

EMERGENCY PREPAREDNESS PLAN

Cozy Corner Academy

PURPOSE

In the event of an emergency, the safety and well-being of children is the top priority. Cozy Corner Academy maintains and follows this written emergency preparedness plan to respond to fire, natural disasters, medical emergencies, lockdown situations, and other emergencies that may affect the program during operating hours.

This plan is reviewed with staff during orientation, annually thereafter, and whenever updates are made. Parents or guardians review the plan upon enrollment and when updates occur.

PROVIDER EMERGENCY OR INCAPACITATION PLAN

If the provider or lead staff member experiences an emergency and becomes unable to supervise children, 911 will be called immediately when emergency medical assistance is needed. A designated, qualified emergency backup staff member will be contacted to assume supervision as soon as possible. Parents, guardians, or authorized pickup persons will also be contacted for immediate pickup if the provider cannot continue care or qualified backup care cannot arrive promptly. Children will remain under continuous supervision and will not be left unattended or placed in the care of an unapproved or unqualified person. If a household member is present but is not approved as child care staff, that person may assist with calling 911, contacting the emergency backup, and contacting families, but will not serve as the substitute caregiver. Emergency contact information for all children and authorized pickup persons will remain accessible at all times.

EXTENDED CARE DURING EMERGENCY

If parents or guardians cannot reach the program for up to three days, Cozy Corner Academy will provide emergency food, water, and necessary supplies for children and staff. Emergency supplies, including medications and first aid materials, will be maintained onsite.

FIRE EMERGENCY PROCEDURES

- The home's installed smoke alarms are the fire alarm system. If the smoke alarms have not already sounded, staff will loudly announce, 'FIRE - EVACUATE NOW,' immediately begin evacuation, and call 911 from a safe location.
- Children and staff will evacuate using the nearest safe exit.
- Staff will check all rooms, bathrooms, and play areas if safe to do so.
- Attendance records, emergency contacts, medications, and first aid kits will be taken during evacuation.
- Children who cannot walk independently will be assisted or carried as needed.
- Staff will maintain required staff-to-child ratios and, immediately upon reaching the outdoor meeting location, conduct a name-to-face attendance check using the current attendance record to account for every child. Attendance will be checked again after any relocation and during reunification.

- Children and staff will relocate to the designated evacuation location if necessary.
- Parents or guardians will be contacted as soon as possible.

EVACUATION FLOOR PLAN

Evacuation routes and exits are posted throughout the facility and identify:

- Room names and locations
- Emergency exit pathways
- Exit doors and windows
- Outdoor meeting locations

ALTERNATE EVACUATION LOCATIONS

Primary Relocation Site:

609 Lupine Drive, Moses Lake, WA 98837 (Neighbor's Residence)

Secondary Relocation Site:

Neighborhood Park located at the corner of Lupine Drive and Sand Dunes Road, Moses Lake, WA 98837

If relocation is required due to fire, natural disaster, hazardous conditions, utility failure, or other emergencies, children and staff will relocate to one of the designated sites above. Attendance will be taken immediately upon arrival, and children will remain under direct supervision until reunited with authorized adults.

EARTHQUAKE PROCEDURES

- Staff and children will Drop, Cover, and Hold On.
- Staff will remain indoors until shaking stops unless evacuation becomes necessary.
- After the earthquake, staff will check children and adults for injuries.
- Attendance will be taken immediately to account for all children.
- The building and licensed space will be evaluated for safety before reentry.
- Local emergency officials will be contacted when necessary to determine whether the facility is safe for continued occupancy.

LOCKDOWN / SHELTER-IN-PLACE PROCEDURES

In the event an individual at or near the early learning program is harming or attempting to harm others with or without a weapon:

- Staff will immediately initiate lockdown procedures.
- Doors will be locked and secured.
- Children and staff will relocate to the designated lockdown safe area located in the bathroom within the licensed childcare space. This location is away from exterior doors and windows and provides a secure interior location during a lockdown emergency.
- Staff will remain quiet and maintain supervision of children.
- Emergency services will be contacted immediately by dialing 911.

- No person will enter or leave the building until authorized by law enforcement.
- Attendance will be taken and maintained throughout the event.
- After the emergency has ended, parents or guardians will be contacted by text message with information regarding the incident and instructions for reunification if necessary.

MEDICAL EMERGENCY PROCEDURES

- Staff will provide first aid or CPR within the scope of their training.
- Emergency medical services (911) will be called when needed
- Parents or guardians will be contacted immediately.
- Child medications and medical records will accompany the child if transported.

EVACUATION SUPPLIES

The following items will accompany staff during emergency evacuations whenever possible:

- First aid kit
- Emergency contact information
- Child medication records
- Individual medications
- Attendance records
- Cell phone or emergency communication device

COMMUNICATION WITH FAMILIES

Parents or guardians will be notified as soon as it is safe to do so following any emergency.

Families may contact Cozy Corner Academy through:

Program Phone: 509-989-5663
Provider Cell Phone 509-989-5663

Communication may occur through:

- Phone calls
- Text messages
- Email
- Facebook business page updates when available

If the facility must relocate, parents or guardians will be informed of the relocation site and instructions for reunification.

REUNIFICATION PROCEDURES

Following an emergency, children will only be released to parents, guardians, or other individuals listed on the child's authorized pickup form.

The following procedures will be followed:

- Staff will verify identification before releasing any child.
- Attendance records will be used to verify custody and release information.
- Parents or guardians will sign children out when reunited.
- Staff will document the time and person to whom each child is released.
- Children will remain supervised until reunited with an authorized adult.
- If the facility has relocated, reunification will occur at the designated relocation site unless otherwise directed by emergency responders.

EMERGENCY SUPPLIES

Cozy Corner Academy maintains a minimum three-day emergency supply of:

- Drinking water
- Nonperishable food
- First aid supplies
- Flashlights and batteries
- Blankets
- Sanitation supplies
- Life-sustaining medications when applicable

EMERGENCY DRILLS

Emergency drills are conducted and documented as follows:

- Fire and evacuation drills: Monthly
- Earthquake drills: Every three months
- Lockdown or shelter-in-place drills: Every three months

Drill records include:

- Date and time of drill
- Number of participating children and staff
- Length of drill
- Notes regarding drill effectiveness and needed improvements

STAFF TRAINING AND REVIEW

All staff members are trained on emergency procedures during orientation and annually thereafter. Staff signatures documenting review of the emergency preparedness plan are maintained onsite.

PARENT REVIEW

Parents or guardians receive information regarding emergency procedures upon enrollment and when updates are made to the plan.

EVACUATION FLOOR PLANS

The evacuation floor plans below identify all licensed and unlicensed areas of the home, room names, emergency exit pathways, emergency exit doors, emergency escape windows, safety devices, and designated emergency evacuation routes.

Children and staff will evacuate using the nearest safe exit and proceed to the designated outdoor meeting area. If relocation from the premises is required, children and staff will relocate to the designated relocation site.

Primary Relocation Site:

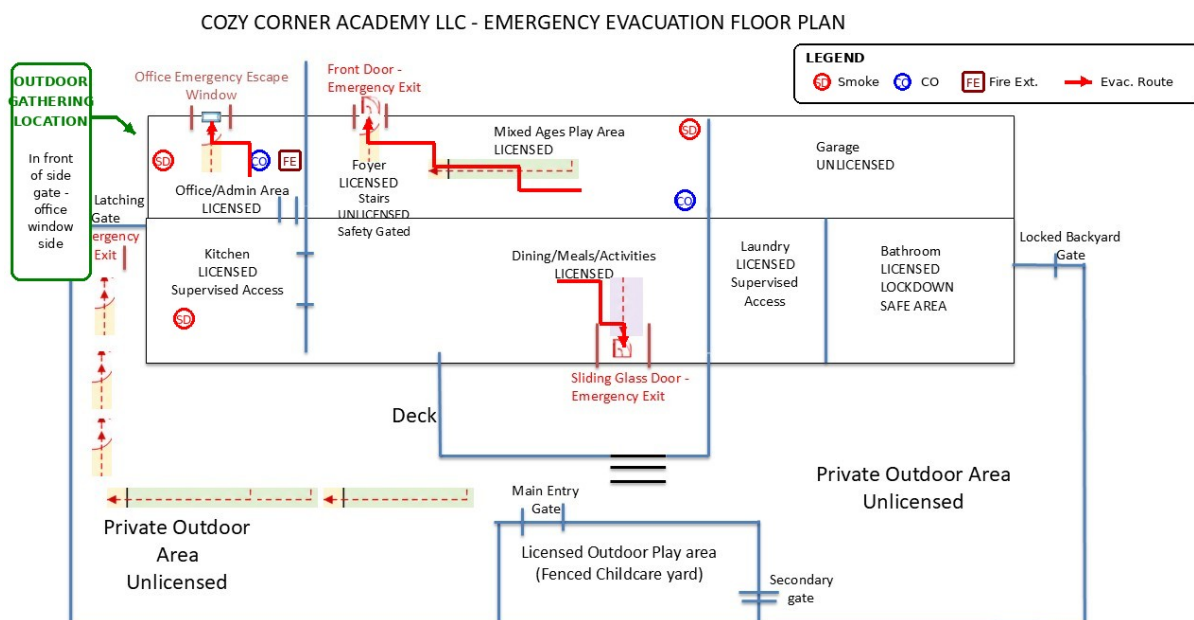
609 Lupine Drive
Moses Lake, WA 98837

Secondary Relocation Site:

Neighborhood Park located at the corner of Lupine Drive and Sand Dunes Road
Moses Lake, WA 98837

The floor plans identify:

- Licensed childcare areas
- Unlicensed areas
- Emergency exit doors
- Emergency escape windows
- Evacuation pathways
- Designated lockdown safe area
- Safety gates and restricted access areas

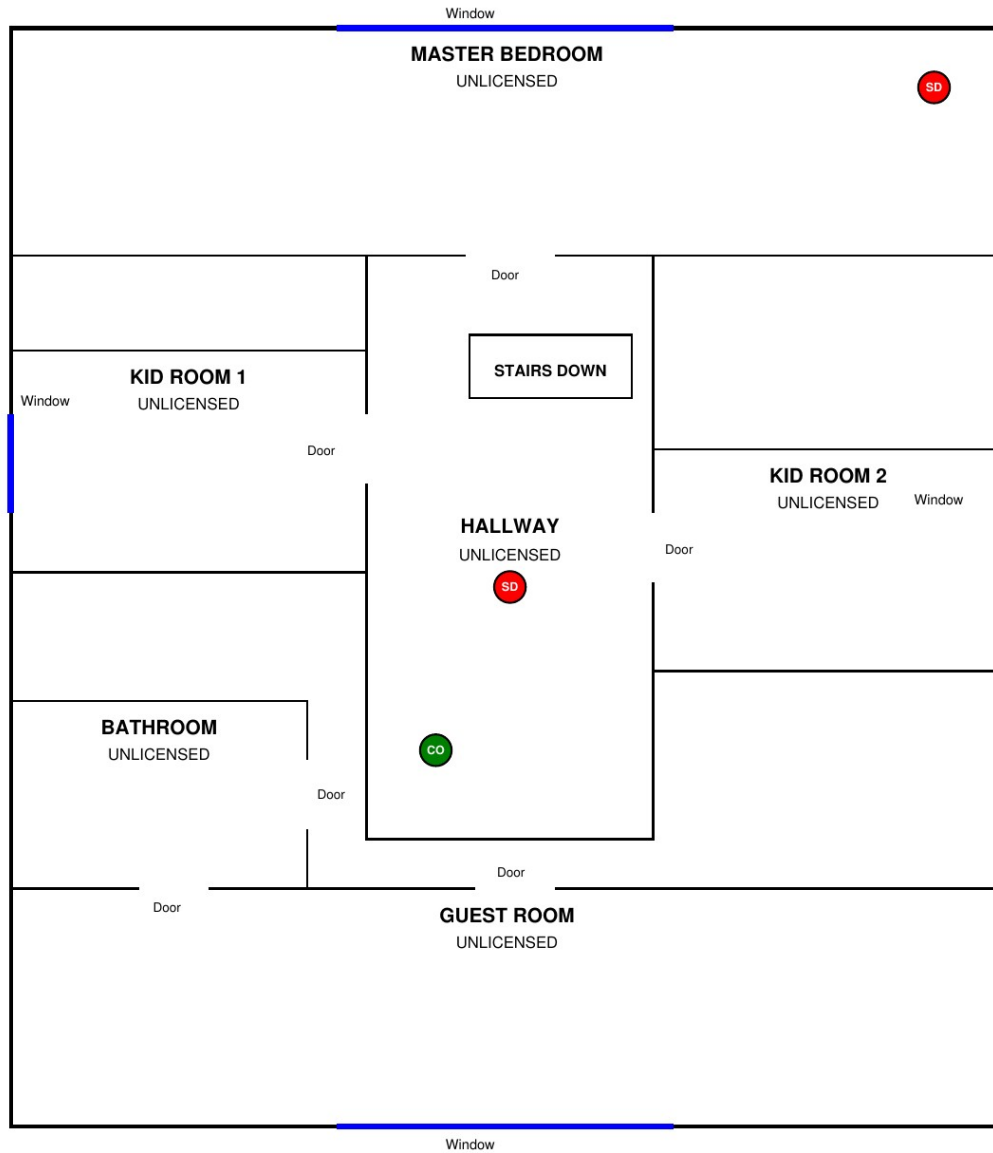


COZY CORNER ACADEMY LLC

UPSTAIRS FLOOR PLAN SKETCH

All upstairs areas are UNLICENSED. Daycare children are never permitted upstairs during child care hours.

LEGEND:  Smoke Detector  Carbon Monoxide Detector  Window No fire extinguisher upstairs



NOTES: 1. Children in care are never permitted upstairs during child care hours.
2. All upstairs rooms and spaces are unlicensed child care areas.

Emergency Preparedness Plan Acknowledgment

I acknowledge that I have received, reviewed, and understood the Emergency Preparedness Plan for Cozy. Corner Academy LLC. I understand that the plan includes emergency procedures for evacuation, relocation, shelter-in-place, lockdowns, and communication procedures during emergencies. I understand that Cozy Corner Academy LLC will make every reasonable effort to protect the health and safety of children during emergency situations and that parents/guardians will be notified as soon as safely possible.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding the Emergency Preparedness Plan.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____