

Emergency Procedures



440 E Lanier Avenue, Fayetteville, GA 30214

Georgia Department of Early Care and Learning (DECAL) Child Care Services 404-657-5562

For emergency assistance – Call 911

Evacuation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the school social app, the front door of the buildings, and/or on the school phone answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the school buildings during all continuous alarms.
5. The Director or designee has a fully charged, working cell phone to contact parents and emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area on the backside of the property (playground) unless the wind is blowing smoke or other hazards in that direction. If so, assemble upwind from any outdoor hazard. Be cautious and yield the way for emergency vehicles entering the property.
8. Each Lead Teacher will conduct a head count of the class. The Director will tally the schoolwide total.
9. Do not re-enter the school buildings until you are given the "ALL CLEAR" command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified within 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when evacuated.

Lockdown (Active shooter/armed intruder – if you cannot run)

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. Maintain calm atmosphere in room by reading or talking quietly to children.
 7. The Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
 8. Remain in lockdown until situation is resolved and police give the "ALL CLEAR".
 9. DECAL will be notified within 24 hours by the Director or designated person in charge.
- *Notify parents/guardians about any lockdown, whether practice or real.

Shelter-In Procedure (Tornado/severe weather i.e. thunderstorm, ice storm, etc.)

1. An emergency radio is in the Rising Star Montessori office.
2. If a severe weather watch is issued the Director will gather children at the shelter-in place located at 440 E Lanier Avenue, Fayetteville, GA 30214.
3. Each Lead Teacher will take a head count to ensure all children are accounted for.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. The Director will keep children calm by reading books and singing songs.
6. If possible, the Director will contact all parents to let them know of the situation.
7. No children are permitted to leave the building while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, the Director may continue with the daily schedule.

Lightning

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

Fire

1. If heavy smoke or flames are seen or if the smoke detector alarms, the Lead Teachers and Director will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Children will be escorted outside in a single file line.
4. Children will be taken to the designated assembly area located at least 100 feet away from the buildings in the parking lot.
5. Emergency personnel (911) will be contacted by the Director after all individuals have been evacuated.
6. At the assembly area, the Lead Teachers and the Director will immediately take a head count to ensure that everyone is present and accounted for.
7. The Director or designee has a fully charged, working cell phone to contact parents and emergency personnel.
8. Parents will be contacted (i.e. phone, email, social message, text) to be made aware of the situation.
9. If the building cannot be reentered then all children will be taken to the designated evacuation area located on the playground, on the back side of the campus.
10. If necessary, all parents and emergency contacts will be contacted to arrange for pick up.
11. If the program will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designee in charge.

Carbon Monoxide Poisoning

Symptoms of carbon monoxide poisoning:

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heartbeat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

If you suspect carbon monoxide poisoning:

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

To prevent carbon monoxide poisoning:

- Be alert for the symptoms of carbon monoxide poisoning.
- Install and maintain carbon monoxide detectors.
- Never operate internal combustion engines indoors.
- Never use a charcoal grill indoors.

Communicable Disease

1. A child shall not be accepted nor allowed to remain at school if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat (see current Family Handbook for more detailed guidelines).
2. Parents will be notified of contagious illness by email and/or a post on the school social app.
3. Other Parents will be notified of contagious illness by email or a post on the school social app.

Structural Damage

1. The Director will line up children at the nearest exit door.
2. A head count will be conducted of all children.
3. Children will be escorted outside in a single file.
4. Children will be taken to the designated assembly area located at least 300 feet from the building in school the parking lot.
5. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
6. At the assembly area, the Lead Teachers and Director will immediately take a head count. Names of any missing children or missing personnel must be given to the emergency official.
7. Parents will be contacted (i.e. phone, social message, email, text) to be made aware of the situation.
8. The buildings will only be reentered if emergency personnel gives the "ALL CLEAR".

9. If the buildings cannot be reentered then all children will be taken to the designated evacuation relocation site on the campus playground, toward the back side of the building until parents arrive to pick up their children.
10. Medical supplies including children's medication and emergency contact information will be taken if facility relocates.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. DECAL will be notified within 24 hours by the Director or designated person in charge.

Loss of Water*

1. Bottled water will be provided to wash hands, flush toilets, and for drinking.
2. A supply of bottled water is kept in the kitchens, supply areas, and/or office.
3. The Director or designated person in charge will contact the water company, if applicable, for assistance. The phone number is (770) 461-1146.
4. Parents will be contacted (i.e. phone, social message, email, text) to be made aware of the situation.
5. If the water will not be restored within 1 hour, then all parents and emergency contacts, if necessary, will be contacted via phone to arrange for pick up.
6. The school will remain closed until water is restored.

Loss of Electricity*

1. Flashlights are kept in the employee kitchen and classrooms for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. The phone number is (770) 502-0226.
4. If the building also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e. phone, social message, email, text) to be made aware of the situation.
6. The Director will decide if the building can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the building will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designated person in charge.

Loss of Heat*

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, social message, email, text) to be made aware of the situation.
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower, the campus will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

Loss of Cooling System*

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, social message, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher, the school will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

***If the program will be closed for an extended amount of time due to the loss of any above utilities DECAL will be notified.**

Heatwave

1. Follow the weather watch chart as provided on DECAL website regarding outdoor play.
<http://www.decaldga.gov/documents/attachments/Weatherwatchchart.pdf>
2. Ensure everyone drinks plenty of water.
3. If loss of air-conditioning occurs, follow emergency plan for loss of cooling system.

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 a lower sweating capacity.

Loss of a Child (i.e. loss on campus or during a field trip)

1. The Lead Teachers and Director will conduct a head count to ensure all children are accounted for.
2. The Director will write down a description of what the child was wearing.
3. The outdoor areas, staff vehicles, and other rooms in the school will be immediately checked.
4. The buildings' cabinets and closets will be checked.
5. If child is not located call 911 or emergency personnel.
6. The Director or designated person in charge will contact the child's parents.
7. The Director will notify other parents regarding the incident, as necessary.
8. DECAL will be notified within 24 hours by the Director or designee in charge.

Death of a Child

If a child appears unresponsive:

1. Remove all children away from the child.
2. Do not move the child.
3. Call 911 immediately.
4. Contact parents and tell them only that the child is being transported to Piedmont Fayette Hospital located at: 1255 Highway 54 W, Fayetteville, GA 30214.
5. The Director will notify other parents regarding the incident.
6. DECAL will be notified within 24 hours by the Director or designee in charge.

Serious Injury

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. Multiple first aid kits are located in the employee kitchen and under the sink of the Junior Elementary room of the Main Building, on the wall/under the sink in the Toddler Building, and in the kitchen cabinet in the Senior Building.
4. Call / radio the Director immediately for assistance and further guidance.
5. If necessary, call 911 or other appropriate emergency personnel.
6. Contact parents and tell them only that the child has been injured and is being transported to Piedmont Fayette Hospital located at: 1255 Highway 54 W, Fayetteville, GA 30214.
7. Ensure the child's Vehicle Emergency Medical Form is sent with emergency personnel to the hospital. If possible, remain with the child.
8. The Director will notify other parents regarding the incident, as necessary.
9. DECAL will be notified within 24 hours by the Director or designee in charge.

Bomb Threat

1. Check caller ID if available.
2. The Director calls 911.
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 (tone, male/female, young/old, etc.)*
 - *Background noise*
 - Do not touch any suspicious packages or objects.
 - Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radios.
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** 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).
4. If exposed to chemical or radiation outside:
 - Remove outer clothing, place in a plastic bag, and seal (*Be sure to tell emergency responders about 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 on school property is making children or yourself uncomfortable, monitor the situation carefully and be ready to put your plan into action.
2. Initiate **LOCKDOWN**. (See lockdown procedures)
3. Call 911 from a safe place.

If the person is in a school building:

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

If children are outside:

- And dangerous person is outside: Quickly gather children and return to the school building and initiate lockdown procedures. If it is not safe to return to the building, evacuate to designated evacuation site located on the bottom of the playground.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site located at the bottom of the playground.

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**.

Reunification at School / with Family Members

When returning children to the school buildings:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count to ensure that everyone is present and accounted for. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DECAL will be notified within 24 hours by the Director or designated person in charge.

When returning children to families at evacuation site:

1. Children should be grouped together. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The staff will communicate their location to parents by posting on the school social app and/or via phone call or text message.
3. Staff will periodically take a head count to ensure that all children are present and accounted for. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents are to be recorded electronically in the Procure app.
5. DECAL will be notified within 24 hours by the Director or designated person in charge.

Continuity of Operations

Continuity of operations planning should include:

1. How to back up or retrieve health and other important records/files (e.g., children's enrollment records, staff files, attendance records, etc.).
 - Safe storage for childcare financial records, such as a fireproof box or an electronic file backup to a flash drive or a cloud-based storage system that can be accessed from any internet connection will be continually maintained. Information will be backed up regularly.
2. How to manage financial issues, such as paying employees and bills during the aftermath of the disaster.
 - Identify critical business functions needed to maintain operation of the program (30 days, 60 days, etc.). Consider what disruptions could occur and what impact those would have (location, finances, staffing, enrollment, supplies, etc.).
 - Talk to an insurance agent about coverage for the building to protect from financial fallout of an emergency.

Accommodation for Toddlers

1. Identify exits from the building and different routes away from the building and specifically state how toddlers and children with disabilities or medical conditions will be evacuated.
2. Create and keep readily available a “Caregiver Go Bag” that includes items that the children may need (e.g., classroom roster, diapers, wipes, burp clothes, toys, bottled water, etc.).

Children with Disabilities

1. Exit paths and ramps shall be clearly marked, identified, and approved by the local building inspector.
2. Children (and caregivers/teachers) who have mobility limitations, impairments, or who use wheelchairs or other equipment that should be transported with the child (e.g., oxygen ventilator) and provisions should be made for efficient emergency evacuation to a safe sheltered area.
3. Children who have special medical or dietary needs should have their medical items and equipment brought along during an evacuation. For example, children with diabetes or asthma, or those requiring an EpiPen, will need those items.

Chronic Medical Conditions

If a child or staff member has a chronic medical condition or special health care needs that could result in an emergency (such as asthma, diabetes, or seizures), the school should:

1. Have written instructions including parent or emergency contacts, summary of health information, special needs requirements, and treatment plans.
2. Recognize the individual’s signs of a medical emergency.
3. Know proper emergency procedures to follow.
4. Have on hand any emergency supplies or medications necessary (properly stored out of reach of children).
5. Know specific medication administration requirements (ex. a child who requires EpiPen or diazepam).
6. Know the appropriate routes to an emergency facility or have easy access to dialing 911.

Special Accommodations

- Medical supplies including children’s medication and emergency contact information should be taken if the school relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.

- Maintain an emergency or “ready-to-go” supply bag which includes a school iPad (to access sign-in/sign-out forms, medication administration forms, and incident/injury forms). The Director or designated staff should be responsible for taking the emergency bag and any paper emergency files.
- Maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification – in Procure app.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.
- Maintain contact information onsite for the following:
 - Georgia Emergency Management Agency (GEMA) at <https://gema.georgia.gov/> or 1-800-879-4362.
 - Federal Emergency Management Agency (FEMA) at <https://www.fema.gov/>.