



Center Emergency Plan

Date of Plan Implementation: March 22, 2024

OAR 414-305-0210(1) A center must have a written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures, and responding to medical emergencies and other incidents that center staff will follow, unless otherwise instructed by emergency personnel. **(2) A center's written plan must clearly define roles and responsibilities for all staff in an emergency and identify the center's procedures for:**

	Person Responsible
<p>Sounding an alarm and alerting staff of the emergency:</p>	
<p>Notifying emergency authorities, including the poison control center, when necessary:</p>	
<p>During an emergency ensuring that all children in attendance are supervised and accounted for (during and after an emergency)</p> <p>Ensuring children's emergency contact information and medical authorization and staff emergency contact information is accessible during and after an emergency:</p>	
<p>Evacuation Include evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternative shelters must be a minimum of 50 feet from the building being evacuated.</p>	
<p>Relocation Include a designated alternative safe location in the event of an evacuation, and designation of staff members to take the emergency contact number file to the evacuation site in the event of an evacuation:</p>	
<p>Medical Emergencies Include responding to serious illness, serious injury or death of a child or staff. The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care:</p> <p>_____</p>	

Name of medical facility: Riverbend Medical Center

Address: 333 Riverbend Drive, Springfield, OR 97477

Phone: 541-222-6931



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	Person Responsible
<p>Shelter in place/Lockdown Include moving children to a designated location in the center for sheltering-in-place and lockdown emergencies.</p> <ul style="list-style-type: none"> ➤ Close and lock doors & windows and post Lock Down Note on entry doors. (Directors do main building, Teachers do classrooms) <ul style="list-style-type: none"> • Extra key is kept inside Toddler room: on the hook where the Emergency Red Backpack is located ➤ Gather all children, staff, and visitors in an area with the fewest doors and windows. (Teachers) ➤ Account for all children, staff, and visitors. (teachers) ➤ Bring the Red Backpack Go-Kit; attendance sheets, first aid kits, and emergency supplies. (Teachers) ➤ Close off non-essential rooms. Close as many interior doors as possible. (Directors do main building, Teachers do classrooms) ➤ Director, assistant director or sub director will notify 911. Teachers monitor phone for information and emergency instructions from Director. ➤ Notify Parents of lock-down and remain until situation resolved. 	
<p>How the center will inform parents where children will be located in the event of an evacuation and how children will be reunited with their families, include notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted:</p> <p>The Director will leave the lock down or relocation note on front door indicating we are in lock down or that we re-located. Once out of danger, the director, assistant director and/or sub director will contact parents/guardians & emergency contacts on where they can find us and how the process of picking up their child will go. If we had to re-locate, the director will inform 911 of your location.</p>	
<p>A center must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to heat in excess of 100°F or pursuant to advice of the local authority, or cold less than 20°F, or pursuant to advice of the local authority;</p> <ul style="list-style-type: none"> • Air quality emergency ordered by a local, state, or federal authority on air quality or public health; <p>Please see our attached guidance sheets:</p> <ul style="list-style-type: none"> ➤ Weather Policy & Weather Watch Guidance Form ➤ Air Quality Handout 	
<p>Other Issues including responding to a lost or missing child and responding to health and safety emergencies or suspected abuse of children, staff, volunteers, or family members occurring while they are on the premises of the center;</p> <p>Missing Child: Search program site, including all places a child may hide and nearby bodies of water. Contact parent(s) to determine if child is with family. Call 911 with: Child's name and age, address of program, physical description of child, description of child's clothing, Medical condition of child, if appropriate, time and location child was last seen, person with whom child was last seen. Have child's information, including photo, available for police when they arrive. Continue to search in and around site for child.</p> <p>Suspected Abuse: Call 911 and/or Oregon Child Abuse Hotline (ORCAH) 1-855-503-SAFE (7233) or the Lane County Sheriff's Office at 1-541-682-4150.</p>	
<p>Responding to natural and man-made disasters including power outages, Earthquake, Flooding, Landslides, Lightning storm, Tsunami, Tornado, etc. if there is immediate or likely danger:</p> <p>Power Outage: Teachers will take out flashlights. Account for all children, staff, and visitors. Report power outage to power company. Turn off or disconnect any appliances, electrical equipment, or electronics that were in use. Leave one light on to indicate when power returns. Keep refrigerator and freezer doors closed. Call families to inform them of power outage and that they need to pick up their children if not turned on in a reasonable amount of time.</p> <p>Earthquake: Everyone DROP, COVER, & HOLD. DROP to floor. COVER head and neck with arms and take cover under sturdy furniture against internal wall, HOLD on to furniture if under it and hold position until shaking stops, Keep talking to children in calm manner until safe to move. Do not attempt to run or attempt to leave building while earth is shaking. Account for all children, staff, and visitors. Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency. Determine if evacuation is necessary and if outside areas are safe. If so, EVACUATE building calmly and take the Red Backpack with you. Escort children to designated meeting spot. Monitor emergency radio for information and emergency instructions. Remain outside of building until it has been inspected for re-entry.</p> <p>Flooding: Directors will notify parents for pick-up or to not drop-off. Close center until we have no danger</p> <p>Lightening Storm: Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.) Teachers will move children away from windows. Cover windows with shades or blinds, if available.</p> <p>Landslide, Tsunami & Tornado: We do not have this in our area</p>	



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<p>Maintaining continuity of care after a natural or man-made disaster, including access to copies of records, documents, and computer files necessary for continued operation stored in either a portable file or at an off-site location.</p> <p>All staff are required to stay on site and/or at re-location point with children until all children are pick-up by parents. Staff will have access to their black books, emergency forms, tablet with ProCare, and red bags that have emergency medications and first aid kits. Directors will notify parents to pick-up their child in a timely manner.</p>	Person Responsible
<p>Responding to incidents involving a hostile intruder or man caused events such as violence at a child care facility: The Director will immediately let staff know of dangerous or potentially dangerous person. Initiate LOCKDOWN:</p> <ul style="list-style-type: none"> ➤ Call 911 from a safe place. <p>If the person is in building:</p> <ul style="list-style-type: none"> ➤ The Director will try to isolate the person from children and staff. Remain calm and polite; avoid direct confrontation. <p>If children are outside and dangerous person is outside:</p> <ul style="list-style-type: none"> ➤ Teachers gather children, return to classrooms, and initiate lock-down procedures. If this is not possible, go to off-site evacuation location. <p>If children are inside:</p> <ul style="list-style-type: none"> ➤ keep children in classrooms and initiate LOCKDOWN. 	
<p>Procedures to address the needs of individual children with special needs, and children with chronic medical conditions:</p> <p>The teachers will follow the Allergy Alert & Child Individualized Special Care Plan, located in emergency Red Bags (if needed)</p>	
Director Signature	Date

Note:

A center must have written policies identified in 414-305-0200(2)(a-t), which includes the center's emergency preparedness plan, and provide them to:

- (a) Staff and volunteers at the time of hire and when policies change; and
- (b) Parents at the time of a child's enrollment and when policies change.

According to **OAR 414-305-0210(4)** A center must review the written plan and all emergency procedures at least once per licensing year and update the procedures as needed; and

(5) A center must review the written plan with center staff once annually and whenever the plan is updated.

Date annual review or update completed on: _____ Staff initials: _____

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