

Emergency Preparedness Plan

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your clipboard with you.

If you have children of your own in the facility but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to the manager on duty. In the Director's absence, the Assistant Director on duty assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

Each classroom has a map indicating a preferred and secondary escape route. All teachers need to be aware of these routes. Shelter locations and relocation information are also indicated on the maps.

Each classroom should also have an exit bag that contains Band-Aids, latex gloves, tissues, anti-bacterial gel, incident reports, a pen, flashlight, and your clipboard. This bag must travel with your classroom at all times.

Tornado/Bad Weather

Stay calm. Watch the children, not the situation

Get your clipboard and your exit bag.

Take all of your children to the designated shelter area that is posted

on the map in the classroom. Have the children sit close together, have the children duck and cover if possible. This will be familiar to the children since you practice this each time you have a severe weather drill.

Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the designated area.

Stay there until advised that the bad weather has passed.

It can be helpful to quietly sing songs with the children to help them keep calm.

The Director in charge will monitor local weather stations and the weather alert radio for updates.

Communicable Disease Outbreak

All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness in the first place.

In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.

The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.

The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Service Child Care Licensing.

All staff are to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

Lock Down (includes weapon, hostage incident, intruder, trespassing, and disturbance)

The Director or person in charge will announce over our walkie-talkies our discrete code-phrase and will call 911. The director or designated person will supervise the front desk at all times during the incident, if possible.

Upon hearing this code-phrase calmly gather your children and proceed with our lock down policy. The children will know what to do because you practice this every month.

Infant classroom: Place babies in two cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.

Close all your classroom doors, the doors must be in locked position at all times. Turn off the lights. Cover door viewing window with the card provided for this purpose. Close window blinds if possible. Get the clipboard and exit bag and keep it near you. Cell phones must be on silence at all times while at work.

If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so contact the office.

Whisper and remind the children that "we are to be very quiet."
Do a name/face check, silently.

Keep the children and yourself safe, in place, and away from all interior and exterior windows.

Watch the children, not the situation!

If the intruder enters your classroom be prepared to take action.

The Director or person in charge will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.

Await further instructions from the Director or person in charge or emergency personnel.

Accident

Breathe and stay calm

Make sure all children are supervised. If you are alone, tell them to sit down near you.

Comfort the child by speaking in a low, quiet voice.

Apply first aid as needed.

Call the office if you need further assistance and/or the Director or person in charge to call 911.

If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)

If injury is to the head or face, report it to the office immediately - even if it is minor.

Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up. The person witnessing the accident must complete and sign the form.

Turn the Accident/Incident Report in to the Director or person in charge before you leave on the same day.

Keep the Accident/Incident Report confidential while in your presence.

In the event of serious illness or injury involving an adult, contact the office and a Director or the designated person in charge will call 911 and/or the person's emergency contact. If an injury requires medical attention from a doctor or hospital, the director must notify DFPS within 24 hours and file a report.

Illness

Ask the child, "What doesn't feel good?"

Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director or person in charge will contact the parent.

If no fever, make the child comfortable and keep an eye on him.

If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.

Vomiting or mild diarrhea: Notify the office.

Explosion, chemical spill or gas leak

that occurs INSIDE the facility

See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

that occurs OUTSIDE the facility

Close doors and lock if possible.

Turn off air conditioner/heater.

Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.

Keep children seated on the floor and calm. Sing quiet songs or read stories.

Be prepared to evacuate if told to do so by the Director or person in charge or emergency personnel.

If you detect a strong odor, show the children how to lift up and breathe through their shirts.

If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask clarification if time.

Bomb threat or other threat

Write down everything the person says. Ask where the bomb is.

Ask when the bomb (or other threat) will "go off" or "happen". Write that down, too.

Notify Director or person in charge to call 911 immediately.

Off-Site Evacuation and Relocation

Your primary responsibility is to keep the children safe.

Keep your clipboard and exit bag with you.

If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.

Children will be evacuated by walking to the evacuation sight next door. Children under 24 months will be transported by crib or carried.

The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.

The Office Manager (with the help of office staff) is responsible for taking the computer (containing permission slips and parent contact information), the first aid kit, emergency medication (asthma medications) The Assistant Director must take a charged cell phone to the evacuation site so that he/she can be in charge of the evacuation site.

The Director and Assistant Directors are aware of each cell phone number.

Evacuation and relocation site is
First Christian Church, 22101 Morton Ranch Road, Katy, TX 77449
281-492-2693
unless directed elsewhere by emergency personnel.

After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.

Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.

The Assistant Director will continue to supervise and take care of the needs of the staff.

The Director will be the contact person for emergency personnel and parents.

The center's usual verification process for allowing adults to pick up

children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

For a Threat to the Facility That Does Not Allow For Relocation

Emergency Provisions

In the event of an emergency that does not allow for relocation the following emergency provisions are supplied.

- 1) One gallon of drinking water is kept in each classroom
- 2) Additional snack foods are kept in the office at all times.

First Aid Supplies

Basic first aid supplies are kept in each teachers clipboard, and a full first aid kit is kept in the CDC office.

Communication

Parents will be notified of the emergency by phone and or by email as soon as it is safe to do so.

Fire

When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls, line up at the door please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*

Get your clipboard and exit bag. Make a quick head count. Make sure you have everyone. **Infants:** Place all of the children in one or two cribs.

Proceed to the proper fire exit and exterior meeting place as designated

on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.

Do a name/face check once you are outside and check it against your sign in/out sheet and transition sheet. If anyone is missing, tell the Director or person in charge or a fire fighter immediately, but never leave the children unsupervised.

The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.

Watch the children, not the situation.

The fire department, Director or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

Management Responsibilities

When aware of fire or when alarm sounds, the director sounds the alarm if necessary thus alerting everyone and notifying the fire department.

The director will proceed to each classroom to ensure that everyone is out of the building.

When aware of fire or when alarm sounds, office staff and the movement and music teacher in the building (and not when already counted in child/staff ratio), will assist the younger classrooms.

Media Relations

In the event of an emergency the CDC director shall be the designated spokesperson responsible for managing media relations. Any questions relating to the emergency from staff or parents should be directed to the CDC director.