

# FIRE EMERGENCY PLAN

## Drill Information

Fire drills must be held quarterly at minimum. All fire drills will be documented and kept available at the home.

## Actions

- Immediately upon discovery of any kind of fire in the home, or upon hearing the fire alarm/smoke detector I will quickly gather all of the children and provide instructions for how to safely exit the home.
- I will grab a cell phone, attendance logs, and emergency backpack.
- I will take the children, along with the attendance log, cell phone, and emergency backpack, out through the closest, safe exit.
- The designated meeting place is the mailbox at the end of the driveway.
- Once children are evacuated, I will call 911 to report the fire.
- At the designated meeting place, I will instruct children to wait quietly while roll is taken using the daily attendance log.
- If any child is unaccounted for, I will notify the fire department personnel immediately upon their arrival.
- The children will never be unattended for any reason.
- After the immediate emergency has passed, I will contact parents to inform them of the emergency and to provide instructions for child pick-up if necessary.
- If it becomes necessary to move farther away from the home due to excessive heat, inclement weather, fire department activities, or any other reason, we will follow our relocation plan.
- For infants, toddlers, or children with mobility issues, they will be transported to the designated meeting place via the stroller wagon located at the closest exit.
- Children with medical conditions or special needs will be accommodated based on their individual needs such as extra supplies or medications in the emergency backpack.

# TORNADO EMERGENCY PLAN

## Drill Information

Tornado drills must be held two times a year during the months of March through November. All tornado drills will be documented and kept at the home.

## Actions

- Upon learning of a tornado watch in the area, I will immediately turn on the radio to a local weather station.
- I will monitor weather conditions until the weather watch is canceled or until the facility is closed and all children have been picked up.
- If a tornado warning is issued, I will immediately take children, attendance records, a cell phone, the emergency backpack and supplies to the designated shelter location.
- The designated shelter location is the basement.
- I will instruct the children where to sit and take roll using the attendance records.
- Activities will be provided to children to help them remain quiet and occupied until the warning is lifted.
- I will send a text to families notifying them of the emergency and plans for pick-up or relocation if necessary.
- We will follow the relocation plan if we need to once the tornado warning is over.
- Children with medical conditions or special needs will be accommodated based on their individual needs such as extra supplies or medications in the emergency backpack.

# SERIOUS ACCIDENT OR INJURY PLAN

## Actions

- I will immediately call 911 and report the emergency, as needed.
- I will remain with the sick or injured child and administer first aid as necessary.
  - Ensure and maintain an open airway.
  - Control any bleeding with direct pressure.
  - Ensure proper circulation as necessary (CPR).
  - Reassure the child and keep them calm and quiet until the emergency medical personnel take over the child's care.
- Once the injured child is stabilized, I will provide quiet activities away from the injured child, but still within sight and/or hearing distance, to keep the remaining children calm.
- I will contact the sick or injured child's parents and notify them of the emergency.

# CRISIS MANAGEMENT PLAN

## Lockdown

- I will call 911 and report the emergency.
- I will shut and lock all the doors and windows.
- I will take attendance records, cell phone, and emergency backpack to our designated shelter-in-place location.
- I will reassure the children and keep them calm and quiet.
- I will make sure everyone is safe and unharmed and notify local authorities if there is a physical threat inside the home or if someone is injured.
- I will notify parents of the emergency and plans for pick-up or relocation if necessary.

## **Bomb Threats**

- The person receiving the bomb threat call should engage the caller to get as much information as possible:
  - What time the bomb is set to go off
  - Specific location of the bomb
  - The appearance of the bomb
  - Listen for any background noise
  - Was the caller calm/hysterical/angry?
  - Was the caller young/old or male/female?
- I will notify authorities and call 911 to report the threat.
- I will follow the relocation plan for evacuating and relocating children.

## **Suspicious Package**

- I will notify authorities and call 911 to report the package to police.
- I will keep everyone away from the package.
- I will follow the relocation plans for safely evacuating and relocating children.

## **Power Outage**

- Upon discovery. Of the power outage I will determine why the power is out and check the circuit breaker and contact the power company, if necessary.
- If compliance with licensing rules cannot be maintained (such as running water, flushable toilets, temperature, visibility, etc.) I will contact parents and let them know they must pick up their children within the hour.

## **Gas Leak**

- If there is a gas leak in or near the home, I will immediately evacuate according to the relocation plan.
- If the gas leak is in the vicinity of the home, I will contact the gas company to determine if we should relocate or shelter-in-place.

## **Water**

- If there is a water main break in or near the home or a total loss of water for any reason, the facility must close. Compliance with licensing rules must be maintained such as running water and flushing toilets. I will contact parents and let them know they must pick up children within the hour.
- If the home still has water available I will contact the water company or local authorities to see if the facility needs to be evacuated following the relocation plan or if children may remain in the home until parents arrive to pick up the children.

## **Winter Storm**

- If a winter storm occurs or is predicted while children are present I will determine if the facility can stay open or must close. if the facility must close, parents will be called to inform them that children need to be picked up or notify of parents of children due to arrive that they can not come.

## **MISSING CHILD**

- Upon discovery of a missing child I will quickly search the facility for the missing child. Searching bathrooms, closets, corners, under tables, or anywhere a child could hide.
- I will keep the remaining children calm.
- I will call 911 and report the missing child.
- I will notify the parents of the missing child.
- I will search the facility again for the missing child.

## **EVACUATION/RELOCATION PLAN**

- If it becomes necessary to move away from the building due to excessive heat, inclement weather, or any other reason, all children will be moved to the cul-de-sac at the end of Casey Drive.
- I will instruct the children on how to safely move to the new location and guide them there.
- I will take attendance records, child information cards, a cell phone, and emergency backpack to the relocation spot.
- Non-mobile infants will be placed in a stroller or carried by an adult. Toddlers will ride in a wagon or hold the hand of an adult or older child.
- I will keep all children together as a group.
- I will reassure the children and keep them calm and quiet.
- I will make sure everyone is safe and unharmed and notify local authorities if there is a physical threat or if anyone is injured.
- I will notify families of the emergency and plans for pick-up or relocation, if necessary.

## **SHELTER-IN-PLACE PLAN**

- I will shut and lock doors and windows if necessary.
- I will take attendance records, a cell phone, child information cards, emergency backpack and supplies to the designated shelter-in-place location away from any windows.
- Infants and toddlers will be carried or helped to the safe place.
- I will make sure everyone is safe and unharmed and notify local authorities if there is a physical threat in the home or if someone is injured.
- I will reassure the children and keep them calm and quiet.
- I will notify parents of the emergency and plans for pick-up or relocation if necessary.