

Ready to Respond
Emergency Preparedness Plan for
Little School House Learning Center 3

Ready to Respond Emergency Preparedness Plan for Early Care and Education Centers

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INTRODUCTION

The intent of this plan is to assist the child care Director and staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and provide a basis for restoration of services. The Director and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials, Sponsor or Landlord's security and facilities, and families/guardians.

OVERALL OPERATIONAL CRISIS

In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsibilities of the Director. The first Responsibility of the Staff is to move the Children to an area which we have designated (San Juan Fire Department: 109 S. Nebraska, San Juan TX 78589). Being the Outdoor meeting area the back of the Daycare.

Center Director:

1. Work with local emergency agencies to arrange for evacuation locations and transportation away from the Center.
2. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
3. Ensure that the Center's practice drill program is implemented and documented.
4. Ensure supplies and equipment are present and checked at least weekly. (Mondays)
5. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
6. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

Next in Charge:

The responsibilities of the person Next in Charge are to assist the Director during an emergency, and in the absence of the Director, assume all responsibilities.

1. Become familiar with the Crisis/Emergency Response Plan.
2. Provide complete crisis/emergency response training to employees on a regular basis and updates as necessary.
3. Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
4. Work with the Center Director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
5. See that all injuries and issues are attended to immediately and referred to the Center Director to determine if contact with Sponsor or other authorities is necessary.
6. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
7. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

Employee responsibilities:

1. Notify the Director of emergency situations as they become aware of them.
2. Follow emergency procedures as outlined and directed by the person in charge.
3. Safety and well being of the children in their care.

EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS

All classrooms and common areas have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers (red dots) and pull stations (blue squares). Unless otherwise required by your state licensing agency, these should be used as your posted evacuation plans throughout the center.

Signs and Postings

- A floor plan/diagram should be posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the Outdoor Meeting & Relocation Areas.
- Emergency phone numbers shall be prominently displayed by all telephones in the Center.

CENTER EVACUATION SITES

Outdoor Meeting Area: At the Back of the Building

Emergency Relocation Place: Aziz Quick Stop 911 W 495 FM San Juan TX 78589

1. Outdoor Meeting Area

Leave the building and gather in a predetermined location. This should be a safe place within walking distance; considering that area will be safe in all circumstances, e.g., rain, snow, etc.

2. Emergency Relocation Place

Leave the building and evacuate to a Relocation Place as determined by the Red Cross. Emergency personnel will want to know if you need transportation. Know which staff will go with which children to maintain supervision.

3. Evacuation Planning

It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. Centers should hold drills monthly.

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take it along during transport to Emergency Relocation Place.
- Each Caregiver is accountable for their own class children
- Once all children, caregivers, staff, and visitors are in the Outdoor Meeting Area the person in charge is accountable for the center as a whole.
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- Coordinate all actions with community public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Determine host facility based on situation.
- Contact host facility with estimated time for arrival of children and staff.
- Notify families of evacuation and Emergency Relocation Place information, if possible.
- Make arrangements for support of children at Emergency Relocation Place until reunited with families or return to evacuated facility.
- Children will be in the relocation place and released by the Director or person in charge.

Specific Duties and Responsibilities for Evacuation or Drills

Definitions of people responsible during an evacuation:

1. Outdoor meeting area - An area outside the Center building that is designated for assembly of the building occupants in the event of an emergency.
2. Director - The person responsible for the evacuation of Center building occupants.
3. Searcher - (*usually the Director and Assistant Director, these people may be designated as Searchers and assigned these responsibilities*) - The person(s) responsible for checking that all occupants have evacuated the Center building.

The Director and any other Center employees not counted in ratio will assist in all duties and responsibilities as designated by the Director.

The Center Director is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Pre-evacuation duties:

- To assure evacuation assembly areas and routes are posted in all areas.
- Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.

Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system, if available.
- Notify Sponsor's security of evacuation initiation.
- Report to the designated assembly area.
- Ensure searchers carry out their assignments.
- Ensure accountability of building occupants through the reports of the coordinators.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the City emergency response personnel as needed.

The Assistant Director's/2nd in charge primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director.

Pre-evacuation duties:

- To be knowledgeable of the duties of the Evacuation Chief and searchers.
- To have access to a list of all occupants in their area for accountability purposes.
- To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
- To check that all evacuation signs are posted and are accurate.

Evacuation duties:

- Maintain order during the evacuation.
- Ensure the searchers perform their duties as assigned.
- Provide accountability for all occupants in their assigned areas and report results to the Evacuation Chief.
- Stay with the evacuated group until notified by emergency response personnel.

Any center employee other than the Director and Asst. Director who are not counted in ratio at the time (Searchers) are appointed by the Director and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

Pre-evacuation duties:

- Pre-plan all areas that require searching in the event of an emergency; i.e., restrooms, closets, structures on playground areas, etc.
- Be knowledgeable of the responsibilities of searchers.

Evacuation duties:

- Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of occupants.
- A staff member from each classroom should conduct a thorough search of assigned areas when occupants have evacuated, reporting findings to the Evacuation Chief for their area. Where possible, employees not assigned to a classroom should be assigned this responsibility.
- Assist the Director and Asst. Director as necessary.

EVACUATION PROCESS

The decision to evacuate the Center building will be made by the Director/Designee. When the decision is made to evacuate the Center building, the Director or Person in charge will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instructions and/or activate the building fire alarm. The Director will notify appropriate personnel.

Center staff will evacuate their children as follows:

Infants

Put up to four non-mobile babies in an evacuation crib and move children to the Outdoor Meeting Area. Take attendance sheets, child rosters, and information sheets. For inclement weather, *if possible*, take appropriate supplies to protect the infants.

Toddlers and Preschool

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Take attendance sheets, child rosters, and information sheets. For inclement weather, *if possible*, take appropriate supplies to protect the children. Center Searchers will assist the staff with the evacuation and then proceed to perform their assigned duties.

Note: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, etc.

Center Accountability Process

In the event of an evacuation, if it is available, the Director will take a printout of the children and employees logged into the Center and a list of the visitors in the building. These lists will be taken to the designated Outdoor Meeting Area and attendance will be taken.

The Director will notify appropriate authorities; i.e., City Fire Department, Police Department, Sponsor's Security, of the results and report any missing children, staff or visitors, providing information as to possible locations.

EVACUATION AWAY FROM THE CENTER

Procedures at Evacuation Location Site

There are 5 essential jobs during a Center evacuation (assume responsibilities if possible during an emergency):

1. Director
2. First Aid
3. Communications
4. Play space operations
5. Child pick-up point

Before an emergency occurs, a person and alternate should be assigned to each of these jobs.

1. **Director** **Alternate: Asst Director or 2nd in charge**
 - a. Make sure all children are accounted for.
 - b. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
 - c. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
 - d. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.
 - e. Inform Sponsor/Landlord of your circumstances as soon as you are able.
2. **First Aid Assignment:** Administer First Aid as necessary
Key materials: Complete First Aid Kit, flashlights, batteries, cell phone, contained in a bright, labeled bag.
3. **Communications Assignment:**
 - a. Check with Director about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
 - b. Locate nearest phone and collect the emergency information from the Evacuation Chief with family phone numbers.
 - c. Discuss with the Director, the exact wording to offer families whose children have been injured in some way by the event.
 - d. Report back to Director with updates, needs, and problems during his/her rounds.

SNOW AND ICE STORMS

- Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered radios, flashlights, back-up lighting, power, heat, and cell phones.
- Consider pre-storm closing (night before) or early closing depending on conditions (secure Sponsor approval, if necessary). Release non-essential staff in accordance with center closing procedures.
- Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines.

TORNADO

A tornado watch means that a tornado is likely over a large area. A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Tornado Cover – Administrative Procedures

Take Cover Announcements are issued by the Director when one or more of the following conditions exist:

- A tornado is sighted
- A tornado siren is heard
- A tornado warning is issued that affects the Center
- High winds at or exceeding 60 miles/hour
- Golf ball size hail or larger
- Rapidly dropping pressure; dark greenish clouds

Watch Conditions are issued by the national Weather Service for the area

- Tornado spotters are alerted
- Radios should be monitored at the Center office
- All teachers should be notified of the watch
- Tornado shelters should be visited by an administrator to ensure that they are clear

When the announcement to take cover is given, the Director and other management take the emergency information (children and staff emergency contact numbers) and assist in the cover procedures in rooms with infants and non-ambulatory children first. If more than one administrator is present, divide the building into sections and move to assist. Director and other management need to check all areas for “hidden” children. When security/other authorities give the all-clear sign, check with the teachers from each room to make sure all children are accounted for. If there is any question about damage to the Center, do not re-enter the building until security or other emergency personnel have surveyed the building. Inform all the teachers of any facility hazards. Determine if any areas or routes must be closed from access and inform staff. If it is unsafe to remain at the Center, assess whether the Alternate site is a safe back-up and evacuate the children to this location.

Classroom Tornado Procedures

Each classroom teacher should be assigned the following responsibilities in anticipation of being instructed to take cover in the event of a tornado warning.

Designated Teacher 1

- Begin evacuating all children to the designated tornado shelter.
- Avoid windows and glass doorways.
- Close doors to the outside rooms.
- Protect the heads of staff and children with blankets.

Designated Teacher 2

- Take the attendance.
- Take the first aid kit.
- Last check for children in “hidden” areas.
- Evacuate any remaining children and close the shelter door.

Note: *When you are the only staff person in the classroom, you will be responsible for the roles of teacher 1 & 2.* Remain in the shelter area until given further instruction by security or Center administrative personnel.

HURRICANE

- Monitor Hurricane Watch and Warnings.
- Secure outside equipment.
- Check status of battery powered radio and alternate light sources.
- Remain indoors until storm passage is confirmed.
- Prepare to evacuate. If necessary, evacuate children and staff to a more secure facility depending on road and safety conditions. Provide information on where the center plans to evacuate for families.

FLOODING

- Monitor announcements of Flood Watch or Warnings.
- Close or evacuate facility if needed. Heed evacuation order from public safety officials.

FIRE

Fire Procedures

- This fire emergency plan includes an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The fire plan should specify when and how to evacuate in case of fire and under which conditions staff should attempt to control a fire using extinguishers.
- Check with fire officials to remain current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.
- Conduct regular fire safety training and fire drills. Refer to Attachment E Procedures for Conducting a Fire Drill.

All Center staff are to familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

Response to Fires

- If a fire/smoke is discovered, immediately activate the nearest pull station/call 911 and, if available, activate the duress button to report the fire and begin evacuation per the evacuation procedure.
- If the fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS.** Personal safety and that of the children come first.
- If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area and report to the evacuation area.
- When possible, the Center Director/Designee shall notify Sponsor Security of the situation.

HAZARDOUS MATERIALS

- Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.
- If a hazardous materials accident occurs within close proximity of your Center, notify the fire department and follow safety directions.
- Be prepared to evacuate or shelter-in-place.

BOMB THREATS, THREATENING CALL OR MESSAGE

Calls of a threatening nature should be recorded as accurately as possible and reported to police. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation. If possible, record the threatening message carefully with attention to details. If caller ID is operational, record telephone number. Notify police immediately. Get advice from your local police to help determine how to handle the situation. See Attachment F - Bomb Threat Report Form)

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Center Director immediately. Communication to security or police is advised. Do not touch or attempt to move the article unless instructed to do so by police. Follow advice of police to determine appropriate procedures to take within the center.

POTENTIALLY VIOLENT SITUATIONS / LOCKDOWN

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody) may be cause for a selective evacuation procedure or lockdown. The premise behind a selective evacuation is that it enables large numbers of children and staff to move out of harms way when an individual is on-site who is potentially violent.

If a potentially violent individual gains access to your facility and leaves:

1. Immediately call 911/Police and notify Security.
2. Indicate to Director that you may have a condition for a selective evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas (this may be another room within the facility).
3. If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.

Note: If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

If a potentially violent individual gains access to your facility and remains:

- Immediately call 911/Police and notify Director and seek advice on how to handle the situation.
- Communicate to Director that you may have a condition for a selective evacuation. If you have any reason to believe the individual has a weapon, order a selective evacuation, if possible.

- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, conference room, or other less populated space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- Remain calm and be polite.
- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point (if possible). This selective evacuation should proceed room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- If it's not possible then the person who is aware of the situation should let the teachers know "lockdown" and teachers must do it in the areas previously designated.
- The other administrator should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

RANDOM ACTS OF VIOLENCE

If the Center is affected by random acts of violence (e.g., drive by shooting), implement the following:

- Remain calm
- Activate the duress button and/or immediately call 911 and Security
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility and have the children lay on the floor
- Brief Security of the problem once they arrive
- Report the incident to the Sponsor, and immediate supervisor.

DISGRUNTLED EMPLOYEES, PARENTS/GUARDIANS, OR PARENTS

In the event of having to deal with Disgruntled Employees, Parents/Guardians, or Parent's/Guardian's Authorized Representatives, implement the following:

- Remain calm
- Remain polite
- Activate the duress button and/or immediately call 911 and Sponsor Security
- Staff members who observe the problem will go to the nearest telephone and call Security (back-up call)
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- If the disgruntled individual's child is immediately known, move the child to another room, out of sight
- Turn the child over to parent/guardian or authorized representative in accordance with center procedures
- Report the incident to the Sponsor, and immediate supervisor

IMPAIRED EMPLOYEES, PARENTS/GUARDIANS, OR PARENTS

If you have reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the numbers listed on the Child Release Form.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following

- Remain calm
- Remain polite
- If the person becomes agitated and/or confrontational, activate the duress button and/or immediately call 911 and Sponsor Security
- Staff members who observe the problem will go to the nearest telephone and call Security (back-up call)
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility

- Turn the child over to the other parent/guardian or alternative authorized representative in accordance with center procedures
- Report the incident to the Sponsor Liaison and immediate supervisor

HOSTAGE SITUATIONS

Although considered improbable, the Center may be subject to hostage situations either from disgruntled employees, parents/guardians, parent's/guardian's authorized representative, or other people. In the event of a hostage situation:

- Remain calm
- Remain polite
- Follow the hostage takers instructions
- Do not resist
- **ANY** available staff member will activate the duress button and/or immediately call 911 and Security
- Staff members will alert other staff of the problem if time permits - **DO NOT PUT YOURSELF IN DANGER**
- Alerted staff members will close the doors of their areas of responsibility
- If staff members believe it is safe, evacuate children from the Center moving in the opposite direction from the incident. Report your location to Security immediately.

MISSING CHILD

- Immediate notification of the police and security should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Make all other required notifications.
- *Continue searching while waiting for the police/security to show.*
- The Director is to remain at the center as the point person and to gather information/description of the child to share with authorities.

TRANSPORTATION EMERGENCY PROCEDURES

Definition:

An accident or incident involving a daycare vehicle, which results in injury to a student or staff member or delay in reaching the desired location.

Procedure:

- 1.- In most situations, accidents or delays involving daycare vehicle will be reported immediately to the Daycare director.
- 2.- The Director will assess the information presented and, if necessary, call 911. Also, director will obtain information regarding: Route, time and location of the accident or event; and the known extent and/or severity of any injuries to students passengers.
- 3.- As appropriate, the director will dispatch another vehicle to the accident scene and evacuate any passengers not requiring medical attention.
- 4.- The office manager will notify the families of ALL passengers using the Student Emergency Information cards, with first priority to parents of students requiring medical attention. He/she will inform parents of the situation and direct them to the location for students requiring medical attention.
- 5.- Director will report to the medical facility in situations when students have been transported for treatment.
- 6.- Information to the media will be communicated only by the director. Any media requests for interviews of daycare personnel at the accident scene should be declined and such inquiries should be directed to the director his/her designee.



TEXAS
Health and Human
Services

Emergency Telephone Numbers

Use this form to post emergency phone numbers, as required in Texas Administrative Code 744.405, 746.405, and 747.403.

Directions: Complete this form with the information requested in each field.

Operation Information			
Operation Name: Little School House Learning Center 2	Permit Number: 1354050	Telephone Number: (956) 781-2218	
Street Address 1211 E FM 495	City: San Juan TX	County: Hidalgo	ZIP Code 78589

Emergency Telephone Numbers
<p>Emergency: 911</p> <p>Emergency Medical Services: (956) 388-6800</p> <p>Local Police or Sheriff: (956) 223-2400</p> <p>Fire Department: (956) 223-2470</p> <p>Poison Control Center: 1-800-222-1222</p> <p>Texas Abuse and Neglect Hotline: 1-800-252-5400</p> <p>Local Licensing Office Phone: 956-316-8275</p> <p>Local Licensing Office Address: 2520 N. Closner Blvd. Edinburg TX 78541</p>

Child Care Licensing Resources
<ul style="list-style-type: none"> • Local Child Care Licensing Offices • Operations Compliance History Online • Report Abuse and Neglect Online

EMERGENCY EVACUATION PLAN

In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsibilities of the Director. The first Responsibility of the Staff is to move the Children to an area which we have designated (San Juan Fire Department: 109 S. Nebraska, San Juan TX 78589). Being the Outdoor meeting area the back of the Daycare.

In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
 - Account for all children and staff as they board/depart vehicles;
 - Bring any necessary medications/supplies and emergency records;
 - Take a cellular phone if available to be used for emergency notifications.
1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to San Juan Fire Department: 109 S. Nebraska, San Juan TX 78589, by Little School House Learning Center's Van where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.
 - 1A. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by Little School House Learning Center to San Juan Fire Department: 109 S. Nebraska, San Juan TX 78589 where they will be examined and family/guardian/emergency contacts will be notified.
 2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to San Juan Fire Department: 109 S. Nebraska, San Juan TX 78589, by Little School House Learning Center's Van where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
 3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.
 - 3A. Those childcare programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. Those procedures should be shared with all family/guardian of children enrolled.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY KITS AND SUPPLIES

This list contains the *minimum* items you should have in your center in case of an emergency. Please check your licensing regulations to determine if your state requires any additional items.

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location)

- ☐ Copies of all contact lists
o For families and staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area
o Phone numbers and e-mails for your Sponsor Liaison and/or immediate Supervisor
☐ Flashlights with extra batteries
o Long-life, emergency flashlights
☐ Battery-operated radio and extra batteries
o AM/FM, weatherband/TV band
☐ Manual can-opener
☐ First Aid kit
o Add gloves and Kleenex
☐ Notepad and pens/pencils
☐ Scissors
☐ Hand-sanitizer and cleansing agent/disinfectant
☐ Whistle
☐ Disposable Cups
☐ Wet Wipes

In the Center in General

- ☐ Charged cell phone
☐ One gallon of water for every four children and staff
☐ Disposable cups
☐ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
☐ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- ☐ A change of seasonally appropriate clothing
☐ A blanket
☐ Extra diapers (one-day supply as space allows)
☐ Extra formula (one-day supply as space allows)

Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

Procedures for Conducting a Fire Drill

1. **Inform the staff in advance.** The Center Director informs the staff that there will be a fire drill later in the day/week.
2. **Staff members talk to the children about the drill.** Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. **Evacuate the building.** When the alarm goes off:
 - **Evacuating Infants and Toddlers:** The designated member of the management team goes to the infant/toddler area.
 - Children who are not walking are placed in an evacuation crib (four to a crib) and the crib is wheeled outside to the designated area.
 - Toddlers (walkers) proceed immediately with staff to the outside-designated area.

Teachers count their children and take attendance sheets with them. No one can stop for coats or any other personal items.

 - **Evacuating All Other Children:** Teachers count their children and leave the building in groups, taking attendance sheets with them. No one can stop for coats or any other personal items. Everyone should go to his or her designated place on the playground or other space. Once outside, teachers recount their children.
 - **The Center Director** or designee checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
4. **Retrieve files of parent/guardian names and phone numbers.** The Center Director retrieves the files of all parent/guardian names and telephone numbers and takes them outside.
5. **Time the drill.** The Center Director times how long it took to vacate the building and checks with each group to verify an accurate recount of all persons.
6. **Verify accurate recount of all persons.** The Center Director or designee checks with each group to verify an accurate recount of all persons.
7. **Return to the building.** The Center Director or designee gives approval to reenter the building. The Center Director or designee helps with infants and toddlers.
8. **Document the Completed Fire Drill.** The Center Director completes written documentation that contains the specifics of the drills: date, time to vacate building, weather conditions of the fire drill.