



KIDZ 1ST CHOICE DAYCARE

# Emergency Plan

7402 N. 56th  
Street  
Tampa, FL 33617






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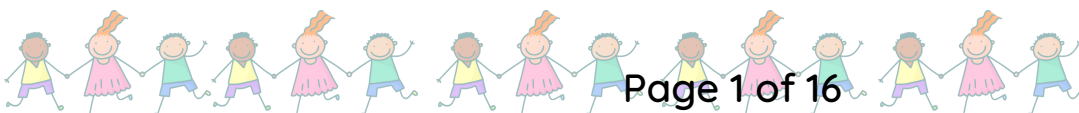


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# Daycare Center Information

	<b>CENTER INFORMATION</b>
<b>Daycare Name</b>	Kidz 1st Choice Daycare LLC
<b>Address</b>	7402 N. 56th Street, Suite 200A, Tampa, FL 33617
<b>Phone Number</b>	(813) 562-1532
<b>Fax</b>	(813) 388-4588
<b>Email</b>	info@kidz1stchoice.com
<b>Daycare Director</b>	Ivory Ward   Raina Mamore
<b>Main Contact</b>	Ivory Ward (813) 562-1532
<b>Off Site Contact</b>	
<b>Number of Children Enrolled</b>	
<b>License Number</b>	
<b>Additional Information</b>	



# Emergency Contacts

	<b>EMERGENCY INFORMATION</b>
<b>Emergency Services</b>	911
<b>Fire Department</b>	(813) 744-5541
<b>Police Department</b>	+1 (813) 506-6500
<b>Poison Control</b>	+1 (813) 506-6500
<b>Hospital</b>	1 Tampa General Cir, Tampa, FL 33606 (813) 844-7000
<b>Gas</b>	(813) 223-0800
<b>Water Co</b>	City of Tampa (813) 274-8811
<b>Electric Co</b>	Teco (813) 223-0800

## **Emergency Kit Location and Contents**

The emergency kit is located {at the front desk}.

The kit contains the following:

- Emergency medical authorization for each child (included at end)
- Information card for each child (included at end)
- Copy of emergency plan
- Emergency medications
- Water
- Snacks and non-perishable food
- Baby formula
- Diapers
- Wipes
- Hand sanitizer
- Disinfecting wipes
- Blankets
- Towels
- First Aid kit
- Radio
- Batteries
- Toilet paper
- Paper plates, cups
- Can opener
- Trash bags
- 

## **Evacuation Sites and Routes**

The primary evacuation site is {Onsite} Exit each classroom and go to Classroom# 4, closest to the Exit on the Right side of the building.

The secondary evacuation site is {outside the building} Children and Staff will exit the building from the side exit door leading to children playground. Children will be taken through the exit gate on playground, and into the parking lot, as far from the building as possible.

The alternative evacuation site is {Classroom# 3} if Classroom #4 and the building is unsafe. {Maps of exit routes attached}



## Lockdown Procedure

The purpose of a lockdown is to keep children and staff inside the building by securing them inside a classroom or other secure safe area due to an immediate threat inside the center. Lockdown procedures will be used in situations that may result in harm to persons inside the daycare center, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the director or public safety personnel.

- The director or designee will notify local emergency services (e.g. 911) and initiate the lockdown procedure by announcing it over the public address system or through the daycare software application being used. If announced over the intercom, the alert will be made using the code phrase “Rose Sullivan” so staff is aware that a lockdown procedure has been initiated, but the intruder is not alarmed.
- Keep all children in classrooms or other designated safe area locations, out of view and away from the danger.
- Lock all doors and windows.
- Turn off the lights and cover windows when possible.
- Barricade doors with furniture.
- Place phones on silent mode.
- Instruct children to hide (under tables, behind dividers) out of sight and remain silent.
- Conduct a head count and ensure that all children are accounted for.
- No one may leave or enter the room.
- Remain in lockdown until authorities have declared that the daycare is safe and unlock the doors.

## Shelter in Place Procedure

When a threat creates hazardous conditions outside the center, children and staff will shelter-in-place. This may also need to occur if it is not safe or there is insufficient time to move to a designated assembly area or secondary relocation site. Shelter-in-place involves keeping children and staff in place inside the building and securing the center for the immediate emergency. Examples of such situations include tornados, community violence or a hazardous material spill.

Our safe space(s), with supplies, is located {in **classroom 3 & 4**}.





- Contact emergency authorities when applicable.
- Bring children and staff to the safe space in the center. This area should be an interior room with the fewest windows or vents that has adequate space to accommodate children and staff.
- Staff should immediately bring the emergency kit (when possible) into the safe space.
- Close and lock all windows and doors.
- As applicable, shut off the building's air handling systems, gas, electric, water and other utilities.
- As applicable, seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting (in the event of hazardous materials spill).
- Conduct a roll call to ensure everyone is present and accounted for in the safe space.
- Contact the off site emergency contact, inform them of the situation, and report the list of children and staff present.
- Listen for announcements from local officials via radio or mobile phone and continue to shelter-in-place until told it is safe to exit by authorities.

### **Evacuation procedure**

This procedure will be implemented when an emergency exists where children and staff need to be relocated to a safer area

#### There are 3 types of evacuation:

Onsite: Evacuate children and staff to a designated safe space on the site of the daycare center (see previous section).

Offsite: Evacuate children and staff off the premises of the daycare center to a designated shelter or relocation area due to a threat.

Reverse: Staff and children will move into the daycare due to danger or emergency outside. (e.g. suspicious criminal activity, fire, weather, bomb threat, or any other situation that results in the center needing to be evacuated.)

In the event of a fire, extreme weather, center emergency, bomb threat, or any other situation that results in the center needing to be evacuated, all staff should adhere to the evacuation procedure.

- The director or designee will call local emergency services (e.g. 911) and indicate the need for assistance. Staff may use a script to assist with the information needed when calling emergency services, especially during high risk, high stress situations (e.g. bomb threat).



- Evacuate all children and staff members to a designated safe area away from the building as quickly as possible.
- Before leaving the center, confirm attendance by conducting a roll call to ensure all children and staff members are accounted for.
- Bring the emergency kit to the relocation site.
- During the evacuation, children and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if determined to be unsafe.
- Once children and staff report to the designated relocation site, a second roll call should be conducted to ensure that everyone has exited the building safely.
- No person should return into the center until it is deemed safe by the proper authorities.
- If needed, children and staff should relocate to the secondary offsite location.
- The director or designee will notify parents of the situation and the pick-up point for the children.

The staff will evacuate children as follows:

- Infants: Place up to four infants in an evacuation crib, or place two infants in rescue packs carried over the shoulders of staff, or place infants in carriers to evacuate.
- Toddlers and Preschool: Gather children in a group and supervise an orderly evacuation to the designated assembly area.
- Children with Special Needs: These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.

## **Emergency procedures for specific events**

### **Fire**

In case of a fire, follow the R.A.C.E. acronym.

- R = Rescue -Evacuate the area immediately
- A = Alarm -Fire alarm should be pulled and local emergency services should be notified of fire location
- C = Contain -Close doors and windows to contain the fire
- E = Extinguish -Evaluate the situation to determine if staff should attempt to extinguish the fire

### **Evaluate the situation**

- The location of the fire within the center
- The size of the fire
- The nature of the fire





## Follow the plan

- Immediately escort all children out of the building to a safe area away from the building.
- If the fire is small and is not located in a room where children are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training. In addition, staff should not attempt to fight the fire if there is an imminent threat to their safety.
- Take roll call of children and staff to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to the alternate evacuation location is necessary.
- The center director or a designated person should go to a visible location to help direct the fire department to the center. Once the fire department arrives on scene, the director or designee should establish contact with the fire department official to discuss what information they need.
- When possible, all windows and doors in the center should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the children and staff need to be evacuated in the shortest time possible.
- The director or designee should make sure no child or staff member attempts to re-enter the center until cleared by the fire department.

## **Hazardous Chemical Spill**

The most dangerous chemicals located on the premises should be locked in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

- Evacuate all children and staff from the daycare immediately. Move upwind and uphill if possible.
- Do not turn any electrical switches ON or OFF when exiting the room. Eliminate all open flames.
- Staff will contact local emergency services and notify them that there has been a “hazardous materials spill.”
- Staff will contact the maintenance personnel to request turning off the ventilation system to avoid further spread of the hazardous materials.
- Do not try to contain, touch, or identify the hazardous material.
- Do not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill. This could expose staff to the fumes, potentially incapacitating them as well.
- If any child or staff has come into contact with a hazardous material, the chemical should be washed off immediately with water and the person should be evaluated by emergency personnel.



## **Utilities and Maintenance Emergency**

When a utility failure has occurred, the decision to close the daycare center or delay its opening will be based on the following factors:

- The amount of natural light in the center
- The temperature in the center
- The ability and necessity of heating food and formula
- The risk to the health and well-being of children and staff

## **Gas Leak**

- All children and staff should evacuate the building.
- Local emergency services should be notified that there is a possible gas leak at the daycare center.
- The center director should be notified of the situation, and the director or designee will notify the rest of the staff.
- Do not turn ON or OFF any electrical switches.
- The center should not be entered by anyone until authorities announce it is safe to return.

## **Electrical Power Failure**

Contact the electric company to notify them of the power failure. If there is no backup generator, implement the following procedures:

- Access emergency lighting from your emergency supply cache (e.g. flashlights, lanterns).
- Contact the electric company.
- If there is danger of fire, evacuate the daycare/ home.
- If an electrical short is suspected, turn off power at the main control point.

## **Water Main Break**

- Call maintenance personnel and/or the water department.
- Shut off the valve at the primary control point.
- Access water from your emergency water supply (bottled water).

## **Contaminated Water Supply**

If the water supply is contaminated or suspected of being contaminated with microorganisms or chemicals due to a break in a water main or other damage to the distribution system.

- Discontinue the use of tap water, ice machines, drinking fountains and any other water equipment to prevent ingestion.
- Label all water sources with a sign, “Do not drink” and begin using bottled water.



## **Carbon Monoxide**

- Immediately evacuate all children and staff from the building. Move everyone to a safe location away from the potential source of CO, preferably outdoors and upwind.
- Take attendance to ensure that all children and staff members are accounted for. If someone is missing, notify emergency responders immediately.
- Call emergency services to report the suspected CO leak. Provide accurate information about the situation and follow any instructions given by the dispatcher.
- If anyone is displaying symptoms of CO poisoning, move them to fresh air and administer first aid as needed. Symptoms may include headache, dizziness, nausea, confusion, or loss of consciousness. Call emergency services for help.
- Once the situation is under control and everyone is safe, notify parents or guardians of the incident. Provide them with accurate and timely information about what occurred and any necessary instructions or next steps.
- Do not enter the building until emergency authorities have deemed it safe.

## **Weather Related Emergency Situations**

### **Extreme Weather**

Daycare staff should follow these general guidelines during weather emergencies

- The center director or staff will monitor radio, television, or NOAA weather radio for weather updates.
- The director or staff will advise all staff of the weather conditions that are approaching.
- When extreme weather is approaching, check the status of: Battery powered radios, Flashlights, Back-up lighting and power, Heat, Cell phones.
- Consider pre-storm closing (night before) or early closing depending on conditions.
- Release non-essential staff in accordance with center closing procedures.
- Staff should maintain voice contact at all times, and all staff members should have flashlights and emergency packs/backpacks available.
- If necessary follow shelter-in-place procedures outlined above.

### **Specific Weather Situations**

In addition to the above general guidelines, the following are recommendations for specific inclement weather emergencies.

### **Severe Thunderstorm Watch**

- Outdoor activities should be modified to ensure that quick access to safe areas and shelter is available.



### **Severe Thunderstorm Warning**

- All outdoor activities should be terminated and shelter should be taken.
- The center director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call local emergency services to report it.

### **Tornado Watch**

- Outdoor activities should be modified to ensure that quick access to shelter is available.
- Upon the approach of thunderstorms, cease all outdoor activities that may delay seeking shelter.
- The center director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call local emergency services to report it.

### **Tornado Warning**

In addition to the above tornado watch guidelines, please follow this procedure.

- If time permits and it can be done safely, the center director or designee will turn off all utilities.
- The director or designee will have all staff and children move to their designated safe area locations and follow shelter-in place procedures.

### **Flash Flood**

- The director will move records and valuable equipment to higher floors. Chemicals that are in the center should be stored in locations where floodwaters will not come into contact with them.
- The director will make transportation preparations to move children and staff in the event that an evacuation is needed.
- If evacuation is necessary and time permits, staff members or employees will unplug all electrical appliances. If time permits, move all loose and unsecured outdoor equipment to an indoor location.

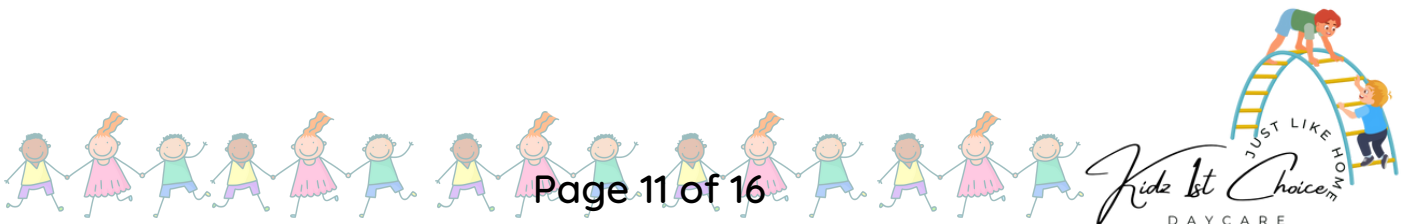


## Potentially Violent Situations

Potentially violent events such as a hostage situation, disgruntled person, active shooter, community violence, unstable custody disputes, or other physical or verbal threats may occur at or near a daycare and require lockdown procedures.

### Violent Intruder

- Immediately call law enforcement and notify security (if applicable).
- Alert center director of the situation.
- If you have any reason to believe the individual has a weapon, order a lockdown and follow those procedures.
- If the intruder chooses to leave the premises, allow them the freedom to exit making sure to note their vehicle make and model, license plate, and the direction of their travel (if possible). Communicate this immediately to the emergency services dispatcher.
- Try to isolate the intruder away from as many adults and children as possible. Seek to draw the individual(s) to an office, break room, conference room, or other less populated area. If the individual has entered a classroom, seek to draw him/her into the least utilized portion of the room.
- Remain calm and be polite.
- Do not physically restrain or block their movement.
- While you are engaging the potentially violent intruder, other available persons should direct unaffected rooms to move to locations in the center that are farthest from the incident point.
- Once law enforcement arrives, they will assume charge of the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations continue, follow the appropriate evacuation procedures.



## **Active Shooter**

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. Active shooters can include unstable persons, and may be unknown to the daycare center.

There are three basic steps to survival during an active shooter incident:

Run, Hide, Fight

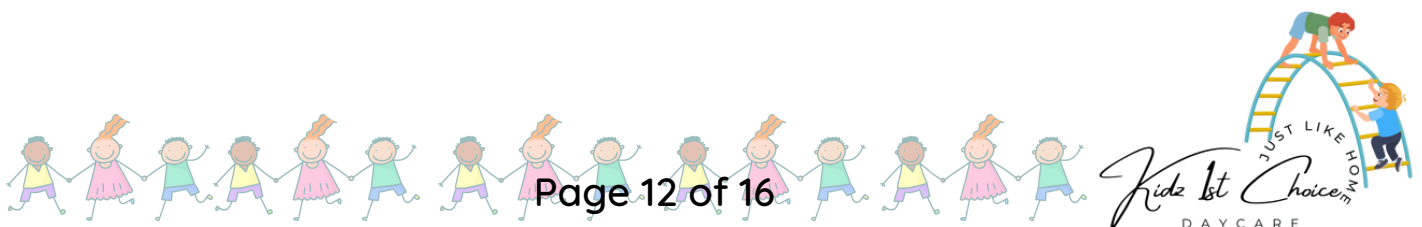
- “Run” - If you are able to escape, evacuate yourself and children to safety and then contact law enforcement.
- “Hide” - If you and the children are not able to evacuate, use a modified lockdown procedure by hiding, keeping the children as calm and quiet as possible to try to avoid detection.
- “Fight” - As a last resort, in order to protect yourself and the children, fight the shooter with aggression and improvised weapons (e.g. anything you can throw at the shooter such as books, fire extinguisher, canned goods, etc.).

The daycare staff should be aware of what to expect and how to respond once law enforcement arrives on scene. Conducting regular drills will provide staff with the training they need to know should an active shooter incident occur at the daycare.

## **Physical and Verbal Threats**

Threats can come from outside the center, such as community violence, as well as inside the center. In every situation, center director and staff members should evaluate the situation, and only address the threat when their safety is not compromised. If any person in the daycare does not feel safe in the situation, local emergency services should be contacted, provided it can be done in a safe manner.

- All physical threats made inside or outside the center should be taken seriously.
- Report and document any physical threats directed towards the children or staff members to the center director.
- If the physical threat comes from within the center, the child care center director notifies law enforcement of the incident and communicates with the staff members involved in the incident.



- Staff members involved in the altercation should be separated. Appropriate administrative actions should be taken to insure the safety and well-being of the children.
- If the physical threat comes from outside the center, the center director is notified of the incident. The center director will notify law enforcement of the incident.
- Regardless of whether the physical threat comes from outside or inside the daycare, children and staff should be removed safely from the area in which the altercation is taking place and should return only after the situation has been resolved.
- All verbal threats will be treated the same way as physical threats.

### **Bomb Threat**

A bomb threat should be taken seriously and treated as a real situation until proven otherwise.

- Suspicious packages or letters should be reported to authorities.
- Evacuation should be out of the center and to another location as far from the center as possible. The area that is being evacuated should be searched quickly for information that may be important for law enforcement.
- Upon arrival of the law enforcement response team, the director will assist with any questions that the law enforcement response team may have.
- No person should enter the center until the law enforcement response team has been consulted and the situation has been resolved.
- Use landline telephones only. Turn all cell phones off and do not use them until the situation has been resolved.

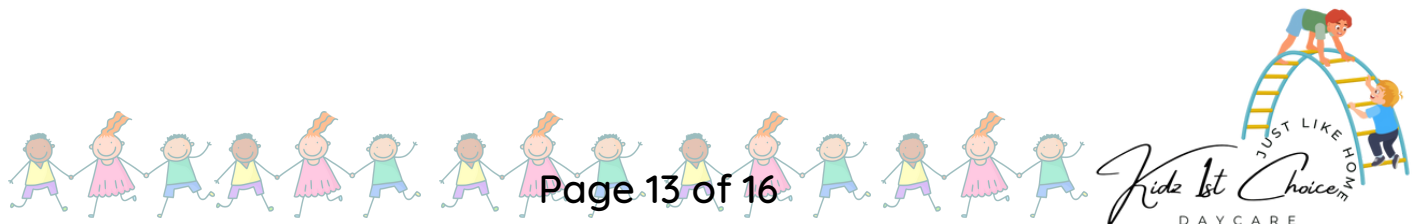
### **Telephone Threat**

The staff member taking the call should notify another staff member that a bomb threat is in progress.

- The building should be evacuated immediately following evacuation procedures.
- The center director will contact local law enforcement. When a bomb threat is received, it is important to gather as much information as possible from the caller.

### **Written Threat**

- Handle the letter as little as possible and save all materials that were contained in the letter.
- Contact law enforcement immediately.
- Contact the daycare director immediately.
- Evacuate the building until it is determined that there is no longer any danger.
- No person should enter the daycare until authorized by law enforcement.





## **Illness and Injury Procedures**

### **Illness or Injury**

The following information is a general response to injuries or illnesses that may present in the daycare. Staff members should evaluate each situation, and only intervene when their safety is not compromised.

- Staff should be aware of the locations of the first aid kits within the center.
- The staff responsible for the child will employ first aid techniques as trained. This should only be done if the staff can do so safely.
- Call emergency services if needed.
- Notify the child's parents/guardians.
- Notify the center director of any major illness or injury.
- If the child has fallen from a high place, do not move the child unless there is a life-threatening situation.
- If the child must be transported to the hospital by ambulance, the director or designated staff member will accompany the child during transport to the hospital.
- If the illness or injury does not require immediate medical attention but requires a doctor's care, staff will immediately contact the parent/guardian to pick up the child.
- The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

### **Public Health and Pandemic Outbreak**

The following information will assist during a public health emergency (e.g. Covid).

- Ensure all children have the childhood immunizations required by the state.
- Establish a relationship with the local public health department to facilitate receiving updates on possible outbreaks as well as reporting any suspicious illnesses/trends from your center.
- Conduct training on infection control practices such as frequent cleaning of equipment and toys, hand washing, and respiratory hygiene/cough etiquette.
- Communicate with families and staff during outbreaks.
- Define exclusion criteria when children should not attend daycare.
- Outline criteria when children can return to daycare after an illness.

### **Missing or Abducted Child**

- Anytime a child is unaccounted for, the staff member responsible for the child should search the premises. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the center.



- The staff member should also double-check with other staff in case the child may be at another location (e.g. child was picked up by their parent or guardian).
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the director should be notified that the child is missing.
- Begin lock down procedures.
- Staff responsible for the child will call law enforcement since he/she will be able to provide the best description of the child (e.g. what the child was wearing that day and other distinctive features).

**The following information should be documented:**

1. Child’s name, age, height, weight, date of birth, and hair color
  2. Child’s clothing that he/she was wearing that day, along with any other identifying features
  3. The time at which the child was noticed missing
  4. If child abduction is suspected, were there any suspicious vehicles and/or persons located around the daycare? If so, describe the appearance of the person and/or vehicle.
- The director will notify the child’s parent/guardian that the child is missing from the center.
  - While awaiting the arrival of law enforcement, the daycare staff will continue to search for the missing child. The staff should look in every cabinet, closet, cubby, and other locations where a child may hide.
  - The director will remain on the premises at all times and act as the contact person for law enforcement, as well as the missing child’s parent/guardian.
  - The director will request that law enforcement activate an Amber Alert.

**Death of a Child**

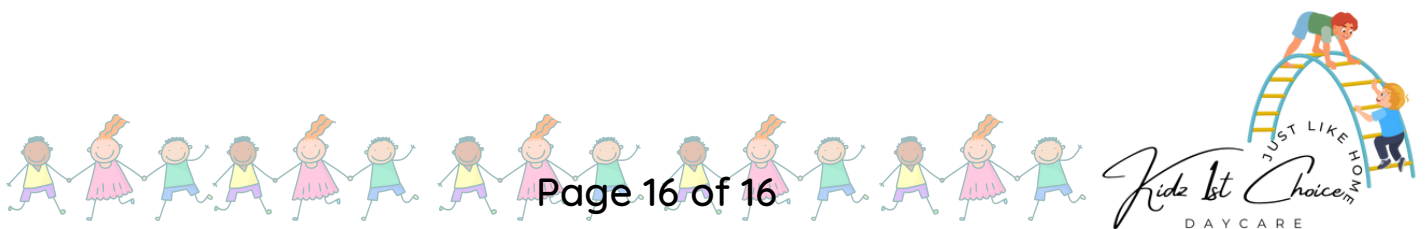
When faced with the tragic death of a child at a daycare, it is important to have procedures in place to handle the situation with care, respect, and sensitivity.

- Ensure Immediate Safety. If there is an immediate threat to the safety or well-being of another child(ren), staff members, or individuals at the daycare, take appropriate actions to address and mitigate the situation.
- Contact emergency authorities immediately. Provide accurate information about the situation and follow their instructions.
- Notify the child’s parents/ guardians that there has been an emergency and they need to come to the daycare/hospital as appropriate.
- Keep calm and keep children away from the situation.



- Depending on the situation, and at the discretion of the center director, the parents of other children at the daycare may be contacted to come pick up their children immediately.
- Assemble the daycare staff and inform them about the situation. Emphasize the need for confidentiality and sensitivity in dealing with the incident.
- Communicate the tragic news to the parents or guardians of the other children at the daycare in a compassionate and respectful manner. Provide accurate information while respecting the privacy and sensitivity of the situation. Offer counseling or support services to affected families.
- Cooperate with authorities during the investigation.

**Additional Info:**





## Emergency Medical Authorization {Kidz 1st Choice Daycare LLC}



I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, \_\_\_\_\_, However, if I cannot be reached, I hereby authorize staff at {Kidz 1st Choice Daycare LLC}, to secure emergency transportation for my child to the nearest medical facility and to secure the necessary medical treatment. I understand the providers in the childcare center are trained in the basics of first aid and CPR. I authorize them to give my child first aid and CPR when appropriate. I also understand that any expenses incurred will be my responsibility.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by {enter name of Daycare provider} \_\_\_\_\_

on {enter date} \_\_\_\_\_





## Authorized Persons {Kidz 1st Choice Daycare LLC}



I authorize staff at {Kidz 1st Choice Daycare LLC} to release my child to the following authorized persons:

Name	Relationship	Address	Phone

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Received by {enter name of Daycare provider} \_\_\_\_\_

on {enter date} \_\_\_\_\_



**Child Emergency Information:** Complete for each child in your care and keep a copy in the Emergency Kit.

Child Emergency Information			
Child's Name		Nickname	
Date of Birth		Age	
Address:			
Description of Child		How child communicates	
List any Disabilities		Favorite toys	

Parent/Guardian Information			
Parent/Guardian #1		Relationship	
Mobile/Home Phone		Work Phone	
Address:			
Parent/Guardian #2		Relationship	
Mobile/Home Phone		Work Phone	
Address:			
Other Contact		Mobile/Home	
Other Contact		Mobile/Home	



# Building 200

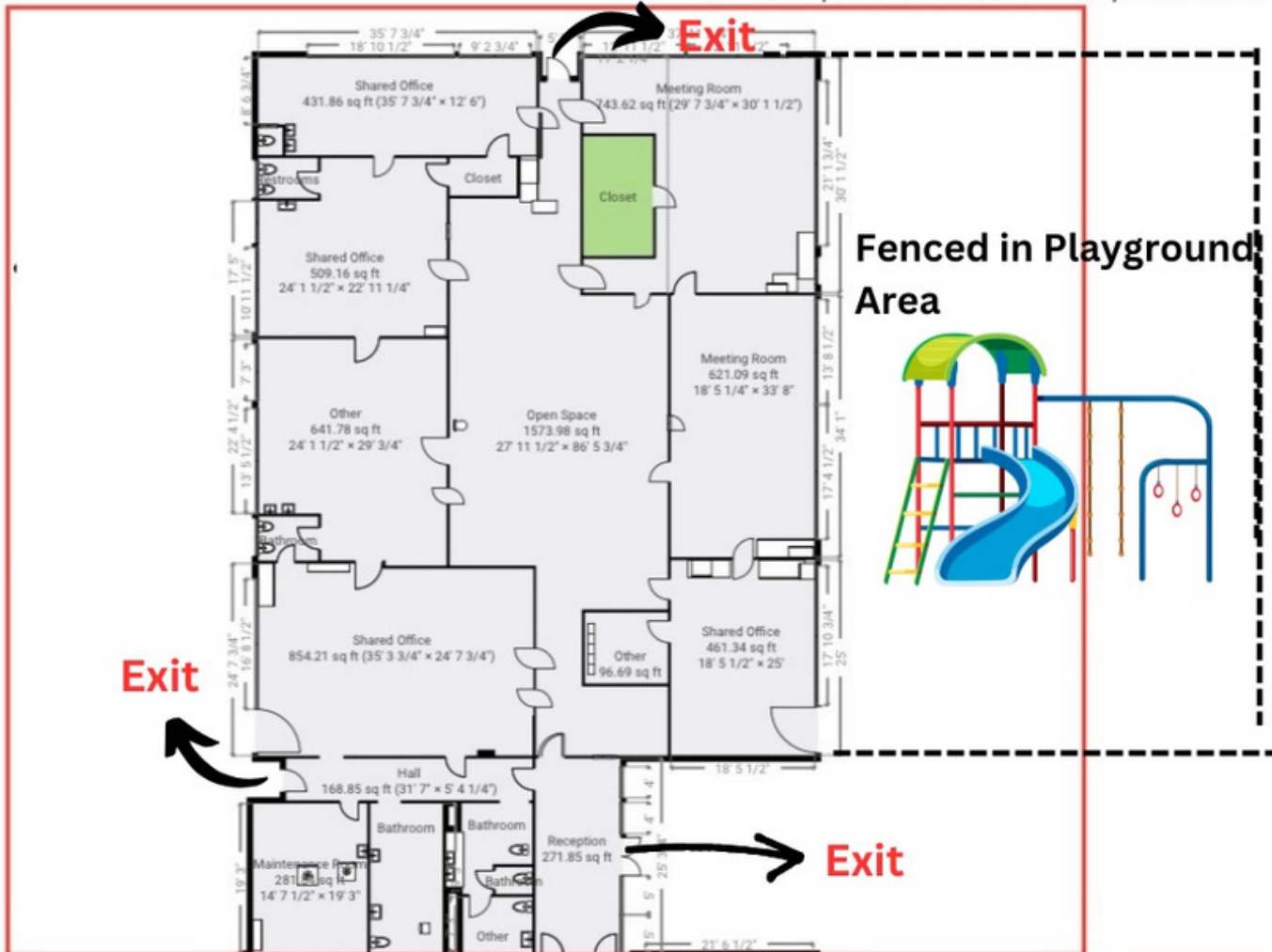


7402 N 56th St, 33617 East Lake, FL, United States  
TOTAL AREA: 13003.26 sq ft · LIVING AREA: 13003.26 sq ft · FLOORS: 1 · ROOMS: 46

SUBMITTED BY Nate Mandelbaum  
nate@rsequitysvc.com

## ▼ Ground Floor

TOTAL AREA: 13003.26 sq ft · LIVING AREA: 13003.26 sq ft · ROOMS: 46



DCF Childcare Licensing - 813.927.1817

Emergency#’s: Ambulance, Police, Fire - **911**

Child Abuse Hotline - 800.962.2873

Health Department - 813.307.8010

Poison Control - 800.222.1222

