

Emergency Preparedness and Reunification Plan

At **Logos Academy**, the safety and well-being of our children are among our highest priorities. We maintain an Emergency Preparedness and Response Plan and regularly train our staff so that we are prepared to respond calmly and appropriately if an emergency occurs.

Our procedures address situations such as fire, severe weather, power outages, medical emergencies, building evacuations, shelter-in-place situations, lockdowns, and other unexpected events.

While we hope we never need to use many of these procedures, preparation helps us protect our children and reunite them safely with their families.

Emergency Communication

During an emergency, our first priority is to **protect and account for every child**.

Once children and staff are safe and circumstances allow, Logos will communicate important information and instructions to families.

Emergency communication may be sent through:

- **ProCare**
- **Email**
- Other direct communication methods when appropriate

Parents should ensure that all **phone numbers, email addresses, emergency contacts, and authorized pickup persons** are kept current in ProCare.

During an Active Emergency

Please remember that teachers and administrators may be actively supervising children, evacuating the building, or communicating with emergency personnel.

We ask parents to:

- Watch ProCare and email for official instructions from Logos.
- Avoid repeatedly calling or texting teachers during an active emergency.
- **Wait for instructions before coming to campus**, unless directed otherwise by emergency personnel.
- Follow all instructions provided by Logos or public safety officials.

We understand that a parent's first instinct may be to immediately come to their child. However, arriving during an active emergency could interfere with emergency vehicles or place parents in an area that has not yet been determined to be safe.

Evacuation & Relocation

If our regular school building at **2999** must be evacuated, our **primary relocation area is Building 3001 on the ODPC campus.**

Depending on the nature of the emergency, fire, police, or other public safety officials may direct us to another location.

Parents should not automatically report to Building 3001 following an evacuation. Please wait for communication from Logos with instructions regarding whether and where children should be picked up.

Parent Reunification

If children cannot safely return to our school building and parent pickup is necessary, Logos will initiate our parent reunification procedures.

Our **primary parent reunification point is the roundabout near the playground.**

Families will be notified when reunification begins and provided with instructions. The reunification location may change if required by emergency personnel or circumstances.

When Picking Up Your Child

Parents and authorized caregivers should:

- Proceed only to the reunification location communicated by Logos.
- Follow directions from staff and emergency personnel.
- Be prepared to show **photo identification.**
- Complete the official child release/check-out process before leaving.
- Never remove a child from the reunification area without notifying a Logos staff member.

Children will only be released to a parent/guardian or an individual who is **authorized for pickup in our records.**

Even if your child sees you and comes directly to you, please make sure a Logos staff member has officially accounted for your child's release before leaving.

This process allows us to maintain an accurate record of **every child in our care and every child who has been safely reunited with an authorized adult.**

Emergency Drills

Preparedness begins with practice.

Logos conducts emergency drills in accordance with applicable licensing requirements. These may include:

- Fire and evacuation drills
- Shelter-in-place drills
- Lockdown drills
- Other emergency preparedness exercises

Emergency drills are conducted in a **calm, developmentally appropriate manner**.

Our goal is not to frighten young children. Teachers use simple language to help children understand that practicing allows us to know what to do if we ever need to keep everyone safe.

We encourage parents to use similarly reassuring language at home:

"Your teachers practice ways to keep everyone safe. If there is ever an emergency, listen to your teachers and stay with your class."

Young children do not need detailed explanations about frightening emergency scenarios.

Emergency Supplies

Logos maintains emergency supplies to support children and staff if we must evacuate or remain in place during an emergency.

Our emergency supplies include items such as:

- First-aid supplies
- Emergency water
- Non-perishable food
- Essential emergency equipment and materials

Supplies are reviewed periodically and replenished as necessary.

Trained & Prepared Staff

Logos staff members receive training in our emergency procedures and their individual responsibilities during an emergency.

Staff training includes applicable:

- Emergency response procedures
- Evacuation procedures
- Shelter-in-place procedures
- Lockdown procedures

- Parent/child reunification procedures
- CPR and First Aid training

Emergency procedures are reviewed regularly so staff members understand their responsibilities before an emergency occurs.

How Families Can Help Us Stay Prepared

Families are an important part of our emergency preparedness.

Please help us by:

- Keeping your contact information current in ProCare.
- Maintaining at least one reliable emergency contact.
- Keeping your child's authorized pickup list current.
- Reading emergency messages from Logos carefully.
- Waiting for pickup instructions before coming to campus during an emergency.
- Bringing identification when requested.
- Following the designated reunification procedure.
- Making sure a Logos staff member officially checks your child out before you leave a reunification site.

Most importantly, **please do not come directly to an emergency or evacuation area unless Logos has instructed families to do so.**

Our Priorities in an Emergency

No two emergencies are exactly alike, and circumstances can change quickly. Instructions from police, fire, emergency management, or other public safety officials will always take priority over our standard procedures.

Our relocation location, reunification location, or pickup procedures may therefore change depending on the situation.

Regardless of the circumstances, our priorities remain the same:

Protect our children.

Account for every child.

Keep children appropriately supervised and reassured.

Communicate with families as soon as it is safe and practical to do so.

Safely reunite every child with an authorized parent or caregiver.

Questions?

Families with questions about Logos Academy's safety and emergency preparedness procedures are welcome to contact our administrative team.

Logos Academy

Phone: 202-669-4319

Email: Lillian@logosacademy.net

Thank you for partnering with us to maintain a **safe, prepared, and nurturing environment for every child at Logos Academy.**