

OUR SAFETY MISSION – Introduction

Our emergency preparedness plan is for the staff and children to practice and learn what we will do in an emergency. Since 1979, we have been practicing and ready for what the day might bring, however, we are fortunate that we have not been faced with any disasters, fires or emergencies.

Each month we practice our fire drills and shelter in place drills to get the children and staff comfortable with those routines.

We strive each day to have a safe, healthy and happy day. We are proactive in our safety training, first aid, cpr and overall handling of situations as they arise.

Parents are encouraged to ask questions and talk to Ms. Paula if they ever have a question or a concern.

(804) 266-9126

Emergency Procedure Directors – Paula J. & David L. Propst

Lead Staff – Joyce Ammons, Kelly Pope & Rachel Propst

Paula & David will notify lead staff to activate emergency protocols – In their absence, Joyce Ammons will act as Emergency Director

Emergency Procedure Directors – Paula & David Propst

Emergency Procedure Directors will respond to whatever issue that happens and activate the plan immediately.

Lead Staff : Joyce Ammons & Kelly Pope will be notified regarding type of issue and to begin protocols. All co-workers as trained will begin to assist in head counts and procedures for safe handling of the children.

Authorities and References

All state licensed childcare centers are required to have Emergency Fire & Disaster Plans.

According to 22VAC40-185-550 Procedures for Emergencies the Kiddie Kompany has complied with this requirement.

In April of 2017, a review and update of our plan using the *Henrico County Emergency Management Planning Criteria for Child Day Care Facilities revised*

Area Phone Numbers

To Report any **Emergency** - fire/police/or other issues - 911

Poison Control – 1 (800) 222-1222

Any non-emergency police issue – 501-5000

Any non-emergency for fire – 501-4900

ALL EMERGENCY NUMBERS ARE POSTED AT EACH PHONE, IN EACH CLASSROOM AND AT THE POOL PHONE.

Dominion Va Power - 1 – 866-366-4357 or www.dom.com

Water or sewage – County of Henrico Public Utilities – (804) 501-4275 or utilities@henrico.us

Virginia Dept of Social Services – (804)662-9772

Henrico County Division of Fire - Robert Foresman , Senior Emergency Management Specialist

7721 East Parham Road P O Box 90775

Henrico, VA 23273-0775

Office phone – 501-5857 Cell phone – (804) 316-3563

Hazard Analysis

Our operation began in 1979. In our history we have met and /or exceeded the standards necessary to meet the safety needs of the children and families we have served as well as provided a safe work environment for our staff. We feel up to the challenge of addressing issues concerning severe weather / and plans well practiced for fire and other disasters.

We are located less than a mile from the railroad track and within the area of evacuation should there be a hazardous chemical spill from a derailment.

Examples:

(In the past when weather has taken trees down, we have had our tree specialist on site within an hour after the storm was over and debris cleared before the day was over. During snow events, we have cleared our parking areas before Hungary Road was plowed as we have our own equipment to remove snow and a crew here to shovel before dawn. The two times in the last 37+ years when we lost power, we had children picked up within an hour after beginning the calling process to address the lack of A/C - HEAT. Our staff routinely practices and trains for scenarios that include all types of issues and tragedies. We are all trained in CPR/AED/ & First Aid as well as medication administration. We do not take our preschoolers on field trips due to the liability, however, we are well trained in transporting children as we do that safely each day (**and to date we have never had a vehicle accident since 1979.**) The lessons we have learned are that you cannot relax your guard or assume the best, but be prepared for everything to the best of your ability and feel blessed when a day is good.

Licensing capacity is a total of seventy five children – 21 in the front bldg. and 54 in the rear bldg.

Emergency Fire or Disaster Evacuation Plan and Procedures

1. **In Case of Fire:** Sound fire alarms by manually pulling alarm switch and use the intercom to announce the type of emergency. Emergency Officer or Lead Staff will call 911 as soon as all buildings are evacuated.

All children will be taken outside to the designated gathering places on the fenced playgrounds.
Big bldg. children - On the fence wall in front of the pool
Little bldg. children - On the back fence of the top playground
Ms. Paula or other lead staff will cut the main breakers off on the way out of building/s.

In the little bldg. - front or rear door and / or rear windows can be used as exits in the event of fire.
In the big bldg. - all classrooms can be exited out of rear classroom doors / front doors could also be used if necessary

Staff will know and maintain headcounts of the children at all times during any emergency or incident and follow protocols that are practiced each month during routine fire drills and shelter-in-place drills. Fire drills and shelter in place drills are held monthly.

2. **For Other Types of Emergencies** - Use intercom to make center wide announcements. (For example: tornado watch or warning, intruder, localized hazard [chemical explosion], police emergency, etc.) Paula will confer with lead teachers to give one on one direction for specific issues.

Code Red - Fire / Serious Illness or Injury or Incident
Code Yellow - Unidentified Vehicle or Person on Property
Code Blue - Serious Incident in Pool
Code Orange - Serious Behavior Problem in Center
Code Green - Ms. Paula needed for immediate assistance

Code Red - Call 911 Fire - Serious Illness or Injury - Intruder/Active Shooter
Vehicular Accident involving bldg. - Off Site Train
Derailment / Explosion / Chemical Hazard - Serious
Weather Building Damage - Fire - Vehicular
Accident - Lost or missing child

For Code Red Incidents - Staff will maintain calm and know head counts at all times. A determination will be made depending on the situation, whether to evacuate or shelter in place with doors locked and shades drawn. All directives given to staff once Fire/EMS/Police arrive will be followed.

Code Yellow - Alert Ms. Paula or Mr. David - Strange Vehicle - Unknown person on property - Intruder on property

For Code Yellow Incidents - Staff will maintain calm and know head counts at all times. Ms. Paula or other lead staff will go outside to address visitor and make the determination of action to take based on why person is on property. Should trouble arise the police will be called and the children put in lockdown inside until typical schedules can be resumed.

If the children are on the playground, all children should be grouped at the farthest point away from the parking lot. Should it be necessary all children will be taken inside and put in shelter in place mode until regular schedules can be resumed.

In the event that a weapon is ever observed other than a parent who is a police officer, the police will immediately be called.

Examples of Code Red Scenarios:

Vehicular Collision Into Building

- A. Call 911. Call on the intercom for assistance.
- B. A head count and scene survey will be taken immediately.
- C. All injured children and staff will be assessed and taken to a safe triage area and given first aid while we await EMS. All uninjured children and staff will be moved to other parts of the center.
- D. Parents will be called immediately.

Lost or Missing Child Incident

On site: Head counts are taken at least hourly if not every few moments. If a child is not immediately counted, we check all bathrooms, buildings etc., to locate the child. (Lost children have not been an issue as the staff communicates constantly to make sure of a child's diaper/potty/or other issues are being met and all staff know if another staff has a child away from the group.) Playground protocols for all age children, are that staff are in sight and sound of all children in care. Head counts are known at all times. Ms. Paula and all lead staff are immediately notified and involved in the search, If a child is not found, we would immediately call 911, and then the parent. All questions will be answered as asked and information given to parent and emergency response officers/or EMS.

Off site: If our kindergarteners or school-agers are on a field trip, we take headcounts getting on the vans, getting off the vans and constantly during the trip. Children are escorted to and from the bathroom by a staff at all times. In the rare event, that a child is not in attendance, an immediate search would be made – maintaining the other children in area with ample staff supervision. Should the child not be immediately located, we would call 911, and the parents immediately.

Since 1979, we have taken hundreds of field trips, and with our safety rules in place, have never misplaced, nor lost a child.

Off Site Chemical Explosion - Freight Train (less than one mile west of KK on Hungary Rd)

- A. According to Henrico Co. EMS and Fire, in the event of this rare accident, we would be contacted by county EMS and we would be told when to evacuate to our off site location. Depending on their recommendations, we would be told how far to relocate.
- B. Head counts and safety would be maintained during this process.
- C. Parents will be called/texted/emailed immediately to come for their child at that location.
- D. Emergency evacuation information would be left at the center and additional addresses and maps of our off site location. An emergency message would be left on our two main phone lines as well to give parents all information necessary.

Code Blue – Serious Incident in the Pool

Serious Injury or Problem in Pool

- A. Should a Code Blue call come from the pool, we will call 911.
- B. We will merge and consolidate staff and children to free up extra staff to help in the pool momentarily.
- C. Ms Paula and/ or Ms. Kelly will deal with the injury until EMS arrives, while all other staff and children will be taken out of the pool area and inside.
- D. Like any other incident all staff will remain calm and know your head count.
- E. Parents will be called immediately.

Code Orange

Code Green

Behavior Problem With a Child or Upset Parent Call Ms. Paula

- A. Sometimes during parent or family divorce, problems, separation, etc. children and / or parents experience emotional stress. On some rare occasions these situations can erupt into difficult and challenging encounters for our staff.
- B. If it is an upset child, we will relocate the child away from the other children. If it is an upset parent, we will relocate the parent to the office. Should the encounter escalate, the police will be called.

3. The staff will know their head count in their group or class during each hour of the day. (Anytime during the day that children come in or leave, headcounts will be modified.) During a fire drill or any emergency, the children will be counted as they are moved out of the building calmly and safely. Headcounts will be continued to be taken throughout the crisis period until any danger is over and normal routines resumed.
4. For a tornado or other weather emergency, children will be moved to the safest part of each building as a "shelter in place." For the children in the small building it is: Shades down and all children and staff in the hallway. For the children in the big building it is: Blinds down and all children will be in the kitchen area and right next to the center interior walls. Children will be kept on the floor facing towards the inner walls with arms covering the the children to provide direction, care and assist any child that needs emotional support, or address any issues that arise. All injuries will be given immediate first aid. If fire, police, or EMS are on the property, their directions will be followed to the letter.
5. All areas of the building will be checked during the fire drills and during any evacuation. Bathrooms, under furniture, closets, and any hiding areas will be visually checked. Before exiting the building all children are counted and doors will be shut. All medications and or necessary supplies needed for the children will be carried out as well. Lead staff will turn off the main breakers in the panel box as we are leaving the building.
6. As soon as possible after any emergency, problem or issue, parents will be notified. The situation will be explained and any injuries or information reported to them regarding their child/dren.
7. We utilize the battery NOAA weather radio to stay up to the minute on any weather situation or condition. We also have the weather apps available on our cell phones and on the computer as well as a regular battery radio.
8. Communication between buildings and the office is a normal daily routine. In any situation we will utilize all devices: cell phones, intercoms, or regular phone lines (and /or a runner between bldgs..)

9. Emergency Exit Strategies for the Front Building

1. Out the Main Rear Exit
2. Out the Front Door and Around the Right Side of the Building
3. Out any of the windows – Staff first and children will be handed through the window. Children from the front building will gather on the playground on the covered deck.

10. Emergency Exit Strategies for the Big Building

1. Out the rear doors of each classroom.
2. Out the front door of the Kindergarten and School-age Classroom
3. Out any window.

Children from the big building will gather on the bottom playground at the pool wall/fence.

Local Emergency Information Transportation Communication Plan

1. School Pick Up schedules are well defined with arrival and departure times from the center to each school. Should a vehicle not arrive here on the regular schedule, a call is placed to the van driver on the center cell phones. If the driver does not answer one or more vehicles are dispatched to retrieve the children and check out the issue.
2. Traffic patterns are pre-planned and all drivers know all routes that will be taken for each van run.
3. Each van is equipped with center information, cell phones, emergency and medical supplies, insurance data and vehicle registration. Transportation routes and evacuation plans are kept in each van.
4. In the rare occurrence that a natural disaster or other emergencies should occur during a regular daycare day / school run or field trip the following will apply – Call 266-9126 immediately. If an off site evacuation is necessary you will be told where to go:

Off Site Evacuation Locations (Depending on the Type of Emergency)

Longdale
Elementary School
9500 Norfolk Street
Glen Allen, VA
23060

Propst Residence
9428 Hollins Glen Ct.
Henrico, Va 23228
(804) 266-2686

Propst / Scott Residence
4208 Longleaf Drive
Henrico, Va 23294
(804) 337-2496

Off Site Evacuation – Evacuation Officers - Paula Propst & David Propst

At Kiddie Kompany our front building is licensed for 21 children with three to four staff daily. Our rear building is licensed for 54 children with six to seven staff daily. This is a total licensing capacity of 75 children and eleven staff as well as the director. Should an evacuation be necessary, for fire, etc., we may be able to utilize the other building on the property, or Ms. Paula's house next door.

In the rare event, we were asked by the county to evacuate, due to a chemical spill accident from the train, we would utilize Longdale Elementary School and/or Propst residence located on 4208 Longleaf Drive, Henrico, VA 23294

Transportation

If we were told to evacuate by Henrico Fire & EMS, to our designated location(s), we would use the KK vans and vehicles, using car seats, booster seats etc. making as many trips as necessary to get all children and staff evacuated.

The route from the center to Longdale Elementary School, is to turn right on Hungary Road and follow it through the light at Woodman staying on Hungary Road about three miles until you pass the Fire House #12 and turn immediately left after that on North Run Road. Stay on North Run Road until it comes to a dead end at Mountain Road. Turn left and stay in your far right lane until you get to Cole Boulevard. Turn right onto Cole Boulevard and go about ¾ of a mile and turn right onto Norfolk Street. Turn left into the parking lot at Longdale Elementary School.

Should any of the roads be closedTake Hungary Road to Woodman and turn left on Woodman at the 7/11. Stay on Woodman Road all the way to Greenwood Road. Turn right onto Greenwood Road and go about three miles until you come to Cole Boulevard and then turn left. Follow Cole Blvd.to Norfolk Street and turn right, then turn left into Longdale's Elem.School 's parking lot.

Messages will be left on the center phone message center. Message signs will be left on the doors of our bldgs. We will also utilize the radio and television PSA service for notification as well as our "facebook page" to ensure that all families have immediate knowledge of the emergency underway. We would also call parents on cell phones, hard line phone calls, emails, and texts to let the parents know of any evacuation or other emergency issue affecting their child as they are happening. If evacuation occurs during school pick-up time, school runs are completed first and then evacuation will commence immediately after vans return. Within 24 hours, we will notify our licensing specialist of our emergency issue and keep all logs, records of phone calls, etc on file for our specialist to review in the future.

Records / Medication / Supplies / Management

Children's and staff records are kept in paper file form as well as stored on a thumb drive as well as a web based file accessible on any phone, computer or tablet to insure portability under any conditions. In the event of fire or some sort of disaster or evacuation, all necessary supplies, records, medication and food necessary for the children in care would be taken along to our evacuation site. This would include water, food, first aid supplies, and any necessary medication. Additionally this would include any equipment needed for all adults and children.

Our emergency supplies include (but are not limited to): solar flash lights, regular flashlights, hand crank noaa weather radio, generator, gas, water, clothes etc. Our generator is portable and can provide power for heat and electric lights for 12 hours from one tank of gas.

Communication - at the center we have three land lines for use, as well as seven cell lines and intercoms. All parents receive a copy of the *Emergency Fire and Disaster Plan* at enrollment and staff are updated and trained several times a year for everyone's safety. Emergency contact information from the parents is updated four times a year.

The emergency supplies are stored in our office / storage building. Each van has an emergency first aid box. All are updated and maintained on a monthly basis. The owner along with her designees review all emergency supplies all over the center / office update and purchase supplies on a monthly basis. The fire extinguishers are checked by an outside company once annually to make sure all extinguishers are up to date and in ready order for use at any time.

Evacuation Communication

If the staff and children evacuate to either of our two locations, an official log of all staff and children will be made. As parents are notified of our situation and location, notations will be made on the log of all communication and at the point of dismissal to the parent/guardian and/or designee as indicated in the child's file. Staff will be maintained with the children until the last child is dismissed. All logs will be retained as part of our permanent records.

Staffing

The center's staff works full time each day. We only have a few part-time staff. The center staff will be with the children throughout the emergency period until the last of the children are released to their parents or parent's designees. If we are sheltering in place overnight, we would have overnight supervision for the children and space for staff accommodations.

Procedures

Fire Drills – We have fire drills each month. The children in the front building are taken outside by the staff and assemble at the back fence on the top playground after several head counts are done. Ms. Paula checks all rooms and follows all children to the assembly area where the final head count is confirmed.

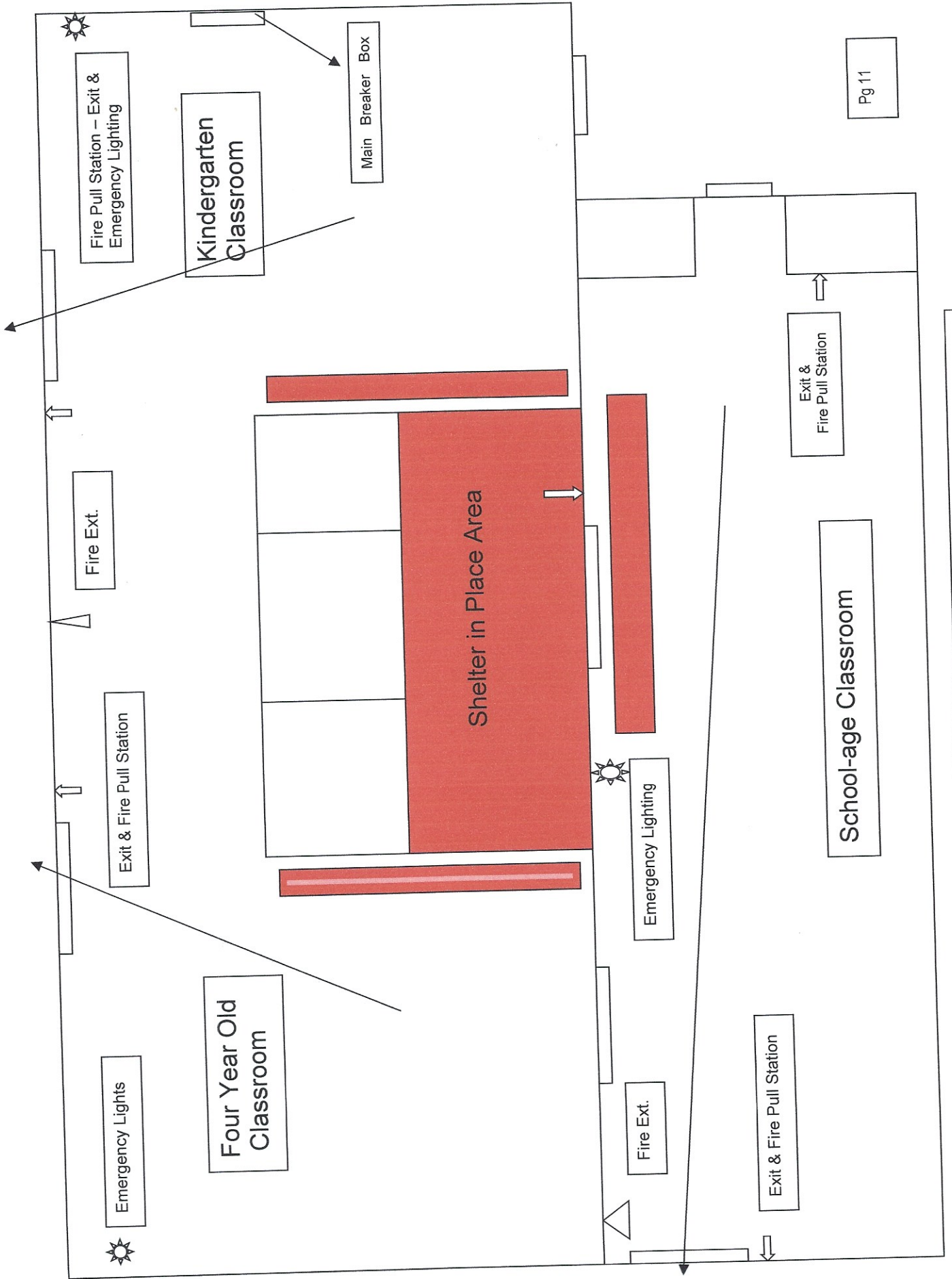
The children in the rear building are taken outside by the staff and assemble at the back fence wall in front of the pool fence after several head counts are done. Ms. Paula checks all rooms and follows all children to the assembly area where the final head count is confirmed. All logs are noted and updated with times, dates, etc.

Shelter-In-Place – At least 2 shelter in place drills are required, and at KK we do three or four annually. The children in the front building assemble inside the center hallway with staff in the four doorways until the drill and/or event is over.

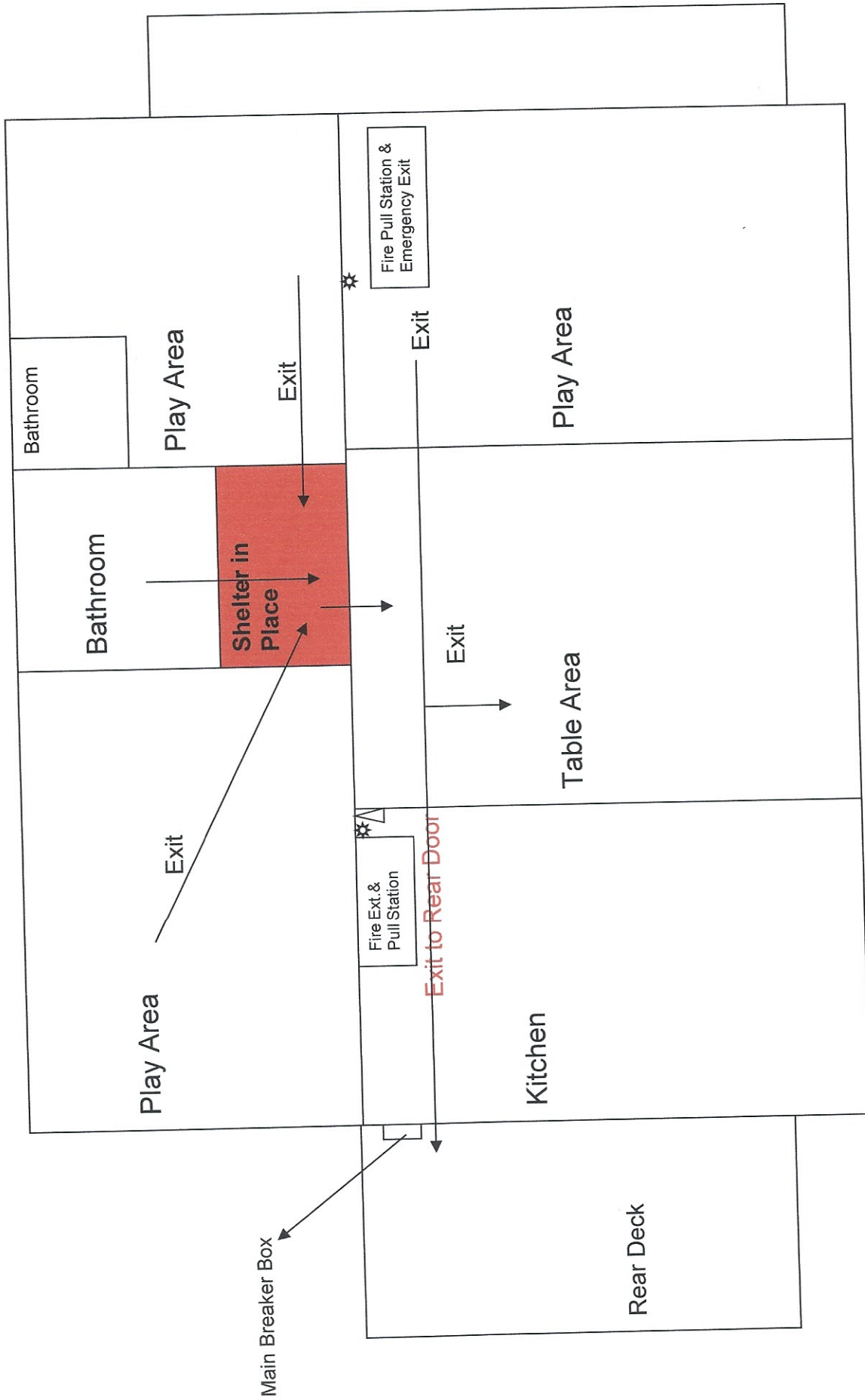
The children in the rear building are gathered in the kitchen and around the center walls facing away from the windows and if necessary with arms covering heads until the drill and/or event is over. Head counts are taken throughout the event in both buildings.

Intruder Alert – If we have a strange vehicle or strange person in the parking lot, staff go out to meet them to address their needs. If there is a problem, that person is taken into the middle building (office/storage) where no children are kept. If there is a weapon displayed the staff inside will call the police while the staff person outside is dealing with the person. All staff are trained several times a year as to what our procedures are for strange person alerts, we have a secret signal that staff will know if the police need to be called.

Off Site Evacuation – If we are told to evacuate, all children will be loaded into our vehicles, 5 vans and a large SUV with car seats and booster seats. Staff know the head counts at all times and all children are counted onto the vehicles and off the vehicles to assure we all move as a group. All supplies, food, emergency supplies, water, and paper files for children's information. We have a portable file cabinet which can be loaded into the vehicle along with all supplies, medication as well as any needed equipment for all children and staff and taken to our off site evacuation site. The staff will do a building check to make sure all staff and children are secured into a vehicle. We always have supplies to last for at least 48 hours for all children and staff. Coolers, ice, and food are included in all necessary supplies. Activity materials are also included in our necessary supply list.



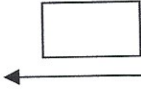
Big Building Evacuation Plan – Shelter in Place - Center Hall and Wall Areas



Plan For Emergency Evacuation to the Rear of the Building - Shelter in Place in the Center Hallway
Small Building

Map to Propst/Scott Residence as secondary site for off site evacuation

4208 Longleaf Drive



Prestondale Ave.



North Lakefront Drive



1st Free Will Baptist ch.

Hungary Road



Staples Mill Road



Hungary Springs Road



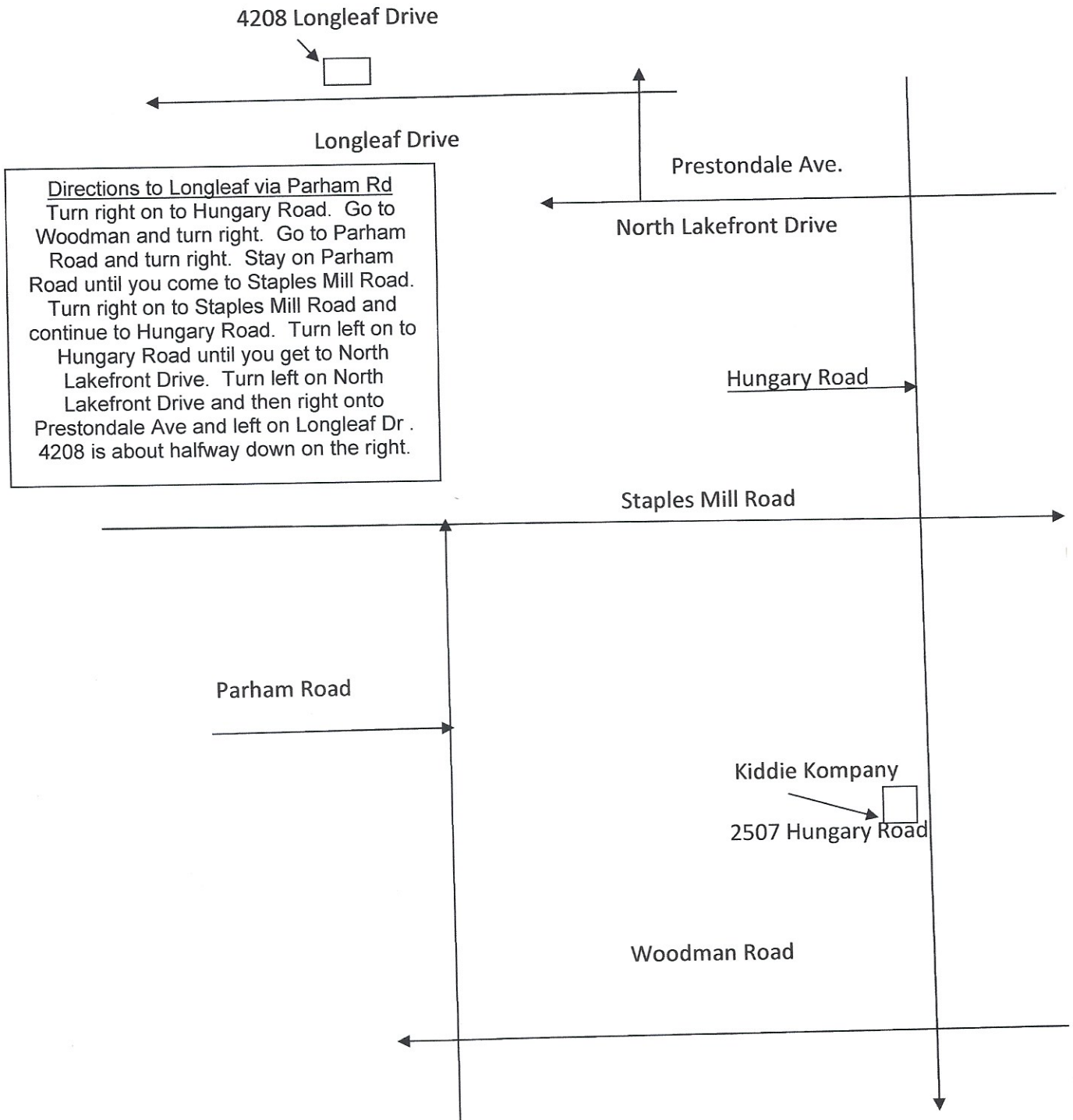
Railroad Tracks



Kiddie Kompany Day Care Center Inc.

Driving Directions
From Kiddie Kompany, take a left turn onto Hungary Road. Stay on Hungary Road, over the railroad tracks, thru the light at Hungary Springs, thru the light at Staples Mill Rd. After about 2 miles, turn left on North Lakefront Drive as soon as you pass the 1st Free Will Baptist Church. Go one Block and turn right onto Prestondale Ave. Turn left on Longleaf Drive and arrive at 4208 Longleaf Drive on the right side about half way down the street.

Directions to Longleaf Drive via Parham Road



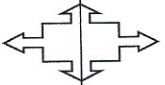
Directions to Longdale School

Longdale School
X

9500 Norfolk Street

Cole Blvd. →

Greenwood Road



I - 295 interchange

Mountain Road

Directions – From KK turn right on Hungary to Woodman. Turn left on Woodman Rd & stay on Woodman until you get to Greenwood. At Greenwood turn right and stay on Greenwood until you get to Cole Blvd. (On the right is a big church Greenwood Baptist) Turn left on Cole blvd and travel down to Norfolk Street about the third or fourth one on the right. Turn right on Norfolk Street and park in front parking lot.
Questions call Paula - 266-9126

← Woodman Road

Hungary Road



KK

Parham Road

Shelter in Place Agreement between Longdale Elementary School and Kiddie Kompany Day
Care Center, Inc

Date: January 16, 2019

To: Mrs. Lara Brooks, Principal Longdale Elementary School

From: Paula J. Propst, Director/Owner

Kiddie Kompany Day Care Center, Inc 2507 Hungary Road Henrico, VA 23228

In the rare event that Henrico County EMS / Henrico Office of Emergency Management orders the Kiddie Kompany Day Care Center to evacuate the children and staff due to a train wreck / explosion /chemical spill disaster during the course of our normal business hours, we would utilize Longdale Elementary School as an evacuation site. Our need would be only be a few hours at most as our protocol is to alert the parents ASAP to pick up their child.

We would come with everything we need for our children, only requiring the hallway near the gym to shelter our group. All supplies, food, and materials would be with us when we arrive. All transportation would be provided by Kiddie Kompany Day Care Center. All liability will be covered by our policy/ies as is the case on any other field trip or excursion we undertake.

Any cleaning, or extra costs associated by this rare event, would be covered by our company. We appreciate the school's willingness to work with us in the future under the circumstances of this unlikely event.

Sincerely,

Paula J. Propst, Director

Mrs. Lara Brooks, Principal Longdale Elementary School