

EMERGENCY PROCEDURE

Bomb Threat

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on a piece of paper, along with phone number on which call was receive.)
3. Before you hang up, get as much information from caller as possible.

Ask caller:

- Where is the bomb?
- When is it going to explode?
- What will cause the bomb to explode?
- What does the bomb look like?
- What kind of bomb is it?
- Why did you place the bomb?

Note the following:

Exact time of call

Exact words of caller

Caller's voice characteristics (one, male/female, young/old, etc.)

Background noise

Do not touch any suspicious packages or objects.

Avoid running or anything that would cause vibrations in home or center. Avoid use of cell phones and 2-way radios.

Confer with police regarding evacuation. If evacuation is required, follow EVALUATION procedures.

Chemical or radiation Exposure

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to SHELTER-IN-PLACE or EVACUATE, as per instructions.
3. If inside, stay inside (unless directed otherwise.)

If exposed to chemical or radiation outside:

- Remove outer clothing, place in a plastic bag, and seal. (Be sure to tell emergency respondents about the bag so it can be removed).
- Take shelter indoors.
- If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

Dangerous Person

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate LOCK-DOWN.
4. Call 911 from a safe place.

If the person is in your home or center:

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

Dangers Person

If children are outside:

1. And a dangerous person is outside: Quickly gather children and return to classrooms and initiate lock-down procedures. If this is not possible, evacuate to designated evacuation site.
2. And a dangerous person is in the home or center: Quickly gather children and evacuate to designated evacuation site.

If children are inside

- Keep children in classrooms and initiate LOCK-DOWN.

- Account for all children, staff, and visitors.
- Leave not at program site indicating where you are going.
- Evacuate to safe location, taking:

1. Attendance sheets
2. Emergency contact information
3. First aid kit
4. Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork.
5. Cell phone food, water, and diapers
6. Battery-operated radio

Our pre-planned, off-site evacuation places are: (Designated location by site)

Include in "grab and go" backpack next to exit door for quick and easy access. Circumstances of any given disaster may necessitate changing evacuation site. The Incident Commander or Director is responsible for identifying an alternate location if needed. Post evacuation location on main door to program or previously designated place.

Evaluation

On Site:

Escort children to designated meeting spot, taking:

1. Attendance sheets
2. Emergency contact information
3. First aid kit
4. Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork.
5. Cell phone
6. Food, water, and diapers.
7. If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
8. Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation place is: (Designated location by site.)

Off site:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playgrounds structures, etc., to ensure that all have left the building.

Heat Stroke

1. very high body temperature (>102 F)
2. hot, red skin, either dry or moist from exercise changes in consciousness
3. weak, rapid pulse
4. rapid, shallow breathing
5. vomiting

Call 911 immediately and cool person down with tepid water.

Please note:

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have lower sweating capacity.

Fire

1. Activate fire alarm or otherwise alert staff that there is a fire (i.e., yell, whistle).
2. Evacuate the building quickly and calmly.
3. If caught in smoke, have everyone drop to hands and knees and crawl to exit.
4. Pull clothing over nose and mouth to use as a filter for breathing.
5. If clothes catch fire, STOP, DROP, & ROLL until fire is out.
6. Take attendance sheets and emergency forms, if immediately available.
7. Have staff person check areas where children may be located or hiding before leaving building.

Gather in meeting spot outside and account for all children, staff, and visitors.

- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.

Have a fire plan and make sure everyone is familiar with it. Practice fire drills every month!

Flood

Be aware of any: Flood Watch (flooding may occur in your area.) or Flood Warning (flooding will occur or is occurring in your area.)

If flooding is in the area:

- Determine if program should be closed
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

If site is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.

- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the buildings
- Account for all children staff and visitors
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:

1. Attendance sheets
2. Emergency contact information
3. First aid kit
4. Critical & rescue medications (including asthma meds, EpiPens) and forms
5. Cell phone
6. Food, water, and diapers
7. Battery-operated radio.

- Do not try to walk or drive through flooded areas. Stay away from moving water and downed power lines.
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location
- If you have come into contact with floodwater, wash hands thoroughly with liquid soap and water.
- Throw away food that has come into contact with floodwaters.

Consult with local health department regarding cleanup measures.

Heat Wave

1. Limit outdoor play when heat index is at or above 90 F.
2. Ensure everyone drink plenty of water.
3. Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
4. Keep movement to a minimum.
5. Be alert for signs of heat exhaustion:

Heat Wave

- cool, moist, pale, or flushed skin
- heavy sweating
- headache
- nausea
- dizziness
- exhaustion
- normal or below normal body temperature.

Administer first aid - take steps to cool person own - and call for help, if necessary.

Lightning

Indoors:

1. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (wires and metal pipes can conduct electricity.)
2. Move away from windows. Cover windows with shades or blinds, if available.

Outside:

Seek shelter inside and enclosed building.

Lockdown

Lock-down

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lock-down area, if possible.
7. Maintain calm atmosphere in room by reading or talking quietly to children.
8. If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
9. Remain in lock-down until situation resolved.
10. Notify parent/guardian about any lock-down, whether practice or real.

Pandemic FLU/Contagious Disease

- Wash hands well and often.
- Remind parents and guardians that emergency contact information must be current and complete.
- Enforce illness exclusion policies for children and insist that sick children and staff stay home or go home.
- Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Close rooms as necessary due to staff illness (to maintain safe ratios).
- Reinforce teaching about good respiratory etiquette:
 1. Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 2. Throw used tissues in a hands- free trash can.
 3. Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.
- Wash hands well and often.

Serious Injury or death of a Child

Serious Injury:

1. Stay calm
2. Call 911 or the ambulance service.
3. Call child's parent(s) ASAP and inform them the hospital their child will be transported to.
4. Report injury to state officials.

Death of a Child:

1. Stay Calm
2. Call 911
3. Try performing CPR.
4. Call child's parent(s) ASAP. Inform them the hospital their child will be transported to.
5. Report death to state officials.

Missing or Kidnapped Child

Missing Child

Search program site, including all places a child may hide and nearby bodies of water.

Contact parent(s)/guardian(s) to determine if child is with family.

Call 911 with:

- Child's name and age
- Address of program
- Physical description of child
- Description of child's clothing
- Medical conditions of child, if appropriate
- Time and location child was last seen
- Person with who child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

Kidnapped Child

Call 911 with:

- Child's name and age
- Address of program
- Physical description of child
- Description of child's clothing
- Medical condition of child, if appropriate
- Time and location child was last seen
- Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
Parent(s)/guardian(s) should be contacted by police to explain situation.

Help to prevent kidnapping:

- Do not release child to anyone other than parent, guardian, or designated emergency contact.
- Call 911 if adults or children express concern about a person at or near program site.
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

Power Outage

1. Have flashlights and batteries.
2. Open curtains and blinds for natural light.
3. Contact parents by email, phone, or text and make them aware of the situation.
4. A designated person should call the power company for assistance.
5. Make a determination if the home can operate safely. If necessary, all parents and emergency contacts should be contacted and arrange for pick up.

Loss of Heat

1. Make children comfortable by putting on coats or outer garments.
2. Designated person should contact HVAC company for assistance.
3. Provider should contact parents by phone, email, or text to inform them about the situation.
4. If the temperature of the building drops to 65 degrees or lower, contact parents or emergency contact to arrange for pick up.

Loss of Cooling System

1. Make children comfortable by removing excess clothing and open windows or turn on fans.
2. Designated person should contact HVAC company for assistance.
3. Provider should contact parents by phone, email, or text to inform them about the situation.
4. If the temperature of the building rises to 85 degrees or higher, contact parents or emergency contact to arrange for pick up.

Loss of Water

1. Designated person should contact the water company for assistance.
2. Contact parents if water remains out of service for an extended length of time.
3. Have bottle waters for drinking, hand washing, and toileting purposes in case child is not able to be picked up by their parent(s).