



# Emergency Plan

IN HOME DAYCARE & PRE-  
SCHOOL

14420 FOREST ST. | THORNTON, CO 80602 |

2023 - 2024

# Introduction

## Emergency Plan for Little Explorers Daycare

### *Ensuring the Safety and Well-Being of Our Precious Little Explorers*

At Little Explorers Daycare, the safety and well-being of every child in our care are paramount. We are committed to providing a secure and nurturing environment where children can grow, learn, and thrive. To fulfill this commitment, we have developed a comprehensive emergency plan to address a range of potential crises that may arise. This plan is designed to guide our staff in responding effectively to various emergency situations, from fire and severe weather to medical incidents and power outages.

Our aim is to minimize risks, ensure the safety of all children, and provide clear and structured procedures for our dedicated staff to follow during emergencies. In the face of unforeseen challenges, we want our parents and guardians to trust that Little Explorers Daycare is fully prepared to respond with professionalism and care.

This emergency plan is a dynamic document, subject to regular review and revision as circumstances, regulations, and best practices evolve. We encourage active participation and understanding from all stakeholders, including parents and staff. Our collective efforts ensure that every child entrusted to our care is safeguarded to the best of our ability.

Please take the time to familiarize yourself with the contents of this plan. In collaboration with our dedicated staff, we are confident that, together, we can provide a safe, secure, and nurturing environment for all our little explorers.

Thank you for entrusting us with your children's care.

Sincerely,

Perla Mendoza

Owner

Little Explorers Daycare

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# The Plan

Safety and preparedness are our top priorities at Little Explorers Daycare. Our emergency plan is designed to ensure the well-being of the children in our care during various potential crises. We regularly review and update this plan, and your active participation and understanding are key to its success. Thank you for entrusting us with your children's safety.

## 1. Identify Potential Hazards:

- Conduct a hazard assessment of our home daycare to identify potential risks, such as fire hazards, severe weather, medical emergencies, and other safety concerns specific to your location.

## 2. Emergency Contact Information:

- Maintain an updated list of emergency contact numbers, including local authorities, parents' contact information, and a backup person who can pick up children in case parents are unavailable.

## 3. Communication Plan:

- Establish a communication plan to reach parents or guardians in case of emergencies. Ensure that we have multiple ways to contact them (phone, email, text) and inform them of your emergency procedures.

## 4. Emergency Supplies:

- Maintain an emergency supply kit, including:
  - First-aid supplies.
  - Non-perishable food and water.
  - Flashlights, batteries, and a portable weather radio.
  - Extra clothing and blankets.
  - Necessary medications and medical supplies for children with special needs.

## 5. Evacuation Plan:

- Develop an evacuation plan with designated escape routes in case of fire or other hazards.
- Ensure children and staff are familiar with these escape routes and practice evacuation drills regularly.
- Designate a meeting point outside the home where you can verify everyone's safety.

## 6. Fire Safety:

- Install smoke detectors in key locations and test them regularly.
- Ensure that fire extinguishers are in working order and easily accessible.

- Teach children about fire safety, including "stop, drop, and roll."

#### **7. Severe Weather Preparedness:**

- Monitor local weather alerts and stay informed about weather conditions in our area.
- Create a designated safe area in your home for children and staff in case of severe weather, such as a basement or an interior room without windows.

#### **8. Medical Emergencies:**

- Ensure staff members are trained in CPR and basic first aid.
- Maintain a first aid kit and clear instructions for administering medication (if required) for children with specific medical needs.
- Establish a procedure for handling medical emergencies, including when to call 911 and how to contact parents.

#### **9. Lockdown Procedures:**

- In the event of an intruder or security threat, establish lockdown procedures.
- Ensure that all exterior doors and windows can be locked securely.

#### **10. Records and Documentation:**

- Maintain accurate records of all emergency drills and incidents, including dates, times, and outcomes.
- Keep copies of emergency contact information and medical records for all children in your care.

#### **11. Staff Training:**

- Train all staff members on the emergency procedures and make sure they understand their roles during an emergency.

#### **12. Review and Update:**

- Regularly review and update your emergency plan, taking into consideration any changes in regulations, staff, or the daycare environment.

#### **13. Share the Plan:**

- Share your emergency plan with parents and guardians so they are aware of the procedures you have in place to protect their children.

It's essential for us at Little Explorers Daycare to work closely with local authorities and relevant licensing agencies to ensure our emergency plan complies with all regulations and requirements specific to our area. We, at Little Explorers Daycare, regularly review and practice our plan to ensure that everyone in our care and on our team is well-prepared for any potential emergency situation.

# Roles and Responsibilities

At Little Explorers Daycare, we understand that establishing clear roles and responsibilities for our team members and parents is a critical component of our emergency plan. Here's a breakdown of these roles:

## Provider's Responsibilities:

- **Overall Coordination:** As the provider, you are responsible for overseeing the entire emergency plan and ensuring that it is well-implemented.
- **Communication:** You are responsible for maintaining communication with parents, local authorities, and emergency services during an emergency.
- **Emergency Supplies:** Ensure that the emergency supply kit is well-maintained and easily accessible, and regularly check its contents for expiration dates.
- **Training:** Ensure that all teachers and staff are adequately trained in emergency procedures and conduct regular emergency drills to practice these procedures.
- **Evacuation Plan:** Coordinate and lead evacuation drills, making sure all children and staff know the escape routes and the designated meeting point outside the home.
- **Record-Keeping:** Keep detailed records of all emergency drills and actual incidents, and make sure all necessary documentation, such as emergency contact information and medical records, are up to date and readily available.
- **Fire Safety:** Monitor the functioning of smoke detectors and fire extinguishers and conduct fire safety training for both teachers and children.
- **Security Measures:** Maintain and secure the premises, ensuring that doors and windows can be locked when necessary, and implement lockdown procedures when required.

## Teacher's Responsibilities:

- **Child Safety:** Ensure the immediate safety and well-being of all children in your care during emergencies. Follow established safety procedures.
- **Evacuation:** Assist the provider in evacuating children to the designated meeting point during fire or other emergencies, and help children understand and follow evacuation routes.
- **First Aid:** Administer basic first aid and CPR if necessary, as trained. Teachers should also be responsible for administering medication to children with specific medical needs following the provider's instructions.
- **Supervision:** Maintain continuous supervision of children during emergencies and ensure they remain calm and follow safety protocols.
- **Communication:** Keep children and other staff members informed and reassured during an emergency and help with the communication process by contacting parents or guardians if needed.
- **Emergency Drills:** Participate in regular emergency drills and provide feedback to improve the emergency plan's effectiveness.

### Parent's Responsibilities:

- **Providing Contact Information:** Parents or guardians must ensure that they have provided accurate and up-to-date contact information to the provider.
- **Communication:** Parents should be available to receive and respond to emergency communications from the provider promptly. They should inform the provider of any changes in contact information.
- **Pick-Up Responsibilities:** In cases where an emergency requires children to be picked up, parents should arrange to do so as soon as possible. They must have a backup person designated for pick-up in case they are unavailable.
- **Support and Cooperation:** Parents should be understanding and cooperative during emergencies, following the provider's instructions and adhering to the emergency plan.

Through the clear delineation of these roles and responsibilities, we foster awareness among all participants regarding their obligations, enabling them to respond swiftly and competently in emergency situations. This, in turn, bolsters the safety and well-being of the children under our care at Little Explorers Daycare. Consistent training and communication further strengthen these roles.

# Types of Emergencies and Check Lists

Below are the checklists for various types of emergencies that Little Explorers Daycare should be well-prepared to address:

## Fire Emergency Checklist (Little Explorers Daycare):

Step	Action
1. Early Detection	- Ensure smoke detectors at Little Explorers Daycare are working.
	- Regularly check and maintain fire extinguishers.
2. Evacuation Plan	- Establish and communicate escape routes to staff and children at Little Explorers Daycare.
	- Practice fire drills regularly.
	- Designate a meeting point outside Little Explorers Daycare.
3. Child Safety	- Account for all children in the care of Little Explorers Daycare.
	- Stay low and exit the building calmly.
4. Alert Authorities	- Call 911 immediately.
	- Contact parents or guardians.

## Severe Weather Checklist (Little Explorers Daycare):

Step	Action
1. Monitoring	- Stay informed about weather conditions at Little Explorers Daycare.
2. Shelter	- Identify safe areas in Little Explorers Daycare (e.g., basement or interior room).
3. Communication	- Keep children at Little Explorers Daycare informed and calm.
4. Alert Authorities	- Call 911 for immediate assistance (e.g., if a tornado is sighted).
	- Contact parents and inform them of the situation.



### Earthquake Checklist (Little Explorers Daycare):

Step	Action
1. Drop, Cover, Hold	- Teach everyone at Little Explorers Daycare to "Drop, Cover, and Hold On."
2. Safe Areas	- Identify safe areas at Little Explorers Daycare away from windows and heavy objects.
3. Evacuation Plan	- Establish evacuation routes within Little Explorers Daycare.
4. Communication	- Keep children at Little Explorers Daycare calm during the quake.
5. Afterquake Safety	- Check for injuries and administer first aid if needed.
	- Inspect the building at Little Explorers Daycare for structural damage.
6. Alert Authorities	- Call 911 if there are injuries or structural damage.
	- Contact parents or guardians.

### Medical Emergency Checklist (Little Explorers Daycare):

Step	Action
1. Immediate Care	- Administer basic first aid and CPR if needed (as trained) at Little Explorers Daycare.
2. Contact Parents	- Call parents or guardians of children at Little Explorers Daycare to inform them of the situation.
	- Provide information on the child's condition.
3. Alert Authorities	- Dial 911 if the situation is life-threatening.

### Power Outage Checklist (Little Explorers Daycare):

Step	Action
1. Safety Precautions	- Ensure flashlights and lanterns are used safely at Little Explorers Daycare.
2. Alternative Power	- Have flashlights and spare batteries available at Little Explorers Daycare.
3. Food Safety	- Keep refrigerated food cold or consume non-perishable items at Little Explorers Daycare.
4. Communication	- Maintain communication with parents and authorities at Little Explorers Daycare.

# List of required Supplies

Detailed list of supplies we will include in our home daycare's emergency kit. This kit is easily accessible, regularly checked for expiration dates, and stored in a secure and known location:

## **First Aid Supplies:**

1. Adhesive bandages in various sizes.
2. Sterile gauze pads and rolls.
3. Adhesive tape.
4. Scissors.
5. Tweezers.
6. Instant cold packs.
7. Disposable gloves.
8. Antiseptic wipes.
9. Thermometer.
10. CPR face shield or mask.
11. First aid manual.

## **Non-Perishable Food and Water:**

12. Bottled water (at least one gallon per person per day).
13. Non-perishable food items (e.g., granola bars, canned goods, and dry snacks).
14. Manual can opener.

## **Flashlights and Lighting:**

15. Flashlights (with spare batteries for each).
16. Battery-operated lanterns.
17. Candles and waterproof matches (in a waterproof container).

## **Communication and Tools:**

18. Portable weather radio with batteries or a hand-crank charger.
19. Cell phone with a portable charger.
20. Whistle (for signaling for help).
21. Multi-tool or Swiss Army knife.

**Clothing and Bedding:**

- 22. Extra clothing (including warm clothing and rain gear).
- 23. Blankets or sleeping bags.
- 24. Personal hygiene items (e.g., soap, toothbrush, and toothpaste).

**Children's Needs:**

- 25. Diapers, wipes, and baby formula (if applicable).
- 26. Baby food and bottles (if applicable).
- 27. Special dietary items for children with dietary restrictions.
- 28. Comfort items (e.g., stuffed animals or toys to comfort children).

**Medical Supplies:**

- 29. Essential medications and medical supplies for children with specific medical needs (e.g., EpiPens or inhalers).
- 30. Children's pain relievers and fever reducers.
- 31. Medical history and allergy information for each child.

**Sanitary Supplies:**

- 32. Garbage bags.
- 33. Sanitary supplies, such as disposable diapers, tampons, and pads.
- 34. Hand sanitizer and disinfectant wipes.

**Important Documents:**

- 35. Copies of children's emergency contact information.
- 36. Copies of important documents (e.g., identification, medical records, and custody papers).

**Entertainment:**

- 37. Books, games, and puzzles to keep children occupied during an emergency.

**Other Considerations:**

- 38. Cash (small bills).
- 39. Local maps.
- 40. Pet supplies (if applicable).

As the provider at Little Explorers Daycare, we understand the importance of regularly checking and replacing items with expiration dates in our emergency kit. This includes items such as batteries, food, and medications.

We keep the emergency kit in a durable, waterproof container or bag. It is stored in a cool, dry, and easily accessible location, ensuring that it can be quickly accessed when needed.

We also take great care to ensure that all staff members are familiar with the contents of the kit and that they know how to use the items within it during emergencies.

Safety and preparedness are top priorities at Little Explorers Daycare, and these measures are essential to guarantee the well-being of all the children in our care.

# Emergency Contact List:

## **1. Local Emergency Services:**

- 911: In case of immediate life-threatening emergencies, such as fire, medical issues, or criminal activity.

## **2. Parents or Guardians:**

## **3. Local Hospitals and Medical Facilities:**

- Centura St. Anthony North Hospital (720)627-0000

## **4. Poison Control Center:**

- 1(800)222-1222

## **5. Child Protective Services (CPS):**

- 1(844)264-5437

## **6. Local Law Enforcement:**

- Thornton Police Department (720)977-5124

## **7. Local Fire Department:**

- Thornton Fire Department (303)538-7602

## **8. Utility Providers:**

- Gas: Xcel Energy 1(800) 895-4999
- Electricity: United Power (303)637-1350
- Thornton Water: (303) 538-7370

## **9. Licensing Agency:**

- Colorado Department of Early Childhood 1(800)799-5876

## **10. Local Red Cross or Emergency Relief Organizations:**

- Colorado Red Cross: 1(800)733-2767

Every staff member at Little Explorers Daycare is well-acquainted with this list, and it remains readily accessible in the event of an emergency. Our printed and laminated emergency contact list for Little Explorers Daycare is securely housed in the office for quick retrieval when needed.