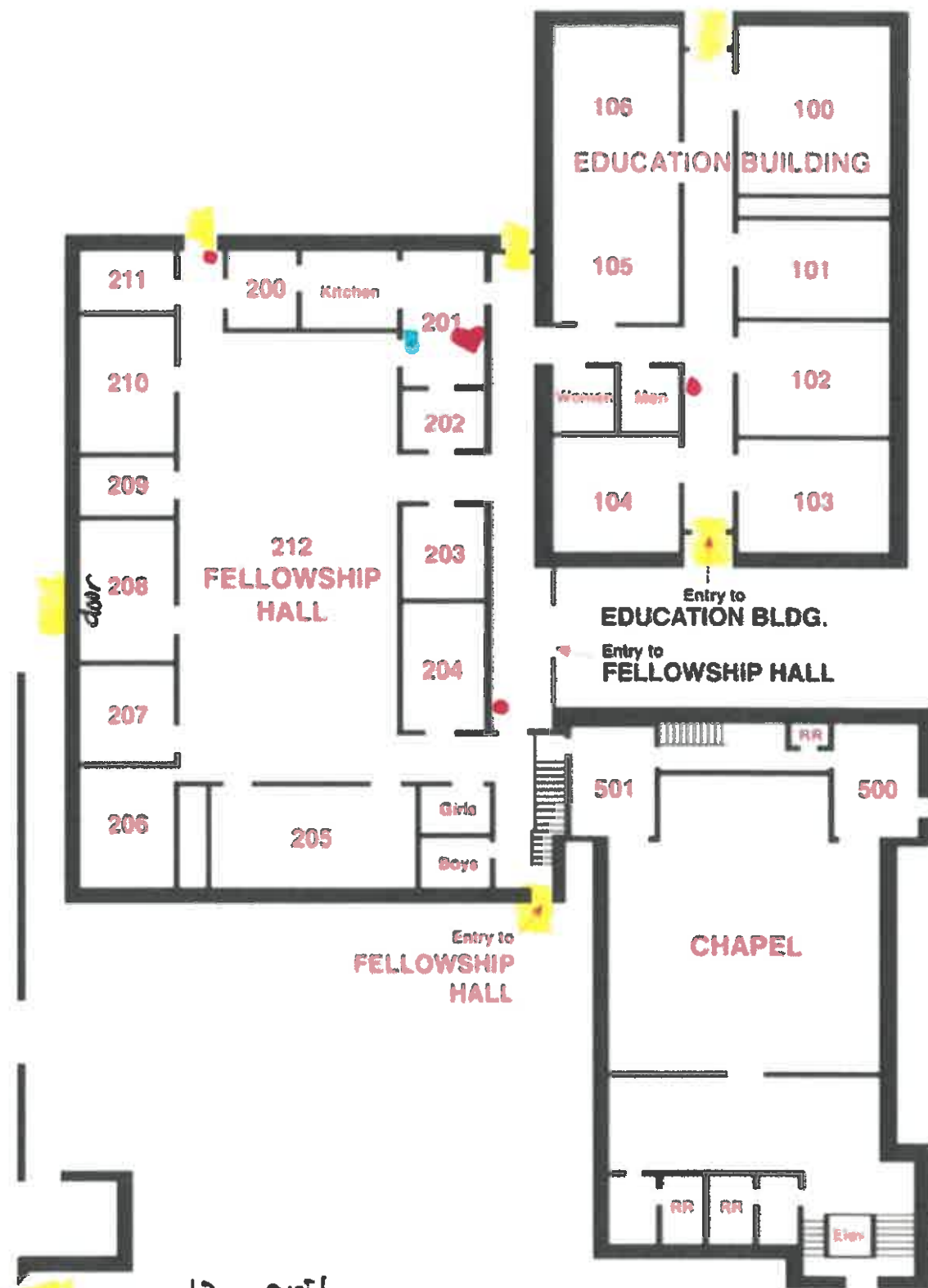
## Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is familiar with the plan's components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

\* Tina Rose  
Signature of the Child Care Provider

\* 11/28/23  
Date







# Welcome to **CRESTWOOD UNITED METHODIST CHURCH** (Campus at ground level)

Prior Avenue

Prior Avenue

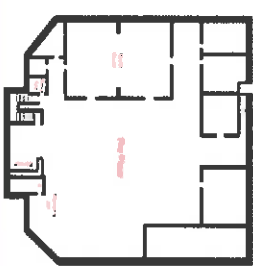


## **CAMPUS GROUNDS** (Ground level)

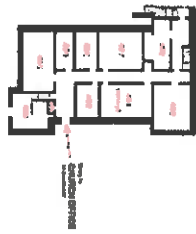
*Includes Sanctuary, Fellowship Hall, Education/Classroom Building, Chapel and Christian Living Center*



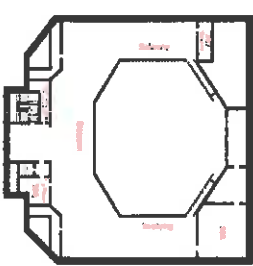
## **SANCTUARY** (Basement level)



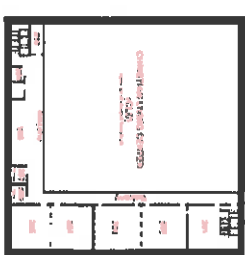
## **CHAPEL** (Basement level)



## **SANCTUARY** (First floor level)



## **C.L.C.** (First floor level)





## EMERGENCY/DISASTER CONSENT FORM

(Effective December 31, 2023 – December 31, 2024)

In the event of an emergency/disaster (a fire, natural disaster, or other threatening situation that may pose a health or safety hazard) that would necessitate evacuation of the children and staff of Crestwood United Methodist Church Preschool, Kentucky Conference Office, Holloway Hall, 7400 Floydsburg Rd., Crestwood, KY (502)-425-3884 or (502)-376-5334 David Garvin agrees to provide temporary housing for up to/but not over 100 children and 20 staff members. While parents are being notified and until children can be picked up, the director and staff of the preschool have an emergency plan in action and will care for and meet the needs of the children. Depending upon the severity of the emergency/disaster, notification of parents and pick up could take up to 48 – 72 hours.

October 2, 2023 Date

DAVID GARVIN, TREASURER Name & Title (Please Print)

David Garvin Consent Signature





## EMERGENCY/DISASTER CONSENT FORM

(Effective December 31, 2023 – December 31, 2024)

In the event of an emergency/disaster (a fire, natural disaster, or other threatening situation that may pose a health or safety hazard) that would necessitate evacuation of the children and staff of Crestwood United Methodist Church Preschool, Mt. Tabor United Methodist Church, 3301 West Highway 22, Crestwood, KY 40014 (440-552-4760 – Rev. Megann Nyman) agrees to provide temporary housing for up to/but not over 100 children and 20 staff members. While parents are being notified and until children can be picked up, the director and staff of the preschool have an emergency plan in action and will care for and meet the needs of the children. Depending upon the severity of the emergency/disaster, notification of parents and pick up could take up to 48 – 72 hours.

10-2-23 Date

Megann Nyman - Pastor Name & Title (Please Print)

 Consent Signature



**PERMISSION FOR EVACUATION  
IN CASE OF AN EMERGENCY DISASTER**

In case of an emergency disaster that might occur during preschool hours, we give our permission for our child to be removed from the church by car if necessary. If time allows the police or fire department will be called to help. If not, I understand that the staff and teachers will transport the children in their cars.

**I understand our children and staff will remain onsite, if they are not in danger, at:**

Crestwood United Methodist Church  
7214 Kavanaugh Rd.  
Crestwood, KY 40014  
(502-241-8984)

**If an emergency occurs and it becomes necessary for us to leave the premises, they will be transported to:**

**Site #1 –** Kavanaugh Conference Office – Holloway Hall  
(lower floor of the Kentucky Methodist Conference Center)  
7400 Floydsburg Rd.  
Crestwood, KY  
(502-425-3884)

**OR**

**Site #2 -** Mt. Tabor United Methodist Church  
3301 West Highway 22  
Crestwood, KY, 40014  
(502-241-8705)

If the staff and children have to leave the church, then parents will receive an email or a message through Classdojo, as we are leaving, stating where we are relocating to—site #1 or site #2. In addition, a sign stating our relocation site will be posted on our double red doors. The directions to Site #1 and Site #2 are enclosed in this packet and will also be posted on the double red doors.

If email and cell phone service is interrupted and we cannot contact parents/guardians, the director/assistant directors will attempt to have an announcement placed on WHAS Radio stating the location where the children may be picked up by their parents/guardians. If the director/assistant directors cannot put that announcement on WHAS Radio, then we will put an announcement on a radio station that is broadcasting locally.

<b>Print parent's name</b>	<b>Signature of parent</b>	<b>Date</b>
<b>Print parent's name</b>	<b>Signature of parent</b>	<b>Date</b>



**Parents: keep this form so you know where to find us in case of an emergency/disaster**

**DIRECTIONS TO OUR SAFE SITES  
For Crestwood United Methodist Church Preschool  
2023 – 2024**

**ON SITE LOCATION** – Our children will remain at this location unless we feel they are in danger.  
**Crestwood United Methodist Church**  
**7214 Kavanaugh Rd.**  
**Crestwood, KY 40014**  
**502-241-8984 – church 502-553-9362 - preschool**

**SAFE SITE #1**  
**The Kentucky Conference Office, Holloway Hall**  
**(lower floor of the United Methodist Conference Center)**  
**7400 Floydsburg Rd.**  
**Crestwood, KY 40014**  
**Contact: David Garvin**  
**502-425-3884 or 502-376-5334**

Directions (From Crestwood United Methodist Church, 7214 Kavanaugh Rd., Crestwood, KY 40014)

1. Turn left out of the front parking lot of the church onto Kavanaugh Rd. OR turn right out of the back parking lot of the church onto Pryor Ave.
2. Turn right onto LaGrange Rd. (KY 146)
3. Follow LaGrange Rd. to Floydsburg Rd. (KY 1408)
4. Turn right onto Floydsburg Rd.
5. Proceed on Floydsburg Rd. and turn right into the parking lot of the Methodist Conference Center.
6. Proceed up the hill and around the building to the left.
7. We will be located in a room downstairs in the back of the building.

**The trip is 0.7 miles from Crestwood United Methodist Church and takes approximately 2 minutes.**

**SAFE SITE #2**  
**Mt. Tabor United Methodist Church**  
**3301 West Highway 22**  
**Crestwood, KY 40014**  
**Contact: Rev. Megann Nyman**  
**440-552-4760**

Directions (From Crestwood United Methodist Church, 7214 Kavanaugh Rd., Crestwood, KY 40014)

1. Turn left out of the front parking lot of the church onto Kavanaugh Rd. OR turn right out of the back parking lot of the church onto Pryor Ave.
2. Turn right onto LaGrange Rd. (KY Hwy. #146)
3. Follow KY Hwy. #146 but **DO NOT cross over the tracks when #146 makes that turn.**  
**Continue straight on KY #22 (Ballardsville Rd.)**
4. Follow KY #22 (Ballardsville Rd.) until you reach Hwy. #393. Turn left into the parking lot of the church, which sits at the corner of Hwy. #393 and KY #22.

**The trip is 5 miles from Crestwood United Methodist Church and takes approximately 8 minutes.**



## YOUR TRIP TO:

7400 Floydsburg Rd, Crestwood, KY 40014-8202

**1 MIN | 0.7 MI** 

**Est. fuel cost: \$0.05**

Trip time based on traffic conditions as of 1:08 PM on December 16, 2020. Current Traffic: Moderate



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **northwest** on Kavanaugh Rd/KY-2254 toward W Highway 146/KY-146.

Then 0.07 miles

0.07 total miles



2. Turn **right** onto W Highway 146/KY-146/KY-2254. Continue to follow W Highway 146/KY-146.

Then 0.10 miles

0.16 total miles



3. Turn **right** onto Floydsburg Rd/KY-1408.  
*Floydsburg Rd is just past Lagrange Rd.*

*If you are on W Highway 146 and reach Crestwood Elementary School you've gone a little too far.*

Then 0.49 miles

0.66 total miles



4. 7400 Floydsburg Rd, Crestwood, KY 40014-8202, 7400 FLOYDSBURG RD is on the right.

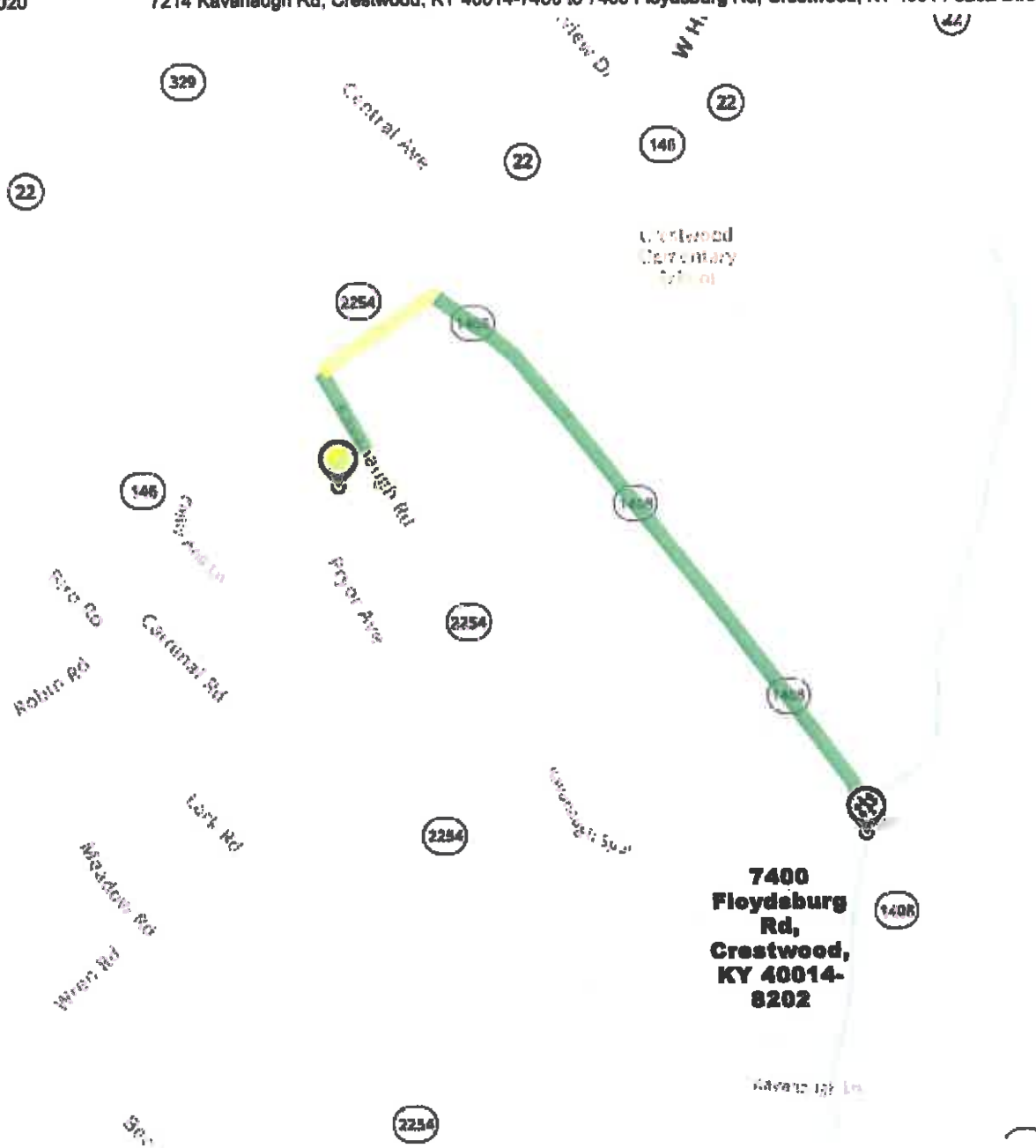
*Your destination is 0.2 miles past Woodcreek Crossing Way.*

*If you reach Kavanaugh Ln you've gone about 0.2 miles too far.*



Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.





## YOUR TRIP TO:

3301 W Highway 22, Crestwood, KY, 40014-9742

**5 MIN | 3.9 MI** 

**Est. fuel cost: \$0.32**

Trip time based on traffic conditions as of 1:09 PM on December 16, 2020. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **northwest** on Kavanaugh Rd/KY-2254 toward W Highway 146/KY-146.

Then 0.07 miles

0.07 total miles



2. Turn **right** onto W Highway 146/KY-146/KY-2254. Continue to follow W Highway 146/KY-146.

Then 0.32 miles

0.38 total miles



3. Stay **straight** to go onto W Highway 22/KY-22.

Then 3.47 miles

3.85 total miles



4. 3301 W Highway 22, Crestwood, KY 40014-9742, 3301 W HIGHWAY 22 is on the left.

*Your destination is 0.1 miles past Cross Creek Dr.*

*If you reach S Highway 393 you've gone a little too far.*



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