



Emergency Disaster Plan

For Lighthouse Center for Infants
1424 Yale St. Santa Monica, CA 9404

Call 911

In the event of an emergency that requires the removal of all the students, teacher, assistants and personnel from the facility, the following will take place.

1. **Contacts:** Director, Jenni Edralin cell (310) 755-0516 Pastor, Rob Scribner cell (310) 874-8872
2. **Relocation Centers:**
 - a. **The Lighthouse Church Preschool (310) 829-2828**
1511 20th Street Santa Monica, CA 90404
(Near Broadway, on 20th St. near VCA animal Clinic)
Director, **Lori Ayala** Cell (310) 721-0490
 - b. **The Lighthouse Church /Lighthouse Elementary School**
1220 20th Street, Santa Monica, CA 90404
Principal, **Josh Scribner** (310) 829-1741 - Cell (810) 450-4955
3. Staff will each take one of 4 evacuation cribs from the sleep room placing up to 6 children in each crib.
4. A Teacher assistant will secure the earthquake/ emergency container to a crib and all teachers will proceed to the nearest exit.
5. After regrouping at 1422 Yale street(front of property) Director or Assistant Director will account for all infants and staff taking roll using the Sign-in Notebook. The Director or Assistant Director will be responsible for the Emergency/Contact Information Notebook and Sign-in Notebook and taking it to the relocation center.
6. All persons must leave 1424 Yale St. facility and go directly to the relocation center. Upon arrival at the relocation center, be sure the following agencies are notified.

Fire Department (310) 458-8660 and Police Department (310) 395-9931

If the disaster or emergency does not require removal of the students and personnel then the following is applicable:



In case of Fire:

1. Contact Fire Department (310) 458-8660
2. Each teacher will place the children in one of the 4 evacuation cribs until all children are in a crib and proceed to the exit as listed on the emergency disaster diagram, the Director or Assistant Director being sure to take the Sign-in Notebook and the Emergency/Contact Information Notebook.
3. Proceed. To 1422 Yale (the front of the property).
4. Determine safety and health of the infants
 - a. Contact entity necessary to handle an emergency.
 - b. Wait for instructions from Director or Pastor Robert Scribner

In case of Earthquake:

1. Protect your head and body, move children into evacuation cribs and prepare to exit the building.
2. Get out of the building if possible.
3. Bring the Emergency Notebook and Sign in Notebook.
4. Line up in the parking lot away from the building.
5. Contact: Pastor Rob Scribner; Director of LCP, Lori Ayala; Principal of LCS, Josh Scribner.
6. Contact: Santa Monica Fire Department in case of gas and/ or water leaks.

In case of Active Shooter:

1. Trained staff shall immediately lead children to a safe hiding place and call 911.
2. A designated staff member will lock each door and shut the windows close and lower blinds if undetected.
3. A teacher will begin "the quiet game".
4. Every adult is responsible for children in their direct care at the time of the event.
5. Compare the headcount of each child to the daily sign in sheet.
6. Be sure all cell phones are on vibration mode.
7. Contact the local Police Department and parents of children as soon as the premises are safe.

In Case of Pathogen/Virus/Pandemic Protocol and Procedures:



1. In case of a pandemic declaration the Director will be responsible for coordinating integrating guidelines from the Local Health Department, California Department of Public Health, Center for Disease Control and the California Department of Social Services into existing policies and procedures.
2. Staff, Parents and Lighthouse School Administration, CDSS and Connections for Children will be kept up to date on developments.
3. Director will consult with the LCA ,LCP, and LCS administration team using Governmental guidelines to determine whether it is safe for the school to remain open or close.
4. If school remains open or before reopening, the Director will secure all needed supplies (gloves, PPE, cleaning supplies, etc.) to implement policies and ensure the safety and health of staff, parents and children.
5. All staff shall be trained in new policies and procedures.
6. Pathogen / Virus/ Pandemic cleaning protocol and procedures will be implemented immediately by all staff.
7. In case of known exposure to pathogen (COVID-19) , the Director will notify LHC, CDPH, and CDSS staff and parents as soon as possible. Without revealing the identity of the person/persons of exposure to staff and or parents.