

ERC Child Development Center

2871 American St.

Springdale, AR 72764

Child Care Emergency Plan

**In compliance with Minimum Licensing
Requirements Section 1200 Safety 1201.1 and
1201.2**

The safety of students and staff at the Elizabeth Richardson Child Development Center is a top priority. As a CARF certified organization, ERC has in place detailed health and safety policies and procedures to ensure the safety of each person in our facilities. Safety training begins for each employee at New Hire Orientation and continues on a regular basis. The following is a list of many ways ERC strives to ensure safety: All staff members are certified in CPR and First Aid, written procedures and evacuation diagrams are posted in all areas of the facility, each facility has in place a designated location for evacuation, fire and tornado drills are conducted monthly, procedures for bomb threats, threats of violence, power outages and medical emergencies are reviews and drills conducted twice per year, and a thorough safety inspection of each facility is conducted each quarter. All program areas submit quarterly safety reports to the Health and Safety Committee, which document drills, dates of required inspections, documentation of any critical incidents, and an analysis of accidents or injuries occurring during the time period. The purpose is to ensure compliance with ERC policy, all regulatory agencies, and prevent future accidents. Safety alarms in each facility are regularly inspected and maintained, and used during drills to ensure proper function. Entry into the Child Development Centers requires each person to enter a code to gain entry, thereby reducing the likelihood of unauthorized individuals entering the facility. Each facility maintains two emergency books with contact information for every student and staff member in the facility as well as an evacuation pack containing an emergency book, weather radio, first aid supplies, flashlights, batteries, Kleenex, hand sanitizer, whistle, disposable cups, wet wipes, pen and paper, and an emergency survival blanket. During all drills the information location in the emergency book

is used to account for each individual and assure the information contained within is accurate. In conclusion, it is the goal of the organization to reduce the possibility of accidents, to keep students and staff safe and healthy, and to be prepared to respond appropriately in the event of an emergency.

Quick Reference

The list below provides direction in particular situations. Refer to the section(s) indicated for specific procedures.

Immediate Evacuation

- Smoke in the building
- Fire (or explosion)
- Gas Leak
- Bomb Threat

Evacuation and Relocation

- Hazardous Spill may require relocation
- Brush or Forest Fire may require relocation
- Radiological Emergencies may require relocation (*Currently not applicable to this center)

Shelter In Place

- Tornado
- Earthquake
- Hazardous Chemical Spill may require Shelter in Place until advised to relocate
- Threat of Violence

The emergency evacuation pack is located in the nurse's office.

Always take the evacuation pack with you to include emergency contact information for children's parents or guardians and emergency services contact information.

Children with special medical needs will be attended by the nurse, ensuring any medications that are on-site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.

Licensure must be notified as soon as possible when there is an extended utility outage or significant damage to the building.

Evacuation

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near the facility, rising flood waters, or an evacuation order issued by the local police, fire or other governmental authority. A fire within the building will be announced by the sounding of the fire alarms/smoke detectors as well as the audible alarm designated by the facility. A verbal order to evacuate for any other reason will be given by the center coordinator.

If the emergency is limited to the facility only, staff and children will be moved to the outside behind the storage shed. Please see attached map for evacuation routes.

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel (law enforcement, fire department, emergency services personnel, National Guard), staff and children will be moved to **United Bank, 2600 S. Thompson, Springdale, AR 72764**. The center coordinator will ensure a notice of the relocation is posted on the entry to the facility which includes contact information. Upon arrival at United Bank, the center coordinator will direct selected staff to notify parents or guardians to come get their children at the front entrance of the church.

In any evacuation all children will be accounted for at the start, and again, at the completion. During any evacuation a quick assessment of the situation will be made and any minor injuries to staff or children will be noted. These will be cared for as soon as time permits.

Immediate Evacuations

This is an evacuation of the facility building(s) to a safe area a minimum of 50 feet from the facility building(s) and out of the way of emergency responders. In case of smoke, a fire, or a gas leak an immediate evacuation to the United Bank will be necessary. Any staff becoming aware of smoke, fire or gas leak will immediately cause the alarm to be sounded for immediate evacuation. All staff and children will exit the building and assemble at the United Bank. No one will remain in or near the building.

The following responsibilities are to be assumed by facility staff when the alarm is sounded:

- The lead staff in each care area will quickly survey the care area and any adjacent bathrooms, closets, vacant rooms and hallways to ensure everyone is evacuating when the alarm is sounded.
- Each lead staff will be responsible for accounting the children in their immediate care and all other staff working with them.
- The nurse will be responsible for picking up the emergency pack and taking it to the United Bank.
- The center coordinator will notify 911 from a telephone outside the building. **If the evacuation is for a gas leak**, the center coordinator will also contact the gas company, Source Gas, at 800-563-0012.
- When safely at the United Bank, each lead staff person from each care area will notify the center coordinator of the status of other staff and the children in their immediate care. If anyone did not evacuate the building the center coordinator will be made aware of the name and the last known location of that individual inside the building.
- The center coordinator will brief emergency services, upon their arrival, on the emergency causing the evacuation and the identity of anyone suspected as not having evacuated the building along with their last known location.
- Everyone will stay clear of the building until the all clear is given by emergency services to return to the building.

Bomb Threat

A bomb threat usually comes by phone. A copy of a Bomb Threat Checklist will be kept near the phone in the front office. The checklist is used to get the details from the caller that might help find the device, determine when the device is supposed to explode, and possibly figure out who the caller is. When the caller is finished, immediately dial 911 and report the threat. The center coordinator will notify the Director of Children's Services when children have safely been relocated to the United Bank.

The staff will follow the **Immediate Evacuation** steps above in evacuating the children to safety.

Evacuation and Relocation

In the event of a situation requiring relocation outside the local area of the facility such as notification by emergency services personnel of a hazardous spill requiring relocation, brush or forest fire, or other danger threatening the safety of occupants of the immediate area of the facility, all staff and children will relocate as a group to the United Bank unless otherwise directed by emergency services personnel.

Children identified with special medical needs will be attended during the evacuation and relocation by the nurse ensuring any medications that are on site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.

The following responsibilities are to be assumed by facility staff during the relocation:

- The lead staff in each care area will ensure all children in their care attending at the time are present and accounted for. Any child absent from the normal care area for other services such as therapy will be identified and the center coordinator will be notified.
- Each lead staff will be responsible for accounting for the children in their immediate care and all other staff working with them.
- The nurse will be responsible for picking up the emergency pack for transport to the United Bank.
- The center coordinator will immediately notify emergency personnel by calling 911 to request assistance with relocation and the nature of the emergency.
- The center coordinator will notify the Director of Children's Services who will in turn notify the Executive Director or Director of Administration.
- The center coordinator will ensure the notification poster is attached to the facility entrance providing the relocation site and contact information.
- When safely at the United Bank, each lead staff person from each care area will verify all children have arrived safely and notify the center coordinator of the status of other staff and the children in their immediate care. Formal attendance will be taken using the emergency book to verify all children and staff are accounted for.
- Any medical needs or injuries will be brought to the attention of the center coordinator and first aid or medical attention provided as necessary.
- Children will not be released except to an identified authorized pick up person.
- The center coordinator will contact LeFleur Transportation to request pickup and assistance contacting families of bus riders.

Shelter In Place

Sheltering in place will be used in emergencies such as severe storms, hazardous spills, earthquake or other situations listed below unless evacuation is directed by emergency services personnel. When the decision is made to take shelter inside the facility, the staff and children will remain in the building until the center coordinator directs otherwise. Any children or staff outside the facility will be brought in and accounted for.

Should a natural disaster prevent staff from leaving the facility, they shall be allowed to remain in center and the Director of Children's Services should be notified.

During severe weather, if windows are not felt to be secure, staff and children will be moved to interior rooms and hallways.

The facility will monitor National Oceanographic and Atmospheric Administration (NOAA) weather radio or a local radio/TV station for public warnings when weather conditions indicate. Outside sirens **ARE NOT** sounded unless there is danger of a tornado. The National Weather Service (NWS) issues the following advisories:

- **Severe Thunderstorm Watch**: Indicates that weather conditions are such that a thunderstorm may develop.
- **Severe Thunderstorm Warning**: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
- **Tornado Watch**: Means that weather conditions are such that a tornado may develop.
- **Tornado Warning**: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.

In the event of a tornado warning

- Staff and children will move to the nurse's office and conference room. Please see attached map.
- Have everyone sit facing the wall, protecting their head and face with their arms against the wall.
- All windows and doors will be firmly closed and locked.
- The nurse will ensure the evacuation pack is with the staff and children in shelter
- The center coordinator will verify all staff and children are accounted for.
- When the all clear is given, formal attendance will be taken to verify all children and staff are present.

In the event of a hazardous chemical spill

- Remain inside the building unless directed to evacuate by emergency services personnel.
- Windows and doors will be shut.
- All fans, air conditioners and ventilators will be turned off by the center coordinator.
- Students and staff in the toddler rooms will gather in the PT gym.
- Students and staff in the 3-5 rooms will gather in the OT rooms.
- Support staff will report to the toddler room to help with their evacuation.
- The nurse is responsible for bringing any needed medication and the emergency book.
- The center coordinator will verify all staff and children are accounted for.
- The center coordinator will direct staff to apply plastic sheeting to the door and windows of the PT and OT rooms.
- The center coordinator will notify the Director of Children's Services
- Staff and children will stay in the facility until the authorities give an all clear.

In the event of an earthquake

Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to occur, but cannot yet predict the exact time and place.

During the shaking the staff will keep calm and will not leave the location. All children in the staff's care will be immediately accounted for. Staff will ensure the safety of children during and after the earthquake.

- If indoors-Stay there
 - Drop, Cover and Hold-Take cover under a sturdy table or against an inside wall and hold on. If there is not a table nearby, cover your face and head with your arms and crouch in an interior corner of the building.
 - Stay away from glass, windows, outside doors and walls, and anything that could fall such as lighting fixtures and furniture.
 - Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquake occur when people are hit by falling objects while entering or leaving buildings.
 - Be aware that electricity may go out and that sprinkler systems and fire alarms may turn on.
- If outdoors-Stay in the open
 - Staff will move the children away from the building as a group into an open area and away from utility poles or overhead wires.
 - Staff will ensure they and the children do not come in contact with downed utility poles and overhead wires.

After the shaking stops, staff will move children that are in the building to an open area outside the building. Any staff and children outside the building will not re-enter the building.

- The center coordinator will verify with each lead staff person that all of the children in their care are accounted for.
- The center coordinator will designate staff to attempt to contact family members to pick up their children.
- Any children requiring medical attention will be identified and emergency medical services contacted (minor scrapes will be handled with first aid by staff).

Threat of Violence – Call 911

When staff becomes aware of a threatening situation, the staff member should announce the specific threat and where it is located so that all staff are aware of the exact nature of the threat. The Center Coordinator will assess the situation and call **911**. The front exterior doors will be locked, provided the threat of violence is not inside the building.

- Students and staff who are currently in classrooms will stay in their classroom away from the doors and windows.
- Students and staff who are in other areas of the building will remain in that area, provided it is safe to do so.
- Students on the playground will return to the classroom only if it is safe to do so. Staff and students should gather near the gate on the playground to prepare for evacuation.
- Staff should wait for further instructions regarding whether evacuation to the United Bank is necessary.
- DO NOT try to confront the intruder.
- If the intruder does confront you, try to remain calm and to calm down the intruder.
- Follow the instructions of emergency personnel.
- Remain in safe area until the all clear is given.
- Should it become necessary to relocate to the United Bank, the steps in the evacuation and relocation plan should be followed.

Medical Emergency

Nursing staff or Center Coordinator will announce location of medical emergency. Nursing staff will immediately assess situation and send another staff person to call **9-1-1**. All staff and children should remain in classrooms to facilitate access by emergency responders.

Hostage Situation – Call 911

Don't endanger yourself or any of the children by trying some sort of rescue. Pay attention to the captor(s). Try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.

If allowed, staff should follow the **IMMEDIATE EVACUATION** section steps in exiting the building.

Missing Child

In the event a staff person identifies a child as missing, that staff person will immediately notify the center coordinator.

The center coordinator will immediately verify the child is not in any of the care areas, bathrooms, utility rooms, playgrounds, etc.

If the child is found within the center, but unsupervised, the center coordinator will notify the Director of Children's Services and Child Care Licensing at 1-800-445-3316.

- The center coordinator will begin an internal investigation, collect written statements from all involved parties, complete the necessary licensure paperwork, and enter a GER into Therap prior to leaving for the day.
- The Director of Children's Services will continue the investigation and report the incident to the Executive Director and Director of Administration.
- The center coordinator and Director of Children's Services will also comply with requests/directives of the licensing specialist.

If the child is not found in the facility, the center coordinator will:

- Call the Springdale Police Department by dialing 911.
- Call the child's parent or guardian. If the parent or guardian is not reached, the emergency contact person(s) on the child's enrollment form will be called. Attempts will be made to contact the child's parent or guardian (or emergency contact) until one of them has been contacted.
- Ensure that all other children who are supposed to be there are verified in the facility.
- Staff will ensure each child in their care is in the indoor care area with them pending further direction.
- Cooperate with law enforcement in the search for the missing child.
- The Center Coordinator will call Child Care Licensing at 1-800-445-3316 after the safety and accountability of the other children has been ensured and the parent and law enforcement notifications have been made.
- The center coordinator will begin an internal investigation, collect written statements from all involved parties, and complete necessary licensure paperwork prior to leaving for the day.
- The Director of Children's Services will continue the investigation and report the findings to the Executive Director or COO.
- The center coordinator and Director of Children's Services will comply with all requests/directives of the licensing specialist.

Memorandum of Understanding Between

The Elizabeth Richardson Center

And

United Bank

Calendar Year 2017

January 1, 2017 to December 31, 2017

I. Parties

This constitutes an agreement between the Elizabeth Richardson Center hereafter known as Party A and United Bank hereafter known as Party B and collectively referred to as the Parties, for the purpose of temporary shelter.

II. Purpose

Pursuant to this agreement, the Parties will cooperate to provide temporary shelter for children and staff of Party A in the event of a disaster/emergency situation in which Party A would need to evacuate their facility.

III. Responsibilities of Parties

Responsibility of Party A:

- a) It is the responsibility of Party A to notify Party B in the event the need for shelter should arise.
- b) Update the agreement on an annual basis.
- c) Keep Party B informed of any changes to Party A's evacuation plan.
- d) Notify Party B if enrollment should increase.

Responsibility of Party B:

- a) Party B agrees to have a person available for contact to allow access to the building to Friday.
- b) It is the responsibility of Party B to notify Party A should they no longer have control of the relocation building, or other circumstances arise which prohibit use of the building by Party A.
- c) Should Party B choose to cancel the agreement, a thirty day written notice is required.

IV. Contacts

The contacts of each party to this agreement are:

The Elizabeth Richardson Center

United Bank

Point of Contact: Race Cunningham

Title: Center Coordinator

Telephone: 479-927-1350

Fax: 479-927-2452

Email: rcunningham@ercinc.org

Dear Parent/Guardian:

This letter is to make you aware of our concern for the safety and welfare of children attending the Elizabeth Richardson Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate Evacuation* – Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-Place Sheltering* – Sudden occurrences, weather or hazardous material related episodes may dictate that taking cover inside the building is the best immediate response.
- *Evacuation* – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at the Springdale United Bank, 2600 S. Thompson, Springdale, AR 72764. There will also be a notice posted on the entrance to the Elizabeth Richardson Center providing information on the relocation site.
- *Modified Operation* – May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to *list your local radio/TV stations* for announcements relating any to the emergency actions listed above.

We ask that you not call our main number during the emergency. Our staff will contact you or other emergency contacts identified by you in the event the children and staff are relocated or if there are injuries. The contact with you or the emergency contact will be at the number provided by you. We encourage you to periodically update the contact information to ensure we have you listed correctly.

You may call 479-466-4190 to reach a member of our staff. We ask for your patience in that effort since we will be ensuring the safety of all the children and will take any calls as they are received.

I specifically urge you **NOT** to attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

A copy of our Emergency Operating Procedures may be viewed at any time at our facility. It is located near our front door. This plan is updated on an annual basis as is required by our licensing agency.

Sincerely,

Patricia Fleshman

Patricia Fleshman
Director of Children's Services

**Child Care Facility
Children and Staff
Have
Relocated To:**

**United Bank
2600 S Thompson St.
Springdale, AR 72764**

**Centro de cuidado
infantil**

**Niños y personal
Han Traslado a:**

**Banco Unido
2600 S Thompson St.
Springdale, AR 72764**

Bomb Threat Checklist

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF BOMB

THREAT: _____

Sex of caller: _____ Race of caller: _____

Age: _____ Length of Call: _____

Telephone # at which call was received: _____

Time call was received: _____

Date call was received: _____

Caller's Voice:

- Calm
- Soft
- Stutter
- Excited
- Laughter
- Raspy
- Rapid
- Normal
- Slurred
- Ragged
- Clearing Throat
- Deep Breathing
- Nasal
- Angry
- Loud
- Lisp
- Slow
- Crying
- Distinct
- Whispered
- Accent
- Disguised
- Cracking Voice
- Familiar (Who did it sound like?) _____

Background Sounds:

- Street Noises
- Voices
- Clear
- Static
- Music
- Local
- Motor
- Booth
- Factory Machinery
- Crockery
- Animal Noises
- PA System
- House Noises
- Long Distance
- Office Machines
- Other _____

Bomb Threat Language:

___ Well-Spoken

___ Incoherent

___ Foul

___ Taped

___ Irrational

___ Message read by threat-maker

Remarks:

Your Name: _____

Your Position: _____

Your Telephone Number: _____

Date Checklist Completed: _____