

ERC Child Development Center

913 N. College
Huntsville, AR 72744
(479) 738-1751

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 Centers 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, power outages, and medical emergencies are reviewed and drills conducted twice per year,
- A thorough safety inspection of each facility is conducted each month.
- Threat of violence drills are practiced quarterly.
- 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, and those of 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, therefore 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 located 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, keeps students and staff safe and healthy, and 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

Shelter In Place

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

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

Always take the evacuation pack and any medications 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.

Childcare Licensure must be notified any time there is a power outage greater than one hour or when significant damage has occurred 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 Child Development Coordinator or person designated in charge of the facility at that time.

If the emergency is limited to the facility only, staff and children will be moved to the designated assembly area. The designated area is located in the grassy area on the east side of the building at least fifty feet from the building. 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 the **Office of Human Concern (Senior Activity Center), 903 N. College**. The Center Coordinator will contact the Huntsville police department and/or fire department, by dialing 911, to request assistance relocating the children to the Office of Human Concern. 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 the Office of Human Concern, the Child Development Coordinator will direct selected staff to notify parents or guardians to come get their children at the front entrance of the Office of Human Concern.

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 gas leak an immediate evacuation to the Office of Human Concern 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 meet in the assembly area to prepare for evacuation to the Office of Human Concern. 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 for the children in their immediate care and all other staff working with them, prior to relocating to the fire station. Lead staff will notify the person in charge immediately if any child or staff member is missing.
- The nurse will be responsible for picking up the emergency pack and medications and taking it to the Farmington Church of Christ.
- The person in charge at the time of the alarm will notify 911 from a telephone outside the building. **If the evacuation is for a gas leak**, the center coordinator will also contact Source Gas at 1-800-563-0012.
- When safely at the Office of Human Concern, each lead staff person from each care area will notify the person in charge of the status of other staff and the children in their immediate care. If anyone did not evacuate the building the person in charge will be made aware of the name and the last known location of that individual inside the building.
- Formal attendance will be taken using the emergency book to verify that all children and staff are present.
- 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 to record important details of the phone call. If an employee receives a “bomb threat” via telephone:
 - Be calm, courteous and listen
 - Do not interrupt the caller

- Use the bomb threat checklist to record important details about the call.
 - Time of the call
 - Exact message given by caller
 - Ask the following questions:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does the bomb look like?
- At the completion of the call dial 911 to report the threat and pull fire alarm to begin an emergency evacuation and relocation.
- Center coordinator will notify Director of Children’s Services when children have safely been relocated to the fire station.

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 Office of Human Concern, unless otherwise directed by emergency services personnel.

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

- The Center Coordinator will immediately notify emergency personnel and request assistance with relocation to the Office of Human Concern by calling 911.
- 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.
- Support staff will report to the infant room to assist in evacuation.
- The nurse will be responsible for picking up the emergency pack and necessary medication for transport to the Office of Human Concern.
- The center coordinator will notify the Director of Children’s Services, who will in turn notify the Executive Director or COO.
- The center coordinator will ensure the notification poster is attached to the facility entrance providing the relocation site and contact information.
- When safely in the Office of Human Concern each lead staff person from each care area will verify all children have arrived safely and notify the person in charge 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 is accounted for.
- Any medical needs or injuries will be brought to the attention of the nurse and first aid or medical attention provided as necessary.

- The center coordinator will designate staff to contact parents to pick up their child at the Office of Human Concern.
- Children will not be released except to an identified authorized pick up person.
- The center coordinator will contact the transportation company 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 or severe weather prevent parents from picking up their children, the center coordinator will insure that children are cared for, two staff members remain in the facility until all children are picked up, and will notify the Director of Children's Services of the situation.

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 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 designated interior rooms. Depending on what area of the building you are in when the warning is issued, dictates which safe area you report to. Please see attached map for exact locations.

- 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 at the breaker box by the Center Coordinator.
- All students and staff will gather in the therapy gym.
- Support staff will report to the baby room to assist with evacuation to the therapy gym.
- The nurse is responsible for bringing necessary medication and the emergency book to the gym.
- The nurse will take attendance using the emergency book to ensure all students and staff is accounted for.
- The Center Coordinator will direct staff to tape plastic sheeting over the door and window in the PT gym.
- The Center Coordinator will contact emergency services by calling 911, to let them know how many children and adults are in the building.
- Do not leave the therapy room until given the all clear by emergency services.
- Plastic sheeting and duct tape will be utilized to seal off gaps around windows and doors.

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 earthquakes 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 remain in the classroom, seeking shelter in the classroom bathroom.
- Students on the playground will return to the classroom only if it is safe to do so. Staff and students should gather on the sidewalk near the shed and wait for further directions, if it is not safe to reenter the building.
- Staff and students in the physical therapy gym should gather in the bathroom, awaiting further instructions. Other support staff should seek shelter in the nearest classroom.
- Staff should wait for further instructions regarding evacuation to the Farmington Church of Christ.
- 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 Farmington Church of Christ, 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 and moving to relocation site.

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 COO.
- 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 Huntsville 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.
- Notify Director of Children's services, who will notify the Executive Director and COO.
- 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.

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 Office of Human Concern. 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 here](#) 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 [479-981-1377](tel:479-981-1377) 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,

Heather Hays

Director of Children's Services

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

**Office of Human Concern
(Madison County Senior
Activity Center)**

**903 N. College
Huntsville, AR 72740**

**Centro de cuidado
infantil**

**Niños y personal
Han Traslado a:**

**Oficina de preocupación
humana**

**(Madison County Senior
centro de actividades)**

Colegio N. 903

Huntsville, AR 72740

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: _____