

Emergency Action Plan



TEENY STEINYS
For every tiny step



Einstein's Learning Center
326 South Main St C
Livingston, MT 59047
406-223-6507

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Childcare Name's Emergency Action Plan

Basic Information: Record information on your childcare site to ensure preparedness in case of an emergency.

Facility Name	Einstein's Learning Center / Teeny Steiny's
Facility Address	326 South Main St Livingston, MT 59047
Facility Phone	(406) 223-6507
Facility Main Contact	Melissa Whitehorn / Zen Yarnell

Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations

	Phone #
Fire/Rescue (911)	(406)222-2061
Police (911)	(406)222-2050
Fire (911)	(406)222-2061
Hospital	(406)222-3541
Poison Control	1-800-222-1222
Electrical Company	(888)467-2669
Gas Company	(888)467-2669
Water Company	(406)222-4714

**Procedures for Injuries and
Medical Emergencies**

1. After assessing the child and obtaining the necessary supplies, the staff member's immediate responsibility is to notify the Director immediately.
2. First Aid is administered. Nonporous gloves are used if blood is present. If the injury/ medical emergency is life-threatening, one staff member stays with the child and administers appropriate first aid while another calls 911. If only one staff member is present, the person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
3. In cases where additional information is required, staff trained in First Aid can confidently consult the comprehensive First Aid Guide, conveniently located in the office's Emergency Bin within the first aid kit.
4. If the Director is unavailable, the staff member is responsible for contacting the parent/guardian or designated emergency contact if necessary. For significant injuries or medical emergencies, a staff member must remain with the injured or ill child until a parent/guardian or the emergency contact arrives, even during transport to a hospital.
5. Staff will record the injury/ medical emergency on the Accident/ Injury/ Incident Report, which is kept in a file in each classroom. The report includes:
 - date, time, place, and cause of injury/ medical emergency (if known)
 - treatment provided
 - name(s) of staff present who provided care and
 - Persons contacted for a significant injury, such as one that needs medical care or is more severe, a copy is given to the parent/ guardian the same day and placed in the child's file.

For significant injuries where medical care was needed, the report must be signed by a parent/ guardian before copying, and a copy will be sent to the Licensor by the day after the incident.

6. An injury is also recorded on the Injury Log, which is located in the Office. The entry will include the child's name, the staff involved, and a brief description of the incident. We maintain the confidentiality of this log by keeping a cover sheet over the log.
7. The Child Care Licensor is called immediately for serious injuries/ incidents which require medical attention. The Director does this.

First Aid

All staff at ELC will have current training in CPR and first aid.

Staff training documentation is kept in personnel files.

First aid kits, vital in our commitment to safety, will be strategically located for easy access by all staff and classrooms. They will be found in the Go-Wagon, above the hall sink, and in the office's emergency bin, ensuring that everyone can respond promptly and confidently in case of an emergency.

- Our first aid kits will contain:
- Band-aids
- Tweezers for surface splinters only
- Sterile gauze bandages
- Roller bandage
- Small scissors
- First aid tape
- Chemical ice pack
- Large bandage (sling)
- Gloves
- All other items required by licensing
- Poison Control Number is also on each First Aid Kit

Medications, medicated wipes, or medical treatments (such as cortisone creams) will only be used on children if their parents have provided them and we have written a medication administration permission form.

A portable first aid kit will also be available for all field trips. It is stored in the Go-Wagon and must be taken each time a group goes on a field trip.

In addition to the above list, this kit will include:

- Hand Sanitizer
- Baby wipes
- Diapers
- Emergency Binder

Our commitment to safety extends to the regular maintenance of our first aid kits. Each month, the classroom teacher will conduct a thorough check and restock the kits as needed, ensuring that we are always prepared for any situation, and providing our staff with a sense of security and readiness.

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

<p>Evacuation Routes / Exits Little E.</p>	<ul style="list-style-type: none"> • A warning whistle is warn by each owner will be blown 3 times in the case of an emergency. • In the event of an evacuation, the children will be relocated as a group, walking in two lines with our line belt. The childcare facility has three exits, one in the front, the back and one in the middle. • The emergency backpack is stationed near the middle door and will be grabbed by the owner. • If evacuation through the windows becomes necessary, children will be evacuated first, and any available items will be used to lower them to the ground safely. • Once the children are safely out of the building a head count will be done at our first check point, 332 South Main St.
<p>Evacuating Routes / Exits Teeney Steinys</p>	<ul style="list-style-type: none"> • A warning whistle is warn by each owner will be blown 3 times in the case of an emergency. • All children will be put into a cart and exited through the closes exit, exits are located at the front and back of the building. • If evacuation through the windows becomes necessary, children will be evacuated first, and any available items will be used to lower them to the ground safely. • Once the children are safely out of the building a head count will be done at our first check point, 332 South Main St.
<p>Notification</p>	<ul style="list-style-type: none"> • After all the children have been successfully evacuated to a safe location, the childcare facility will immediately contact 911 for emergency assistance. Additionally, parents or guardians will be promptly notified of the evacuation.
<p>Emergency Kits / Information</p>	<ul style="list-style-type: none"> • Whenever feasible, emergency kits will be brought along during an evacuation. Including a binder and smartphone containing the emergency contact details of each child. • At 332 S Main each child will have a strip of tape placed on their back with the schools name and owners cell phone number.
<p>Evacuation Sites</p>	<ul style="list-style-type: none"> • Neighborhood (e.g., for fire): <ul style="list-style-type: none"> ◦ Name of Location: Granite Physical Therapy ◦ Contact Name: Alison Shannon-Lier ◦ Address: 315 S Main St Livingston, MT 59047 ◦ Phone Number: (406) 222-4682 • Out-of-neighborhood (e.g., explosion, flooding): <ul style="list-style-type: none"> ◦ Name of Location ◦ Contact Name: Livingston Police ◦ Address: 414 E Callender St, #1Livingston, MT 59047 ◦ Phone Number: (406) 222-2050

Transportation to Evacuation Locations	<ul style="list-style-type: none"> • Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and, weather permitting, to the out-of-neighborhood evacuation location. • Children will be driven in a personal vehicle, with three car seats, to the out-of-town location.
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Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location	<ul style="list-style-type: none"> • ELC - Children will be taken to the office. • TS - Children will be taken to the infant nap room.
Emergency Supplies	<ul style="list-style-type: none"> • Emergency kits with food (including formula), toys, and water are stored in both the office and the napping room. • A first aid kit is stored in both shelter rooms. • A battery-powered radio and NOAA radio is stored with the emergency supplies. • A cell phone will be brought to the room. • Emergency contact binder, is stored with supplies. • Supplies for sealing the room are stored in the room.
Notification	<ul style="list-style-type: none"> • Parents/guardians will be notified by phone and brightwheel once the immediate threat has passed.

Parent Reunification: In the event of an evacuation or if parents/guardians are unable to access their children, the following protocols will be implemented to swiftly reunite children with their respective parents/guardians (or other individuals authorized by the parent/guardian) as soon as it is deemed safe to do so.

Notification	<ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> ◦ Information on the evacuation site. ◦ Contact information for owner, cell phone and business phone. • Parent/guardian contact numbers are: <ul style="list-style-type: none"> ◦ Stored in the binder and brightwheel. ◦ Kept in emergency kits.
Release	<ul style="list-style-type: none"> • Children will only be release to contacts listed on the child's form with proper identification.

Emergencies: In case of the following emergencies, the following procedures will be followed:

Fire	<ul style="list-style-type: none">• Monthly fire evacuation drills will be conducted by the center with the children, and records will be kept of the date and time of these drills.• Smoke detectors are installed and maintained in working order on all levels of the center, including areas used for nap or rest periods, and are tested monthly.• An operable fire extinguisher with a minimum rating of 2A-10BC will be easily accessible in the kitchen/cooking area and classroom they will be inspected annually.• In the event of a fire or the detection of smoke from a fire, the following steps will be taken:<ul style="list-style-type: none">◦ If the fire cannot be easily extinguished, evacuate the building while ensuring all children are accounted for. Emergency contact information for children will be readily accessible and retrieved prior to exiting.◦ When evacuating non-ambulatory children, such as infants, toddlers, and children with disabilities, follow the evacuation plan as described above.◦ Call 911 to report the fire and provide the name and address/exact location of the child care center. Inform them of the location of the fire or smoke and state that the building is being evacuated.◦ The designated safe gathering spot outdoors is: 332 South Main St.◦ No one may re-enter the building(s) until it is declared safe by the fire department.◦ After consulting with the fire department and law enforcement officials, determine if off-site evacuation is necessary for the event of building damage and inclement weather.◦ Contact all parents/guardians.
Flood	<ul style="list-style-type: none">• Potential sources of flooding near the childcare center include:<ul style="list-style-type: none">◦ Yellowstone River• The child care center is in a low-risk flood zone.<ul style="list-style-type: none">◦ Follow the advice and instructions of emergency management and public safety officials regarding the potential occupancy of the facility or flooded area.◦ If needed, professionals will be contacted to assess structural and/or potential health-related concerns due to flooding on/in the premises.◦ Determine whether an immediate evacuation or early parent pick-up is necessary.◦ Determine whether local conditions warrant childcare program closure.
Intruder	<ul style="list-style-type: none">• When an unauthorized person enters child care center property:<ul style="list-style-type: none">◦ Ask the guest/intruder about the purpose of his/her visit.◦ Ask the guest/intruder for a photo ID.◦ If the intruder's purpose is not legitimate, accompany them to the exit and ask them to leave.◦ If the intruder refuses to leave:<ul style="list-style-type: none">▪ CALL 9-1-1 and provide the childcare center name, address, exact location, and that you have an intruder that refuses to leave the building.▪ Warn the intruder of the consequences of staying on the property.▪ Give the police a full description of the intruder. Keep the intruder unaware of the call for help.

<p>Severe Weather</p>	<ul style="list-style-type: none"> • If a severe weather watch (tornado or thunderstorm) has been issued: <ul style="list-style-type: none"> ◦ Stay tuned to NOAA Weather Radio (NWR) for updates. ◦ Be ready to bring all children indoors. ◦ Close all doors, windows, and blinds. ◦ Avoid areas with large glass windows and wide, free-span roofs. ◦ Parents or guardians may pick up their children. • If a severe weather (tornado or thunderstorm) warning has been issued, or severe weather has been spotted near the childcare center: <ul style="list-style-type: none"> ◦ Account for all children in care and gather them together. ◦ Close all doors, windows, and blinds and shut off heating, ventilation, and air conditioning systems if needed. ◦ If necessary, shut off utilities and monitor the NOAA Weather Radio. ◦ Invite parents or guardians to shelter at the center and urge them not to leave with their child during an immediate threat. Move everyone to designated shelter in place. ◦ Have everyone kneel and be ready to cover their heads to protect from debris, if necessary. ◦ If children are outside the premises, direct/take them to the appropriate shelter. □ During a Tornado Warning, if there is no time to get into a building or shelter, children will lie low in the nearest ravine or open ditch or low spot away from trees and power poles.
<p>Structural Failure</p>	<ul style="list-style-type: none"> • A building's structure may fail due to various factors, such as heavy snow and ice on the roof, broken water or sewer lines, or other reasons. Such a failure can be catastrophic, resulting in sudden collapse and causing severe injuries to occupants. Additionally, structural failure can cause large cracks in walls or foundations, leading to flooding and loss of utilities that pose a risk to the safety of children and staff. • Structural Failure with Collapse or Partial Collapse: <ul style="list-style-type: none"> ◦ As soon as any indication of a structural failure is noticed, proceed with an evacuation if deemed necessary. ◦ In case of roof, ceiling, or wall collapse, evacuate the facility immediately. ◦ If required, dial 9-1-1 and provide the childcare center name exact location, and describe the emergency situation. Stay on the line to provide further updates. ◦ No one should re-enter the building until cleared by public safety officials. • Structural failure without collapse: <ul style="list-style-type: none"> ◦ When there is a structural failure without collapse, evacuate the affected area immediately and assess if an evacuation of the entire building is necessary. If needed, seal off the affected area and shut off utilities to that area. ◦ Decide whether to close early or initiate an evacuation. ◦ Contact an insurance carrier, building inspector, or another relevant official to document and evaluate the damage. ◦ Do not allow access to the affected area until the structural integrity of the building is confirmed safe.

<p>Utility Loss or Failure</p>	<ul style="list-style-type: none"> • Utility failure is defined as the loss or interruption of essential services such as electricity, gas, water, or sewage to a child care center. Power outages are the most common form of utility failure and may require the relocation of children in certain situations. If utility failure is prolonged, temporary closure of the child care center may be necessary. • Loss of Utilities: <ul style="list-style-type: none"> ◦ As soon as the loss of utilities is noticed, take appropriate immediate response actions, which may include evacuation if required. ◦ Contact the local utility company at (888)467-2669 to determine the estimated duration of the outage. ◦ Contact the Emergency Preparedness and Communications Coordinator Darra Perdaems, MPH, 406-222-4145 to assess whether the child care center should be closed and services temporarily suspended. • Gas Leaks: <ul style="list-style-type: none"> ◦ In the event of gas leaks, open windows, turn off utilities, and evacuate the building immediately. ◦ Dial 9-1-1 to report the gas leak and provide the name and location of the child care center. Notify emergency services that the building has been evacuated. ◦ No one should re-enter the building until it has been declared safe. ◦ Contact Emergency Preparedness and Communications Coordinator Darra Perdaems, MPH, 406-222-4145 to report the incident.
<p>Vehicle Accidents</p>	<ul style="list-style-type: none"> ◦ We will <u>NEVER</u> transport your child by personal vehicle. ◦ In the case that transportation is needed it will be by authorized adult or emergency services.
<p>Abduction</p>	<ul style="list-style-type: none"> • The first person aware of an abducted child will: <ul style="list-style-type: none"> ◦ Attempt to dissuade the abductor from committing the act. ◦ If persuasion fails, do not endanger yourself or other children. ◦ CALL 9-1-1 IMMEDIATELY and provide the operator with the child care center's name and exact location, along with any information you have about the abduction, including: <ul style="list-style-type: none"> ▪ Physical appearance and clothing of the abductor ▪ Vehicle make, model, color, and license plate number (if applicable) ▪ Child's name, physical appearance, and clothing worn ▪ Time and location of when the child was last seen ◦ Keep the remaining children under control. ◦ Treat custody dispute cases as possible abduction situations and be aware of any restraining orders. ◦ Notify the child's parent/guardian. ◦ Provide law enforcement with a registration form and a photo of the child. ◦ Work closely with the authorities and cooperate fully with their investigation. ◦ Contact Teri Whitesitt at 406-417-8615.

Missing Child	<ul style="list-style-type: none"> • The first person aware of an abducted child will: <ul style="list-style-type: none"> ◦ Perform an immediate search of the child care center and surrounding areas, taking into consideration the child's age, physical ability/development, emotional stability, and history. ◦ Contact 9-1-1 and inform them of the missing child, providing the name and exact location of the child care center. ◦ Provide all available information about the missing child to the operator. ◦ Notify the parent or guardian of the missing child. ◦ Conduct interviews with other children (depending on their age) to gather any possible information. ◦ Obtain the child's registration form and photo (if available) for use by law enforcement. ◦ Work closely with the authorities. ◦ Contact Teri Whitesitt at 406-417-8615..
Medical Emergency	<ul style="list-style-type: none"> • In the event of an injury or illness, childcare providers must quickly: <ul style="list-style-type: none"> ◦ Assess the severity of the injury or illness. ◦ If the situation is life-threatening, call 9-1-1 immediately. The caller will provide the childcare center's name, address, and exact location, as well as describe the illness or injury, the age of the victim(s), and any available medical information. ◦ Prevent contact with body fluids using proper blood-borne pathogens training. ◦ Administer first aid according to the provider's level of training until help arrives. ◦ Comfort and reassure the victim. ◦ Do not move sick or injured victims unless the scene is unsafe for them. ◦ If the victim is unresponsive, perform CPR or rescue breathing until emergency personnel arrive. ◦ Notify the victim's parent, guardian, or other emergency contact person providing them with information about the situation, the type of injury or illness, the medical care given, and the location where the victim has been transported.
Public Health Emergencies	<ul style="list-style-type: none"> • Ensure that all attendees have proper documentation of their immunization history. • Establish a relationship with the local public health department to receive updates on possible outbreaks and stay informed. • Report any confirmed case of a communicable disease that is reportable under ch. DHS 145 in a child enrolled in the childcare center or a person in contact with children at the center to the regulatory agency and local public health department within 24 hours of being notified of the diagnosis. • Notify parents of all enrolled children as soon as the information becomes known to the center. • Conduct infection control training, including proper cleaning of equipment and toys, frequent hand washing, and respiratory hygiene/cough etiquette. • Maintain regular communication with families during outbreaks. <ul style="list-style-type: none"> • Define exclusion criteria for children who should not attend child care and criteria for when they can return after an illness.

**Hazard-
ous
Material
Release**

- A Hazardous Material (HAZMAT) release refers to a situation where a biological, chemical, or radioactive substance is discharged or spilled. While internal HAZMAT incidents are unlikely, they may occur due to the mixing or spilling of household or other chemicals. External exposure to HAZMAT often results from accidents involving trucks or trains carrying hazardous materials or explosions and spills at industrial sites. Possible sources of nearby hazardous material spills may include, for example, a nearby railroad, interstate, or industrial plant.
- Substance Released Inside a Room or Building:
 - To evacuate safely during a chemical spill, follow the designated routes or alternate safe routes to a designated area that is upwind or crosswind from the affected room or building.
 - Determine whether off-site evacuation to a relocation site is necessary.
 - Ensure the location of all children in care, and do not turn any electrical switches on or off when exiting the room.
 - Eliminate all open flames.
 - Call 9-1-1 and provide the child care center's name, address, and exact location.
 - State the emergency and describe the actions taken to safeguard the children.
 - If possible, secure the area around the chemical spill and ensure that the air handling/ventilation system is shut down.
 - No one should attempt to contain, touch, or identify hazardous material.
- Substance Released Outdoors:
 - If appropriate, use your severe weather/shelter-in-place protocol.
 - Call 9-1-1 and provide the child care center's name, address, and exact location.
 - Describe the emergency and state the actions being taken to safeguard the children and remain on the line until told otherwise.
 - Turn off air handling/ventilation systems, close all windows and doors, and turn off fans and air conditioners.
 - If outdoors, move immediately into the building using the nearest entrance and proceed to the designated safe areas.
 - If entering the building would expose people to a hazardous chemical plume, move to a designated outdoor area upwind from the spill.
 - If a severe weather/shelter-in-place protocol is used, staff and children will remain in the designated areas until the fire official or appropriate agency provides clearance.
 - When emergency responders determine it is safe to do so, activities may resume as normal, close early, complete an off-site evacuation, or potentially implement a family reunification.

**Active
Shooter
/ Armed
Intruder**

- An incident of active shooter or armed assault refers to a scenario where one or more individuals have the intention to cause physical harm or death to others. The intruders may carry weapons such as guns, knives, bombs, or other harmful devices. Such situations are often characterized by random selection of victims, unpredictability, and rapid evolution of events, typically ending before law enforcement arrives.
- Secure children to nearest secure location.
- How to respond when an active shooter is in your facility or near your building:
 - **Immediately call 9-1-1 and provide the operator with the following information:**
 - The name and address of the childcare center
 - The exact location of the emergency
 - Whether there is a life-threatening situation, such as an active shooter in the building
 - The number and description of intruders, if known
 - The type of weapon(s) involved
 - The last known location of the intruder(s)
 - Any actions taken by childcare staff
 - If possible, stay on the line to provide updates and cooperate with authorities.
 - **Evacuate the building if possible and deemed the safest option following the escape route and evacuation plan.**
 - Keep your hands visible at all times.
 - **If evacuation is not possible or not deemed the safest option, hide and take these steps:**
 - Close and lock all doors, barricading entry to your hiding place.
 - Turn off all lights.
 - Move children away from windows and doors and sit down against an interior wall in the designated area.
 - Silence cell phones.
 - If possible, barricade entry to your hiding place and lock doors.
 - If necessary, exit through a window.
 - **As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter by using physical aggression and throwing items at them.**
 - After the situation is resolved and there is no longer a threat to staff or children, contact Teri Whitesitt at 406-417-8615.

<p>Bomb Threat / Suspicious Package</p>	<ul style="list-style-type: none"> • If a bomb threat or a suspicious package is found in the childcare center, the following steps should be taken: <ul style="list-style-type: none"> ◦ If the threat is in written form, do not erase, delete or move it. Secure the area immediately and make sure that no one has access to the area where the note is located. ◦ If the threat is received through a phone call, remain calm and keep the caller on the line as long as possible. Ask for as many details as possible and write down the information such as caller ID number, wording of the threat, voice characteristics and background noise. Write a note to a staff member or other household member to call law enforcement. • If a suspicious package is found, do not touch it. Secure the area where the item is located, but do not guard it. The location is considered a crime scene and requires a thorough search and processing. <ul style="list-style-type: none"> ◦ Contact law enforcement immediately to assess the credibility of the threat. Law enforcement will determine whether there is any danger and will advise the child care center on the need to evacuate. ◦ Verify the attendance and whereabouts of all children. ◦ If an evacuation is necessary: <ul style="list-style-type: none"> ▪ The fire and police departments will search the building's general areas for any possible foreign object(s). ▪ Note: Bomb squads will only respond if a package has been located. ▪ Children will be moved or transported according to the chosen protocol, and parents will be contacted using the emergency contact information. ▪ The investigation of the threat will continue with assistance from other agencies if needed. ▪ Contact Teri Whitesitt at 406-417-8615.
<p>Allergic Reactions</p>	<ul style="list-style-type: none"> • To ensure the safety and well-being of all children in the child care facility, it is important for child care providers to be well-informed about allergies and have a plan in place to handle allergic reactions. Child care providers will take preventative measures to avoid allergic reactions, such as preparing and planning for children's known allergies. • If a child has a known allergy, the child care provider should work with the parents to create an action plan in case of an allergic reaction, based on recommendations from the child's doctor. The parents should supply any required medication, and an authorization form should be completed specifying the circumstances under which the medication should be administered and the correct dose. • If a child's allergy is severe enough to require an epinephrine auto-injector, all caregivers will know the location of the injector and be able to access it quickly. The auto-injector will be stored in a secure location that is out of reach of children but easily accessible to staff. • Food will be stored out of the reach of young children, and surfaces will be cleaned and sanitized before and after eating. All children and adults will wash their hands before and after eating and after coming in from outdoor play. If a child in the child care setting has a severe allergy, certain foods will be prohibited. • Child care providers will be able to recognize the signs and symptoms of an allergic reaction so they can respond as quickly as possible. If an allergic reaction is suspected, the childcare provider will follow the previously agreed-upon action plan with the child's parents and doctor. • If anaphylactic shock is suspected, 911 will be called immediately.