

Little Trailblazers Early Learning Center

West Seattle

# Emergency Preparedness Plan

**WAC 110-300-0470, 0166**



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Our emergency plan is designed to respond to fires, natural disasters, and other emergencies that might affect our program. We will follow all the requirements in chapter **WAC 212-12** of the Fire marshal standards and the state fire marshal's office requirements. We will have all parents and staff read and sign that they have received and read this policy. We will train all staff when hired and yearly thereafter on this plan. We will provide additional training if the plan is changed and provide a copy of the new plan to the Department and the families. We will keep a copy of this plan in our file cabinet locate in the office and it will be accessible on our website. In the case of a disaster of any kind, we have prepared our center for evacuating the children and have a three-day supply of food and water for each child, family member and staff. We require our parents to bring a three-day supply of any required medications for their child/children. We have prepared our center to be able to keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised, will not be out of ratio and will work with the local authorities to access our center or to evacuate to a safe location. We have informed each parent of our out of state contact, our emergency evacuation locations and given them our contact information. We have a fully stocked first aid kit located on the top shelf in cabinet located by west door. We also have a first aid kit in our go bag, just in case we need to leave the facility. All emergency drills will be recorded and posted on the parent communication bulletin board. The log includes the following:

- (i) The date and time of the drill;
- (ii) The number of children and staff who participated;
- (iii) The length of the drill; and
- (iv) Notes about how the drill went and how it may be improved.

<p>Evacuation Routes/Exits:</p>	<ul style="list-style-type: none"> <li>· Children are cared for on the main level of the center only and are not permitted in office/kitchen.</li> <li>· Exits (all doors are checked regularly to ensure opening: west door, north door, office/kitchen door</li> </ul>
<p>Notification:</p>	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> <li>· 911 will be called.</li> <li>· Parents will be notified of the evacuation.</li> </ul>
<p>Emergency Kits/Information:</p>	<ul style="list-style-type: none"> <li>· Emergency kits will be taken with all the children's information.</li> </ul>
<p>Evacuation Sites:</p>	<ul style="list-style-type: none"> <li>· Neighborhood (e.g. for fire) ROXHILL PARK (children's playground) 2850 SW Roxbury St. Seattle, WA 98126</li> <li>· Out-of-neighborhood (e.g. explosion, flooding): SEATTLE PUBLIC LIBRARY SW BRANCH 9010 35<sup>th</sup> Ave. SW Seattle, WA 98126</li> <li>· Out-of-town (e.g. hurricane, widespread flooding) Contact Person: Nikki Co 425.985.7758</li> </ul>
<p>Transportation to Evacuation Locations:</p>	<ul style="list-style-type: none"> <li>· Children will walk or will be carried to the neighborhood evacuation site and weather permitting to the library.</li> <li>· Children will be driven in three personal vehicles, to the library (if unable to walk) or the out of town location.</li> </ul>

## Emergency preparedness (WAC 110-300-0470, 0166)

You will find our programs evacuation plan posted on the bulletin board and accessible on our website. We will practice and document monthly fire drills, and every three months we will have an emergency/disaster drills, and lock down/shelter in place drill. Please refer to this policy and our posted evacuation plan for a full list of details, floor plan, and gathering place outside of our home so you are aware of our emergency and natural and unnatural disasters and evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check the center for potential hazards on a regular basis.

Should the center become inhabitable in a disaster, the children and staff will be located at Roxhill Park (children's playground), 2850 SW Roxbury Place, Seattle 98126 if possible.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c).

If there is natural or unnatural disaster, we have equipped our center with enough food and water to last for at least three days. We will have both a cell phone and a land line phone, if the phones work, we will attempt to reach each parent or guardian throughout the disaster, and when it is safe. We have enough clothes and bedding to last for at least three days. We have asked the parents to supply medication and a small comfort kit for their children for such a disaster. Items requested: non-perishable favorite snack, small bottled water, extra socks/underwear, emergency blanket, photo/note from family. These will be stored in children's bins above cubbies.

In addition, our center will have an emergency disaster kit provided and maintained by the program director. This will provide: first aid kit, flashlight, radio, extra batteries, diapers, wipes, toilet paper, emergency blankets, and mess kits (paper plates, cups, utensils, and plastic bags).

We will have a 3 day water supply/at least a gallon per person per day. We will provide a 3 day supply of non-perishable food (dried fruit, canned tuna fish, peanut butter, etc.). All will be stored in contained tote and located in storage room.

## Evacuation Plan: (WAC 110-300-0470)

### When On-site:

- All children will be gathered and escorted to the designated meeting spot located: On site, west fence. Off site, Roxhill Park (children's playground). Posted on information board by exit.
- If possible, the attendance sheet will be brought outside and a name to face check will be done.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole center will be checked, to ensure that all children have left the building safely.

### When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag which includes ready to eat food and water, phone charger, flashlight, radio, extra batteries, small first aid kit, medication, toiletries, and our daily attendance log.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

Fire drills will be practiced monthly. Earthquake and lock down drills will be practiced quarterly. All ages will be included in evacuation drills.

Children will evacuate on foot. Those who cannot walk independently will be carried by providers.

## Fire Evacuation Plan: (WAC 110-300-0470)

To prevent fires, we complete monthly inspections of our Smoke detectors, alternate alarms and Emergency lighting; We practice monthly fire drills and have a smoke detector in each room. We follow the state building code WAC 51-51-0314. We have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. Our extinguishers are located in each room of our center that is used by children and mounted within seventy-five feet of an exit on the path of the exit. Our extinguishers are located at every exit.

We will have either an announced or unannounced fire drill monthly that will include all children.

We will use a whistle or a loud clear voice to sound an alarm and will not use whistles for any other reason.

If the center is on fire, or the neighbors house, we will relocate to Roxhill Park (children's playground) 2850 SW Roxbury St., Seattle. The west side of our centers playground has a gate to exit safely.

We will follow the procedure below for our fire drills or if there is a real fire

- Before a child participates in a fire drill, unless there is a real fire or other emergency, we will discuss with the child the importance of drills. This will happen a day or two before a drill. We will discuss the expectation that children remain together, why we do drills, how we will sound an alarm and what the procedure will be.
- On the day of the drill we will activate our alarm system such as blowing the whistle or alert children, staff and others who may be in the home that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
  - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag that includes cell phone, attendance sheets, first aid kit, medication and forms and emergency forms, which

included the parent or guardians contact information as we are exiting the building if possible.

- We will check areas where children may be located before leaving the building
- During fire drills and other times that children need to be evacuated, I will be solely responsible for evacuating all children. If there is staff, volunteers or other adults at the child care during a drill or emergency I may assign task to them.
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will remain within the regulated staff to child ratios throughout the drills and during a real disaster.
- We will use the fire extinguisher if the fire is small and can be put out in less than two minutes and only after the children have been evacuated.
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.
- We will document the fire drill on the Departments form and have the documentation posted on school information board located by west exit.

Our documentation will include:

- (i) The date and time of the drill;
- (ii) The number of children and staff who participated;
- (iii) The length of the drill; and
- (iv) Notes about how the drill went and how it may be improved
- We will contact the parents as soon as we can safely do so. Parents can call our out of state emergency Roxanne Cu LaPoint, 1-415-889-9229, [roxanneclapointe@gmail.com](mailto:roxanneclapointe@gmail.com). We will let the parents know where we will be located at and when it would be safe to pick up their child.
- After a fire drill parents can review the fire and disaster drill log posted on information board by west exit.

We will report within twenty-four hours to the office of the state fire marshal any accidental or unintentional fire, any deliberately set improper fire, any unusual incident that required implementation of the facility disaster plan, including any evacuation of all or part of the resident population to another area within the facility or to another address, and any circumstance which threatened or could have threatened the ability of the facility to ensure continuation of normal services to the residents [WAC 212-12-025](#)

## Earthquake Plan (WAC 110-300-0470)

We have worked hard to prepare our home to be safe during an earthquake. We have secured large items so that they will not fall during an earthquake, we have practiced shutting off our electricity and water and have shut-off devices for them and Secured our water heater(s) to walls. We have anchored bookcases and filing cabinets to walls and installed latches on drawers and cabinet doors that might be dangerous if they open up during earthquakes. We have place heavy items on lower shelves, and secured large, heavy items and breakables have been secured directly to shelves. We have attached computers and small appliances to desks, tables or countertops or moved them where they will not fall on children. We have secure ceiling lights, and other hanging items such as chandeliers and plants to the permanent structure of our home. Plants, radios and other items have been secured to the shelves. We have emergency earthquake drills once a quarter and follow the steps below:

We have earthquake drills every three months and document the drills on our log posted on information board located by west exit.

### **When Indoors:**

- We move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
  - **DROP** to floor
  - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

### **When Outside:**

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
- A head count of the children will be taken to ensure all children are present

### **After earthquake:**

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located: Roxhill Park (children's playground), 2850 SW Roxbury St., Seattle.
- We will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake by calling 911 or the broadcasted emergency number.

If gas is smelled; the main gas valve will be immediately turned off

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

Once we have received information that our facility is safe for re-entry after an emergency evacuation: designated adult will enter and investigate environment, staff will do a name to face count, and parents will be notified.

If we are unable to re-enter the center. We will go to Roxhill Park (children's playground), 2850 SW Roxbury, Seattle

We practice fire drills monthly and earthquake drills quarterly. Information is posted on board by west exit.

Out of area contact: Nikki Co 1-425-985-7758

Out of state contact: Roxanne Cu LaPoint 1-415-889-9229

Floor Plan **WAC 110-300-0400**

Evacuation Pathways

Smoke Detectors

Carbon Monoxide Detectors

Fire Extinguishers

## Lockdown Plan and Shelter in Place plan: (WAC 110-300-0470)

We have prepared our center for emergencies to keep it secured from any type of threat, such as when an individual at or near our home is harming or attempting to harm others with or without a weapon or other reasons that our center must be in lock down. We practice lockdown drills every three months. The procedure that we follow for both a drill and an actual event is as follows:

- We lock all entrance and exit doors and windows, close and secure interior doors,
- Windows will be covered by curtains, and all lights will be turned off.
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor; our office/kitchen space will provide limited visibility from the outside. Doorway that leads into classroom can be locked and blocked.
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We keep on the premises a three-day supply of food, water, and life-sustaining medication for the licensed capacity of children, our family and current staff for use in case of an emergency.
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.
- We will not be discussing weapons, shooters or other information about the reasons for a lockdown with the children and will be calling these types of drills Stranger Danger/Shelter in Place.

## Injury or medical emergency response and reporting (WAC 110-300-0475)

1. All staff is required to have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report at the end of the day. With some minor injury's parents may be called to help decide treatment for the child.
3. Head injuries, sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will notify the parents as soon as safely possible.
5. If injury results in medical treatment or hospitalization, I will immediately call and submit an "Injury/Incident Report" to the Department's Licensor and child's social worker, if applicable. I will give a copy of these reports to the parents.
6. All injuries that the child arrives with will be documented and an injury report will be written.