



Emergency Preparedness Policies and Procedures

Hixson First Baptist Child Development Center

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The following policies and procedures will be utilized by the staff of Hixson First Baptist Child Development Center in the event of an emergency at our center. These policies and procedures are regularly reviewed and updated as needed.

Hixson First Baptist Child Development Center is a smoke and vape free facility.

Updated February 2025

Fire Procedure

In the event of a fire at the facility teachers will do the following –

1. Get clipboards and roll sheets along with emergency binders.
2. Children and teachers will exit room in an orderly manner.
3. Teacher will close the door.
4. Teachers and children will go to designated areas outside of the building using the most appropriate evacuation route.
5. Teachers will immediately take roll. Each teacher will do a name to face count upon arrival at the house.
6. Report any missing students to office personnel.
7. Wait for the all clear from law enforcement agencies and administrators.
8. If possible, return to the building slowly.

Tornado Procedure

In the event of a tornado in the area –

1. Administrators will make a call over the walkie talkies for classrooms to report to their designated areas.
2. Each staff person will assume responsibility over one of the three areas. This is predetermined to avoid confusion.
3. Children, staff, and administrators will shelter in place at the center until an all clear has been placed.
4. Teachers will keep children entertained via songs, fingerplays, and stories. Preschoolers will play verbal games.
5. Return to classrooms if possible.

Earthquake Procedure –

In the event of an earthquake –

1. All teachers and children will shelter in place in classrooms.
2. Teachers will encourage children to crouch and cover their heads and necks. If possible, children will shelter under tables.
3. Once an all clear is given, teachers and children will resume normal routine until all can be reunited safely with their families.

Flooding Procedure

In the event of a flood or water related issue –

1. Teachers are to get the emergency binder and clipboard with the class roll.
2. Close all windows and doors.
3. Take all children to the third floor (children's wing) of the building.
4. Teachers will keep children entertained via songs, fingerplays, and stories. Preschoolers will play verbal games until all can be reunited safely with their families.

Lockdown Procedure

In the event the center needs to go on lockdown due to a threat to the center –

1. Each classroom is equipped with a Night Lock door lock to disable access to the classrooms.
2. Teachers will put each Night Lock in place on all doors in the classroom.
3. Windows will be covered with blinds/curtains, and the small windows in the doors will be covered with fabric. Windows should be locked as well.
4. Children and staff will move away from any doors and windows and hide in their designated spots within the classroom.
5. Teachers will begin calling 9-1-1 immediately after the rooms are secured.
6. Once law enforcement agencies have arrived and proven their identities to teachers, classrooms will be unlocked.
7. Teachers will keep children entertained via songs, fingerplays, and stories. Preschoolers will play verbal games until all can be reunited safely with their families.

Bomb Threat Procedure

In the event that we receive a threat to the children –

1. Teachers will get the emergency binder and clipboard with class roll.
2. Close all windows and doors.
3. Evacuate the building via fire drill routes.
4. Teachers will keep children entertained via songs, fingerplays, and stories. Preschoolers will play verbal games until all can be reunited safely with their families.

Shelter in Place Procedure

In the event that there may be a threat in the area –

1. Follow lock down drill procedure.
2. Children will be entertained with songs, stories, and fingerplays as needed. Preschoolers will play verbal games. If possible, children can play with soft and quiet toys inside the classrooms.
3. When the threat to the area is cleared, teachers will return to normal routine if possible.

Continuity of Operations –

Administrators will meet in the CDC office to discuss any issues or situations that arise. Changes will be made as necessary.

All staff are also trained on emergency procedures during orientation and through monthly drills. Fire drills will be completed monthly, and other drill will be completed bi-annually at the minimum.

State licensing and our insurance company's policies will be followed to ensure safe procedures are in place. Both will be notified of any incidents that occur immediately.

We will not refer families to other centers unless absolutely necessary. Until all children are picked up from a relocation site, we will operate as needed.