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**STAY CALM**

1. **Intruder/Hostage**

**Implement** Safe-Place Plan

**Call 911** or Emergency Number:

**Follow direction from emergency personnel**

1. **Missing Child**

**Conduct search** of immediate surroundings

**Call 911** or Emergency Number:

**Notify Parent**

1. **Contamination/Chemical Spill**

**Monitor** on local radio or television.

**Assess** danger at your location.

**Implement your Shelter-In-Place Plan or Emergency Closing Plan**, if needed.

**Stay inside** until local officials determine it is safe to leave.

1. **Threatening Call/Bomb Threat**

**Record the Threatening Call as accurately as possible**:

* Write down exact words used, if possible
* Note Caller ID if available
* Caller characteristics (i.e. gender, age, accents) and background sounds

**Call 911** or Emergency Number:

**Follow Instruction from Emergency Personnel**

1. **Suspicious/Hazardous Objects**

**DO NOT MOVE OBJECT**

**Isolate** any person who touched the object; have them was skin thoroughly with soap and water

**Implement Evacuation Plan** if necessary

**Call 911** or Emergency Number:

**Follow Instruction from Emergency Personnel**

1. **Medical Crisis/Emergency**

**Assess** injuries (triage)

**Provide life-saving first aid**

**Call 911** or Emergency Number:

**Follow Instructions from Emergency Personnel**

**Continue providing first aid** until assistance arrives

**Clear the area** prior to the arrival of emergency personnel

**Implement emergency closing, evacuation, and/or relocation plans**, if needed in the event of a pandemic illness

1. **Earthquake/Building Collapse**

**Take Cover** to protect from falling objects

**Implement Evacuation Plan** if necessary (building safety is in question)

**Gather** staff and children and take attendance

**Assess** for medical injuries and facilities damage

**Continue providing first aid** until assistance arrives

**Call 911** if Emergency services are needed (injury, fire, police)

**Implement Relocation of Emergency Closing Plan**, if needed.

1. **Severe Weather/Flood**

**Monitor** announcement of severe weather or flood warnings on weather radio

**Assess danger** to your location

**Implement Emergency Closing Plan**, if necessary

**Call Emergency Numbers**, if immediate aid is needed

**Implement Evacuation or Safe Place Plan**, if necessary

**Implement Relocation Plan**, if needed

1. **Fire**

**Structure Fire**

**Monitor** for smoke alarm, smoke, or flames

**Implement Evacuation Plan**

**Call 911** or emergency personnel

**Follow the direction** from emergency personnel

**Implement Emergency Closing or Relocation Plans**, if needed

**Wildfire**

**Monitor** for announcement of wildfires on a weather radio

**Assess danger** to your location of urban or wildfires

**Implement Emergency Closing Plan,** if necessary

**Call Emergency Numbers** if immediate aid is needed

**Implement Evacuation or Shelter-In-Place Plan**, if needed

**Implement Relocation Plan**, if needed

1. **Power/Utility Failure**

**Locate Emergency Supplies**

**Implement Evacuation Plan,** if gas smell or other safety hazard is present inside

**Or**

**Implement Shelter-In-Place**, if gas smell or other safety hazard is present outside

**Call 911** or emergency number       , if in immediate danger

**Call Utility Provider** to report outage (see numbers on emergency phone list)

**Implement Emergency Closing Plan or Relocation Plan** if unable to stay in the building until normal closing

**Evacuation Plan**

Take **Emergency Backpack**

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| --- |
| **Leave building** by: exiting door closest to you |

**Responsibilities:**

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| --- |
| Call 911: Director |

|  |
| --- |
| Make sure all children exit: Assistant Teachers - leave the building after all children |

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| --- |
| Other steps: Lead Teachers will lead children out and to safety meeting spot |
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| --- |
| Gather at: Sugar Bush |

**Take Attendance**

**Contact Parents**

**Relocation Plan**

**Neighborhood site**

|  |
| --- |
| Address: 31 Enterprise Rd, Limerick |
| Contact Name: Mary Graham |
| Phone: 207-423-1656 |
| Access Information: gather on deck or inside if inclement weather |
|  |

**Out-of -Neighborhood Site**

|  |
| --- |
| Address: Limerick Brick Town Hall |
| Contact Name: Ray Bishop |
| Phone: 207-651-6075 |
| Access Information: call prior to arrival |
|  |

**Emergency Transportation Plan:**

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| load children in staff vehicles |
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**Special Considerations for Transportation:**

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**Safe Place Plan**

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| --- |
| **Safe-Place from intruder:** utility room |

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| --- |
| **Safe-Place from severe weather:** away from windows |

|  |
| --- |
| **Safe-Place from:** |

**Lock doors and windows**

**Close drapes, curtains, and shades**

|  |
| --- |
| **Call 911** or emergency number**:** |

**Provide location to and follow instructions** from emergency personnel

**Access emergency supplies** for snacks or activities, if needed

**Shelter-in-Place Procedure**

**Seal Room**

**Close and lock all the doors** and windows to the outside

|  |
| --- |
| Turn off all heating systems by: switch outside utility room, turn off heat pumps on each individual unit or by remote control |

|  |
| --- |
| Turn off all air conditioners and switch intakes to the closed position by: on each individual unit or by remote control |
|  |

|  |
| --- |
| Turn off exhaust fans in and by: N/A |

|  |
| --- |
| Seal gaps around window-type air conditioners in: N/A |

|  |
| --- |
| Close all fireplace dampers by: N/A |

**Close as many internal doors as possible**

**Use tape and plastic to cover and seal** fireplaces, bathroom exhaust, range vents, dryer vents, and other openings to the outdoors to the greatest extent possible

**Seal any obvious gaps around external windows and doors**

**Close drapes, curtains, or shades for additional protection**

|  |
| --- |
| Supplies for sealing out air are located: in Utility Room |

**Wash the inside air**

If the vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth

|  |
| --- |
| Water and cloths are located: in all bathrooms and in drawer in kitchen |

**For a higher degree of protection**, go into the bathroom(s), close the door(s) and turn on the shower(s) in a strong spray to “wash” the air.

**Access Emergency Supplies** for snacks and activities, if needed.

**Emergency Closing Plan**

**DECIDING NOT TO OPEN FOR THE DAY:**

This Child care will close when:

|  |
| --- |
| Safety at facility is compromised or in inclement weather that impacts travel conditions |

The decision to close will be made by (time):

|  |
| --- |
| 6am |

Staff will be informed by:

|  |
| --- |
| notification on Brightwheel app |

Parents will be informed by:

|  |
| --- |
| notification on Brightwheel app |

The Child care will re-open when:

|  |
| --- |
| Safety is restored |

**DECIDING TO CLOSE (AFTER OPENING) PROCEDURE:**

This child care will close when:

|  |
| --- |
| Safety at facility is compromised or in inclement weather that impacts travel conditions |

Staff will be informed by:

|  |
| --- |
| notification on Brightwheel app |

Parents will be informed by:

|  |
| --- |
| notification on Brightwheel app |

The Child care will re-open when:

|  |
| --- |
| safety is restored |

**Additional Notes:**

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**EMERGENCY NUMBERS**

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| --- | --- | --- |
| **NAME/COMPANY** | **CONTACT NAME** | **PHONE NUMBER** |
| FIRE |  | 911 |
| POLICE |  | 911 |
| AMBULANCE |  | 911 |
| POISON CONTROL |  | 1-800-222-1222 |
| Health Care Consultant | Kendra Drinkwater | 207-787-1996 |
| Oil Company | N/A |  |
| Gas Company | JP Carroll Fuel | 207-793-2331 |
| Electric Company | CMP | 1-800-696-1000 |
| Water Company | Western Maine Water | 207-792-2201 |
| Electrician | Pete Durgin | 207-286-7783 |
| Plumber | Steve Foglio | 207-432-4715 |
| Snow Removal | Scott Paradis | 207-651-3185 |
| Child Protective Services |  | 1-800-452-1999 |
| Child Care Licensing | Jennifer Martell-Petit | 1-800-791-4080 |
| Relocation Site | Mary Graham | 207-423-1656 |
| County Emergency Management | Arthur W. Cleaves | 207-324-1578 |
| Local Emergency Management  Maine Emergency Management | Ray Bishop | 1-800-452-8735 |
| Agency |  |  |
| Closing Announcement |  |  |
| Maine CDC Disease Reporting |  | 1-800-821-5821 |
| Regional Red Cross Chapter |  | 207-874-1192 |
| Insurance Company | Clark Insurance/Rick Negus | 207.450-3445 |
| Bank | Gorham Savings Bank | 207-247-5500 |
| Landlord | VG Enterprises | 207-423-1656 |
| Disaster Distress Help Line |  | 1-800-985-5990 |

Our calling tree plan is:

|  |
| --- |
| We will utilize Brightwheel app first. If this is not available the Director will call each staff |
|  |

The staff call down roster is located:

|  |
| --- |
| We will utilize Brightwheel app |
|  |