

**ERC Child Development Center**

**1760 N. Woodland Avenue**

**Fayetteville, AR 72703**

## **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, threats of violence, power outages, and medical emergencies are reviewed 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, 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
- 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. 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 designated assembly area. As Fayetteville is a large school, there are two designated areas, along the fence line on the front playground and the back parking lot. Where you go depends on where you are at the time the evacuation is announced. 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 **Woodland Junior High School, 1 East Poplar Street, Fayetteville, AR 72703**. 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 Woodland Junior High School, the center coordinator will direct selected staff to notify parents or guardians to come get their children at the front entrance of the school.

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 Woodland Junior High School 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 meet in the assembly area to prepare for evacuation to Woodland Junior High School. 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 prior to relocating to Woodland Junior High School. Lead staff will notify the center coordinator immediately if any child or staff member is missing.
- The nurse will be responsible for picking up the emergency pack and taking it to Woodland Junior High School.
- The center coordinator 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 the gas company, Source Gas, at 800-563-0012.
- When safely at Woodland Junior High School, 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 the 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 Woodland Junior High School.

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 Woodland Junior High School 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.
- Support staff will report to the baby room to assist in evacuation.
- The nurse will be responsible for picking up the emergency pack for transport to Woodland Junior High School.
- 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 and COO.
- The center coordinator will ensure the notification poster is attached to the facility entrance providing the relocation site and contact information.
- When safely at Woodland Junior High School, 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.
- The center coordinator will designate staff to contact parents to pick up their child at Woodland Junior high School.
- 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 designated interior rooms and hallways. Depending on what area of the building you are in when the event occurs 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 by the center coordinator.
- Students and staff from the infant room will move to the conference room and all other staff and students will move to the OT room.
- Support staff will report to the baby 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 conference room and the OT room.
- The center coordinator will contact emergency services by dialing 911 to let them know how many people are in the center
- 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 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 become aware of a threatening situation, the staff member should announce “Jane Katz, please call the office” to alert others of a potential threat of violence. The center coordinator will assess the situation and call 911. The 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 and staff who are in other areas of the building will remain in their classrooms with the door closed.
- Students on the playground will return to the classroom only if it is safe to do so. Staff and students should gather along the fence on the playground and wait for further directions if it is not safe to re-enter the building.
- Staff should wait for further instructions regarding whether evacuation to Woodland Junior High School 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 Woodland Junior High School, the steps in the evacuation and relocation plan should be followed.

### **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 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 Fayetteville 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**

### **Woodland Junior High School**

**2017-2018**

**July 1, 2017-June 30, 2018**

#### **I. Parties**

This constitutes an agreement between the Elizabeth Richardson Center hereafter known as Party A and Woodland Junior High School 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 be used as shelter by Party A during the hours of 8:00 am to 5:00 pm Monday through 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**

##### **Woodland Junior High School**

**Point of Contact:** Rebekah Thomas

**Title:** Center Coordinator

**Telephone:** 479-283-7263

**Fax:** 479-443-0547

**Email:** [rthomas@ercinc.org](mailto:rthomas@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 Woodland Junior High School, 1 East Poplar Street, Fayetteville, AR 72703. 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 local TV/radio 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 [479-595-9121](tel:479-595-9121) 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:**

**Woodland Junior High  
School**

**1 East Poplar Street**

**Fayetteville, AR 72703**

**Centro de cuidado  
infantil**

**Niños y personal  
Han Traslado a:**

**Escuela Secundaria  
Woodland  
Calle del álamo 1 este  
Fayetteville, AR 72703**



# 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:

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Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_