

# **Disaster Plan**

## **Little Phins Preschool**

This plan was created on March 4, 2008

Our Center's Address is: 1509 Valley Avenue, Sumner, WA 98390

Our Center's Phone Number is: 253-891-4621

Our nearest cross streets are: Main Street and Valley

The School Phone Number is: 891-4600

## **Tiny Sparts Learning Center**

Our Center Address is: 1707 Main, Sumner, WA 98390

Our Center Phone Number is: 253-891-5570

Our Nearest Cross Streets are: Main and Wood

The School Phone Number is: 891-5500

## **Panther Cubs Learning Center**

Our Center Address is : 10920 199<sup>th</sup> Ave Ct E, Bonney Lake, WA 98391

Our Center Phone Number is: 891-5785

Our Nearest Cross Streets are 199<sup>th</sup> Ave and South Prairie

The School Phone Number is 891-5700

# Emergency Phone Numbers

Police	911
Fire/Medics	911
Hospital Emergency Room	253-697-4000
Poison Control Center	1-800-732-6985
Main Office	253-891-5700 Panther Cubs
	253-891-5500 Tiny Sparts
	253-891-4200 Little Phins
School Maintenance	253-891-6300
District Nurse	253-891-6060
Director Phone Contact	253-848-2015
Center Cell Phone	_____
Out-of-area Phone Number	253-891-6000
Child Protective Services	253-983-6100
Local Health Department	253-798-6500
Alternate Site Location	253-891-4550 Panther Cubs
Alternate Site Location	253-863-2253 Little Phins
Alternate Site Location	253-891-6000 Tiny Sparts

## **Missing Child**

Call 911 and provide the following

Child's name

Child's age

Our Address

Physical clothing description of the child

Medical Status (if appropriate)

Notify director immediately and search the premises again.

Have child's information including picture for the police upon arrival

Director will notify parents

Director will notify licensing and CPS

Director will complete an incident report at earliest convenience.

## **Kidnapping**

Call 911 and provide the following

Child's name

Child's age

Our Address

Physical clothing description of the child

Medical Status (if appropriate)

Notify director immediately

Follow emergency lockdown procedures

Have child's information and picture available for police

Director will notify parents

Director will report incident to licensor and CPS

Director will implement Crisis/Response plan

Director will complete a written incident report at the earliest opportunity.

## **Child Abuse**

Report abuse or suspected abuse to the Director

Director will make a report to Child Protective Services. Director and appropriate staff will write the following information about the incident:

- Date and time of calls to Child Protective Services
- Child's Name
- Child's age/birthdate
- Address
- Name and address of parent or guardian and other children in the home (if known)
- Any statements made by the child (do not interview the child)
- The nature and extent of the injury or injuries, neglect, and/or sexual abuse
- Any evidence of previous incidents of abuse or neglect, including the nature and extent.
- Any other information that might be helpful in establishing the cause of the child's injury, neglect or death and the identity of the perpetrator.

These reports may become legal documents. Confidentiality of the reports must be strictly observed.

Incident reports are stored in a marked file in the locked filing cabinet of the office.

## **Assault on Child or Staff**

Call 911 if medical treatment is needed, or if police are required.

Report the incident to the Main Office. Phone 253-891-5700

Follow emergency Lock Down procedures

Staff member or teacher will stay with the victim

Victim's family will be notified by phone when safe to do so.

If medical treatment is required for a child, the director will call Child Protective Services.

Director will report incident to licensor

Director will complete a written incident report at the earliest opportunity.

Incident reports are stored in the locked filing cabinet of the office.

## **Gas Leak**

Do not activate the fire alarm system or any other electrical equipment

Notify center director

Evacuate children and staff following the building evacuation procedure and close doors behind you, but leave a window open.

Take the following items:

- Disaster supplies which are stored in the entry way
- Class/staff attendance sheets and visitor sign in sheets
- Children's emergency cards
- Cell phone if available

Call 911 from outside of the building

Move children to the football field

Take attendance

If possible turn gas off

Have the following items ready for police:

- Location of leak, if known
- Number of children in care
- Knowledge of anyone remaining in the building
- Floor plan and internal systems information

Director will notify parents immediately, if evacuation looks to be long term or if children are moved to an alternate site location.

Director will report incident to licensor

Director will complete a written incident report at the earliest opportunity.

All parents will be notified.

## **Site Evacuation**

If it is decided that staff and children will be moved to an alternate site location distant from the Learning Center, assign children to a designated teacher.

Staff should bring the following items to the alternate sites:

- Disaster supplies are stored in a portable lidded container of each classroom.
- Class/staff attendance sheets and visitor sign-in sheets

- Children’s emergency and medical information/supplies
- Cell phone, if available

Take attendance, if safe to do so, search the building for anyone missing

Director will evaluate the situation with the help of responding agencies (fire, Police, etc.) or the building team and determine if it is safe to enter the building. If it is not safe, Director will determine if it isn’t necessary to move to the alternate site location, or if children and staff should stay where they are until it is safe to re-enter the location.

Children will be taken to the alternate site location (St Andrews for Little Phins, Maintenance Office for Panther Cubs, Central Office for Tiny Sparts) by foot or emergency crib, depending on the age of the child.

Once at the alternate site, take attendance again. Teachers must remain with their group of children until the children are picked up and signed out by parents or emergency contacts.

Young children will be kept separated from staff and students not at that time working or teaching in the facility.

Director will continue to communicate with parents and coordinate pick-up of children.

Director will report incident to licenser.

Director will complete a written incident report at the earliest opportunity.

## Earthquake

Staff to “Drop, Cover and Hold”. Direct children to do the same and remain the way until the earth stops moving. Stay away from windows, bookcases and filing cabinets. Hold onto the items you are using as cover. If it moves, move with it. Keep talking to children until it is safe to move. In infant areas, cribs with infants in them should be moved away from windows.

If not items are available for cover, crouch by a load-bearing wall and cover your head with your arms.

If outside, “Drop, Cover and Hold”, keeping away from glass, bricks and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When the earthquake stops, the following procedures should be carried out:

- Staff check themselves and children for injuries
- Check evacuation routes for damage
- Evacuate children and staff, following the evacuation procedure and close doors behind you. Take the following items with you:
  - Disaster supplies, which are stored in the entry way
  - Class/staff attendance sheets
  - Children’s emergency and medical information and supplies
  - Cell phone, if available
- Staff will render fist aid to those who need it
- Director will take attendance to account for all children and adults
- Check utilities for disruption/damage (gas, water, sewer). If you smell gas, turn off the gas with the wrench stored.

- Have a building team of two individuals inspect the exterior of the building and report findings to the director
- Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
- Listen to regional radio station for information on the surrounding area
- Determine status of emergency supplies and equipment
- Call program's out-of-area contact with information on the center's status (injuries, evacuation, children remaining in care, children who have been picked up)
- Have the same team of two individuals assess the interior of the building and determine if it is safe to move children back into the building or whether it is best to evacuate. Report findings to the director
- If evacuating to an alternate location, post a notice indicating your new location, and the date and time you left. Follow site evacuation procedures.
- Call parents with center status information. If not possible, report center status information to local radio station for announcements over the air for parents to hear.
- If parents cannot be contacted after 4 hours the child's out-of- area contact will be called, if possible.
- Director will complete a written incident report at the earliest opportunity.

## **Power Outage**

Director or designee will try to locate the problem and activate alternate lighting system. Flashlights and batteries are located in the teacher's cupboard of each classroom.

Call 911 if concerned about a fire or safety hazard.

Report to Main Office, and or Maintenance

Unplug all electrical equipment; turn off all but one light.

Call your licensor, DEL health specialist, or local health department to determine if the Center needs to be closed, consider: Can you safely prepare and store food? Do you need to move to an alternative site? How will you notify parents?

Parents will be notified if the outage is prolonged

Director will report incident to licensor

Director will complete a written incident report at the earliest opportunity.

## **Storms and Snow**

Learning Centers are closed if school is closed for inclement weather.

If the Learning Center must close during hours of operation, the director will notify parents by phone, intercom from office, or will instruct families to watch the school website.

If weather conditions prevent the parent/guardian from reaching the Center, the staff will care for the child, until such time as the adult can safely claim the child. The disaster supplies will be used as needed.

If the above persons cannot claim the child within 72 hours, or the center closing, the director will contact police to transport the child to a Child Protective Services site.

The director will report incident to licensor.

Director will complete a written incident report at the earliest convenience.

## **External Hazardous Materials Incident**

Call 911 immediately. Have staff initiate a Shelter in Place Procedure unless directed to do otherwise by emergency personnel via the dispatcher.

Have the following items ready for police and fire personnel:

Location and description (liquid, gas) of hazard, if known

Number of children in care, staff, volunteers, and visitors

Floor plan and internal systems information

Follow instructions given by responding agency for either Shelter in Place Procedure or Building and Site Evacuation Procedure.

Notify parents of move to alternate site location.

If Shelter in Place Procedure occurs and media attention is significant, Director will call parents to let them know of situation

Director will report incident to licensor

Director will complete a written incident report at the earliest opportunity

All parents will be notified of incident.

## **Internal Hazardous Materials Incident**

In the event a person comes into contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container.

Call the hospital emergency room for additional instruction.

Contact poison control center for common household product poisonings.

Call 911 if additional assistance is needed.

Director will report incident to licensor.

Director will complete a written incident report at the earliest opportunity.

All potentially Hazardous Materials must be stored separately, locked up, and stationary so they do not fall over in the event of an earthquake.

MSD sheets for all potentially hazardous materials on site are located at the front desk in the office.

## **SHELTER IN PLACE PROCEDURE**

Shelter in Place Procedure should be conducted when you are instructed to do so by emergency personnel, your radio or television emergency broadcast, you see a vapor cloud, or if you smell an unusual odor outside

Gather all children inside.

Call 911, if you have not already done so. Director or designee should turn on and listen to the regional or local radio station. Listen for emergency information from your local fire or police department.

Director or facility maintenance person will turn off all fans, heating, cooling, or ventilation systems, & clothes dryers.

Close and lock windows and doors (locked windows seal better) and close as many interior doors as possible.

Close off non-essential rooms such as storage areas, laundry room, etc.

Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.

Stay alert to loudspeaker announcements. Emergency personnel from your local police or fire department may give you specific instructions via loudspeaker or door-or-door.

If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses.

If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injuries, keep children away from windows.

Director should stay in touch with responding agencies/emergency personnel.

Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.

Advise parents not to pick up children from the child care center until the incident is over. The presence of parents searching for their children will cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, you will not want to open the door to let parents in and out.

Have emergency disaster supplies and emergency contact cards handy.

Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.

Director will report incident to licensor.

Director will complete a written incident report at the earliest opportunity.

## **BOMB THREAT**

### **During the Bomb Threat Call:**

DO NOT HANG UP!

KEEP THE CONVERSATION GOING AND ATTEMPT TO GET THE FOLLOWING INFORMATION:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- Who are you?
- Why is this going to happen?

LISTEN FOR:

- Voice of male or female
- Speech impediment or accent
- What kind of background noise there is
- Cell phone or land-line

NOTE: Time \_\_\_\_\_ Date \_\_\_\_\_

**Immediately after the Call:**

Notify center Director.

Call 911.

Initiate a lockdown. Follow Emergency Lockdown procedure

Confer with fire and police about evacuation.

Have floor plan ready for police/fire personnel.

Have teachers and staff glance around their area for suspicious items. (DO NOT MOVE SUSPICIOUS ITEMS.)

If the decision is made to evacuate, follow Building and Site Evacuation Procedure.

Director will notify parents if evacuated or moved to alternate location.

Director will report incident to licensor.

Director will complete a written incident report at the earliest opportunity.

All parents will be notified of incident.

## **Fire Evacuation**

Activate fire alarm if not sounding

Evacuate children, visitors, and staff.

Up to four infants are placed in an evacuation crib and wheeled from the Center by staff members. The same is done for toddlers. Preschoolers are lead by the hand away from the building and on to the football field.

Emergency supplies are placed in the last crib, along with:

- Class/staff attendance sheets and visitor sign-in sheets
- Disaster supplies which are stored in the entry way
- Children's emergency and medical information/supplies
- Cell phone, if available

Call 911 from outside the building

Director does a final check of all spaces. Children and staff will exit to the football field and eventually the Maintenance Building if necessary.

Final attendance check is taken for both children and interns.

Director or staff member will check area of concern and use fire extinguisher, if safe to do so.

Have the following items ready for police:

- Number of children in care, staff and volunteers
- Knowledge of anyone remaining in the building
- Floor plan and internal systems information

Director will notify parents of evacuation and alternate site location if applicable

Director will report incident to licensor

Director will complete a written incident report at the earliest opportunity

All parents will be notified

## **EMERGENCY LOCKDOWN/INTRUDER ALERT PROCEDURE**

From time to time, schools and child care centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around, or who makes you fearful for your safety or the safety of others, then you may be faced with an intruder situation

Key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert Procedure.
2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The facility will provide written materials for parents to help children understand and cope.
4. Parents will be given a pre-designated alternate pick-up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown, and may be kept away from the child care center until authorities determine it is safe.

### **Intruder Alert Procedure**

If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately have someone call 911.

If a weapon is present, DO NOT CONFRONT – give another staff member the pre-determined hand signal to call 911 immediately

If no weapon is suspected, the Director will confront the intruder in the following manner:

Approach the individual in a non-confrontational manner with the assistance of another staff member.

Introduce yourself and the person with you to the individual in a non-confrontational way.

Ask the individual who he/she is and how you can be of assistance.

Inform the individual of the policy that all visitors need to sign in, and guide him/her to the area where that is done.

If the individual refuses, do not confront him/her. Give the other staff members the pre-designated hand signal to call 911.

If it is determined that the safety and health of children and staff are in jeopardy:

If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.

If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert the staff of potential danger. The announcement will be "This is a Code Red Emergency, repeat, this is a Code Red Emergency" – or – write your own.

If children are outside when a "Code Red" is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing the chosen lockdown announcement (example: Code Red), the following steps must be implemented:

Staff should quickly check the hall and restrooms closest to their classrooms and get children into the rooms.

Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights.

Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side to use as a buffer.

Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. You may want to gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys.

Teachers will keep all children in the classroom until an all-clear signal has been given.

Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an "all clear" has been called.

Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

When "All Clear" is heard, the director will apprise the staff of the situation and counsel with children.

When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.

Director will apprise parents of all "lockdowns," whether practice or real.

Director will report incident to licensor.

Director will complete a written incident report at the earliest opportunity.

## **In the event of a necessary 911 call**

Staff will stay with injured child and will request that another person call 911

The front desk at 5700 will be called and told about the call

A Learning Center Staff or an Assigned Staff from the high school leadership team will notify the parent of the injured child.

An incident form will be written and signed by the Learning Center staff and signed by parents.

DSHS will be notified.

## **Lock Down Procedure**

There will be an announcement on the public address system.

Director checks outside to admit any students or staff that belong in the Center. Then, director locks the outside doors.

All shades and curtains are closed, so windows are covered.

All children to moved to an area away from windows and doors.

Director takes attendance and reports the status to the front office, as requested if safely possible.

Staff will comfort children and calm fears to the extent possible.

I have read, received and understand the Disaster Plan for Sumner School District Child Care Programs in the school year 2009-2010

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_