

Disaster Plan

In Accordance with: 5101:2-12-16



GLTX/Daddys at Work Child Care Center
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1. In accordance with ODJFS 5101:2-12-16, this disaster plan outlines how the family child care provider, child care staff members, and employees will prepare for and respond to the following emergency situations:

a) Weather emergencies and natural disasters including severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, or earthquakes: (pg 4)

b) Emergency outdoor and indoor lockdown or evacuation due to threats of violence including active shooter, bioterrorism, or terrorism: (pg 5)

c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks, or bomb threats: (pg 6)

d) Reunification of child with parent (pg 7)

d) Outbreaks, epidemics, or other infectious disease emergencies (pg 9)

e) Loss of power, water, or heat. (pg 5)

f) Other threatening situations that may pose a health or safety hazard to the children in the center: (pg 10)

2. In accordance with ODJFS 5101:2-12-16 the following procedures outline how providers, childcare staff members, and employees will ensure children are safely reunited with their parents during emergency or disaster situations.

3. The Center will conduct weather related and emergency drills monthly. Lockdown drills will be facilitated quarterly. Dates and times for each drill will be recorded.

Staff will receive training reviews annually on all procedures covered in the Disaster Plan.

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Procedures for shelter in place.

- If the city tornado warning sirens are sounded, Staff will assist in the evacuation of the children from the classroom.

Remember: The City of Lima Tests the warning sirens every Wednesday at 12noon.

- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - o Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: hallway restrooms and interior hallway between Infant and Toddler classrooms (gym) and Indoor play area (chapel). *Every classroom must stay together as a group.*
 - o The Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled in the designated shelter area, the Lead Teacher is responsible for using the classroom attendance sheet to ensure all children are accounted for.
 - o *If the Lead Teacher is not present, the Assistant Teacher assumes this responsibility.*
- The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
- All children and staff must remain on the floor in the designated shelter area and wait to receive an “all clear” from the Director and/or Assistant Director.
- During a tornado warning, the Director and/or Assistant Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

****Tornado Drills and Fire Drills will be practiced Monthly****

The Director or Assistant Director will initiate and maintain records of all drills.

Lockdown drills will be conducted quarterly.

BLIZZARD/SEVERE WINTER WEATHER

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Local television and radio stations will also be contacted, parents should monitor “Delays and Closings” for online local media for updates.

Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

LIGHTNING

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

EARTHQUAKE

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings. The first aid kit, classroom emergency binder, and classroom attendance clipboard should remain with the Lead Teacher at all times. When notified by the Director or Assistant Director that the situation is safe, the Lead Teacher must use the classroom attendance clipboard to verify all children are accounted for. Parents will be notified as soon as possible.

POWER/WATER/HEAT FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. Emergency lighting is available in all classrooms.

If power cannot be restored within two hours, parents will be contacted and the center will close.

- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until the parents arrive.

INTRUDER OR DANGEROUS ADULT ALERT

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the adult/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.
 - If children are outside on the playground when an intruder or dangerous adult is reported to be in the area – staff will immediately move the children to the classrooms. If an unidentified adult enters the parking lot, children will huddle behind playground equipment, the staff members will use Walkies to alert the rest of the staff, and children will be brought inside the center as soon as possible, the police will be called to assess the intrusion.

IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:

- Staff members will be notified by the Director and/or Assistant Director of the threat using the Walkies
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the local police department to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

IN THE EVENT OF AN INTOXICATED PARENT:

- The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick-up person is contacted.
 - If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.
 - The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.
- Call the Lima police department and inform them of the situation. Provide as much information as possible, including the parent’s name, make/model of the car, and license plate number.

**GENERAL EMERGENCY PROCEDURE GUIDELINES
Including disaster evacuations due to hazardous materials and
chemical spills, gas leaks, or bomb threats:**

- A First Aid kit is located on the wall near the outdoor exit in each classroom. An additional First Aid kit is also available in the office. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- Blood-borne pathogens kits are available in the office and in each of the

hallway bathrooms.

- All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director, and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises, or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.
- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent. Emergency Contact Phone Numbers

Lima Police
Department-
419-227-4444

How GLTX/ Daddys at Work Child Care Center will care for and account for the children until they can be reunited with the parent:

The lead and assistant teacher or flex will move the children to the nearest parking lot at Lima Memorial Hospital if the evacuation is not due to a citywide emergency event. The secondary meeting place will be the New Life Ministries church on the corner of South Roberts Street and Reservoir Road.

Parents will be notified via text message and phone tree with instructions on reuniting with their children. Staff will keep records on the attendance sheet of the name and time the child was picked up by their designated family member.

If a family member cannot be reached, staff will remain with the child until the Center director or assistant director can relieve them. If no one on the child's authorized list can be contacted, the Lima Police Department will be notified.

Emergency Fire Procedure

- If a staff member detects a fire, they will pull the nearest fire alarm signal (small red box mounted on the wall near the exits).

Staff in Infant Care Area will remove children proceeding to the nearest exit, taking with them a Walkie and providing an Infants Clear call once they have reached the designated meeting place.

- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (Staff ON DUTY IN A CLASSROOM at the time of a fire, evacuate the children first, and then follow the instructions below.)
- Exit the building and proceed to the designated meeting place: in case of a small fire, the northernmost corner of the parking lot. In larger emergencies, staff will walk the children to the nearest parking lot at Lima Memorial Hospital.

- **Staff will call 911 as soon as they have reached the meeting place.**

- o Provide the center's name and location.
- o Describe the location of the fire.

**IF THE FIRE ALARM SOUNDS WHILE
CHILDREN ARE IN A CLASSROOM:**

- Assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - o Staff member closest to the outdoor exit is responsible for leading children out of that exit and to the designated meeting place: the east parking lot of Memorial Hospital
Every classroom must stay together as a group.
 - o Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.

- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.

If the Lead Teacher is not present, the Assistant Teacher will assume this responsibility.

- The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for.
- Lead Teachers will be responsible for contacting parents and informing them of the situation.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

Outbreaks, Epidemics, or other Infectious Disease Emergencies

EXPOSURE CONTROL PLAN

Daddys at Work Child Care Center Is committed to providing a safe work environment for all employees. In pursuing this endeavor, Daddys at Work Child Care Center is providing a Bloodborne Pathogen Exposure Control Plan (ECP) which meets the requirements of the Occupational Health and Safety Organization (OSHA)'s Bloodborne Pathogen Standards. This ECP includes the following information:

- Employee exposure determination
- Methods of implementation and control
- Training and communication of hazards to employees
- Post-exposure evaluation
- Record keeping

PROGRAM ADMINISTRATION

The Director is responsible for:

- Implementing ECP and reviewing the plan at least annually and updating it as needed.
- Assuring that written clean-up procedures are developed and that an appropriate disinfectant is available and used.
- Maintaining ongoing controls such as labeling biohazard bags and solutions and providing all personal protective equipment (PPE), and other needed supplies, such as sharps containers and “spill kits”. (“Spill Kits”) refers to a kit made up of disposable medical gloves, resuscitation bags, eye protection or goggles, aprons, disinfectant, disposable towels, red/biohazard-labeled bags. (Red/Biohazard bags are needed only for items that release blood when compressed)

The Assistant Director is responsible for:

- Ensuring Universal Precautions training is available for employees
- Documentation of completed training
- Making the written ECP available to employees

EMPLOYEE EXPOSURE DETERMINATION

1. Director/Owner
2. Assistant Director
3. Teachers (Leads, Assistants, and Aides)
4. Volunteers/Interns
5. Kitchen Manager

METHODS OF IMPLEMENTATION AND CONTROL

- Universal Precautions procedures must be used by employees when handling blood or OPIM. Universal Precautions means an approach to infection control in which all human blood and certain bodily fluids are treated as if known to be infected with HIV, hepatitis B, and other bloodborne pathogens.
- Exposure Control Plan (ECP) is available to all employees and volunteers.
- Work Practice Controls include:
 - o Accessible handwashing facilities
 - o No eating drinking, smoking, applying cosmetics or lip balm, and handling contact lenses when blood or OPIM is present
 - o No food or drink shall be kept in areas (such as on countertops) where blood or OPIM is present
 - o All surfaces contaminated with blood will be cleaned with bleach and water solution
 - o Most items used in cleaning a blood spill (i.e. paper towels) will be placed in the regular trash unless saturated with blood. Items saturated with blood to the point that blood is released when compressed shall be placed in a leak-resistant bag labeled with the biohazard symbol.
 - o Containers for “sharps.” All needles and syringes will be discarded in the container immediately after use. Needles must not be recapped.
- Personal Protective Equipment (PPE) shall be available to employees. The following PPE is available at Daddys@Work Child Care Center:
 - o Single-use non-latex gloves
 - o Mouthpieces for resuscitation (CPR)
- Gloves shall be used when handling blood or OPIM and replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
 - o Hands and any exposed skin shall be washed immediately or as soon as feasible after the removal of gloves. Unless saturated with blood, gloves may be placed in

the regular trash. Gloves saturated with blood shall be placed in a leak-resistant bag labeled with the biohazard symbol.

- Training in Universal Precautions and Bloodborne Pathogens is required of all employees annually. The training must cover at a minimum, the following elements:
 - o A copy and explanation of the OSHA standard.
 - o Epidemiology and symptoms of bloodborne pathogen
 - o Modes of transmission
 - o Methods to recognize exposure tasks and other activities that may involve exposure to blood.
 - o Use and limitations of engineering controls, work practices, and PPE.
 - o PPE-types, use, location, removal, handling, decontamination, and disposal
 - o PPE-selection and basis
 - o Hepatitis B vaccine (stated to the employee that vaccine is free of charge prior to offering vaccine).
 - o Use of “spill kits” and location of kits with quick access.
 - o Procedures for limiting exposure to blood or OPIM
 - o Post-exposure evaluation and follow-up

POST-EXPOSURE EVALUATION

Should an exposure incident occur, the Director must be immediately notified and a medical evaluation will be provided by Lima Memorial Hospital or Health Partners, at no cost to the employee. Daddys at Work Child Care Center will see that the following elements are performed:

- Documentation of the route of exposure and how the exposure occurred
- Identification of the Source (person's blood that employee was exposed)
- Obtain consent and test source individual for HIV and/or Hepatitis B antibody as soon as possible

- If the source does not give consent, document that consent could not be obtained

D@W Child Care Center will ensure that the medical care provider is given the following information:

- A description of the employee's job duties relevant to the exposure incident
- Route and circumstances of the exposure
- If possible, the results of the Source antibody testing
- Relevant employee medical records, including hepatitis B vaccination status
- Copy of regulation

The medical provider will be requested to provide the facility with the following:

- If Hepatitis B is indicated and if the employee has received the vaccine.
- Whether or not the employee has been informed of the results of medical and any medical condition that may require further evaluation and treatment.

RECORD KEEPING

Employee medical records and records of exposure will be kept on-site for a minimum of 10 years.

Training records will be maintained in each employee's personnel file for a minimum of 3 years. Training records must include the date of training and the name of the trainer.

HAND WASHING PROCEDURE

All adults in Daddys at Work Child Care classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

HOW TO WASH YOUR HANDS MOST EFFECTIVELY

- Use soap and warm (between 60 and 120 degrees F), running water
- Rub hands vigorously for at least 20 seconds (sing the “ABC’s”).
- Wash all surfaces, including backs of hands, wrists, and under fingernails with fingers pointed to the sink drain
- Rinse hands well with the water running
- Dry hands with a disposable towel
- Turn off the water with the paper towel

WHEN TO WASH YOUR HANDS

- Upon arrival in the classroom
- When changing from one group of children to another
- Before preparing or serving food
- After eating food
- After diapering/toileting a child
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after sensory play, including water play
- After coming indoors or returning from a break
- After handling pets
- After using the restroom

WHEN TO WASH THE CHILDREN’S HANDS

- Upon arrival in the classroom
- Before eating, drinking or preparing snacks for others

- After eating
- After using the toilet or having their diapers changed
- After contact with bodily fluids (vomit, blood mucus)
- Before and after sensory play, including water play
- After returning indoors from the playground
- After handling pets

If they are too young to do it themselves, Staff will wash the children's hands. Older children should get into the habit of hand washing to stop disease from spreading. Remember: they will learn by watching Adults

Emergency information has been provided to parents in the Parent Handbook, and is available on the *yourdaddysatwork.org* website, and on the Class Dojo. An emergency phone-tree message will also be sent to ALL parents of children cared for by our Center. In case of a power failure/internet outage/cellphone service outage, a floating staff member will go to Lima Memorial Hospital to initiate parent contact.

This plan will be updated annually as required by
ODJFS 5101:2-12-16.