



EMERGENCY ACTION PLAN

LITTLE WINGS DAYCARE

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EMERGENCY ACTION PLAN

The goal of this is to help prepare to respond effectively to both natural and man-made disasters. In general, disaster preparedness does not receive a lot of time and attention until a disaster hits close to home. For most people, disaster preparedness becomes a priority after the disaster occurs. This plan is designed to plan ahead so when a disaster does occur we can respond effectively to the immediate threat.

WHAT IS A DISASTER?

Usually, when we think of disasters, we assume that the earthquake or hurricane itself is the disaster. In fact, earthquakes, hurricanes, or even bioterrorist attacks are not, in themselves, disasters. Rather, disasters are defined by the ability of communities to deal with hazardous events.

A hazard is a condition or agent that has the potential to cause harm. Hazards can be “natural” or “man-made.” Examples of natural hazards include earthquakes, tornados, and hurricanes. “Manmade” hazards include agents like chemicals, explosive materials, and nuclear waste.

A disaster on the other hand, is a hazardous event that occurs in a community and overwhelms the community's ability to respond. An earthquake in an unpopulated area, for example, would not be a disaster. An earthquake that occurs in a populated area, but only causes minor damage and injuries, would not qualify as a disaster. However, an earthquake in a populated area that causes extensive injuries and damage, and requires that the community get outside help in order to respond, would be considered a disaster. In general, the term “disaster” refers to a hazardous event that not only affects, but overwhelms your community. However, many of the policies and procedures described in this Emergency Response Plan are also applicable to smaller scale emergencies that may occur in your community or at your school.

TYPES OF DISASTERS

One way to classify disasters is to distinguish between acute onset events and chronic onset events. Acute onset events happen suddenly and often with little or no warning. Examples of acute onset events include tornados, earthquakes, and bomb threats. Epidemic diseases are also included in this category of disaster. Chronic onset events on the other hand, happen gradually, sometimes taking years to develop. Drought, gradual flooding, and pest infestations are examples of slow or chronic onset events.

Another way to classify disasters is to differentiate between natural and human-generated events. Natural events include geologic hazards such as landslides and earthquakes in addition to severe weather events such as tornados and hurricanes. Examples of human-generated disasters include hazardous events caused by chemical spills, nuclear material releases, bomb blasts and bioterrorism.



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The Emergency Action Plan shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information. A copy of this plan is emailed annually to all staff and a hard copy is kept in the Director's Office for reference and at a minimum annual training.

The following situations will be covered by this policy:

- Evacuation Procedures and Process
- Sheltering/Sheltering in Place
- Medical Emergencies
- Tornado
- Earthquakes
- Fire Emergencies
- Bomb Threat/Threatening Call or Message/Suspicious Articles
- Potentially Violent Situations
- Active shooter in the building
- Random Acts of Violence/Perimeter Issues
- Impaired Parents/Guardians, or Alternate Pick Ups
- Missing Child

In the event of an emergency situation, the Director or appointee shall declare an emergency situation and institute the appropriate response actions

- Work with local emergency agencies to arrange for evacuation locations and transportation away from the site.
- Familiarize all staff with the Emergency Response Plan and ensure effective implementation.
- Identify the emergency situation and determine the course of action
- Activate contact with parents and/or other local authorities to inform site of potential or existing crisis/emergency situation.
- Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.

Employee responsibilities:

- Notify the Director of emergency situations as they become aware of them and follow procedures.
- Safety and well-being of all children

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INTRODUCTION

The Daycare response for most emergencies generally involves either sheltering in or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small, localized fires.

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows:

| Emergency Event | Initial Notification | Secondary Notification |
|--|--------------------------|------------------------|
| Fire Alarm, Smoke, Noxious/Toxic Fumes | Pull Fire Alarm, 911 | Director |
| Telephone Bomb Threat to Daycare; Security Issues | 911 | Director |
| Suspicious Item left in School | Director | 911 |
| Suspicious package delivered to Daycare | Director | 911 |
| Medical Emergencies | 911 | Director |
| Security Incidents (intrusion, disgruntled person, break-in, etc.) | 911 | Director |
| Post Natural Disaster (building unsafe) | Director | 911 |
| Weather Related Emergency | Notify staff accordingly | N/A |
| County Directed Emergency | Notify staff accordingly | N/A |

Notification Procedures:

The emergency coordinator in conjunction with the Administration staff shall coordinate all communication. . The Daycare should review the efficacy of other alternative means of communication in the event telephone and cell service are rendered inoperable, these could be as varied as two-way radios, bullhorns or other electronic means of communication. A list of telephone numbers for contacting parents and staff will be kept and updated on designated management cell phones.

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Signs and Postings

- A diagram should be posted in all classrooms indicating where the primary and secondary routes for evacuation are located.
- Emergency phone numbers shall be prominently displayed by all telephones in the School

Plans should be well thought out with regard to immediate area threats and more widespread area threats prior to designation. Provide information on where the Daycare plans to evacuate for families. This information should be provided to families annually (see Attachment A - Emergency Evacuation Plan).

1. Immediate Area Threat (i.e. bomb threat, fire, flood, other major building problem, etc.) Leave the building and gather at a safe distance away from the structure.

2. More Widespread Threat (i.e. evacuation, chemical spill, widespread fire, etc.) Leave the building. Immediately proceed to the Daycare's off campus evacuation site. Depending on the location of your off campus evacuation site, you may need to plan for transportation.

Evacuation Planning:

It is critical to conduct evacuation/emergency drills in order for children and staff to understand how to respond in the event of an emergency. Each school shall hold monthly drills. The Director or Administrator in Charge shall conduct the drills.

At each drill, information should be gathered regarding the following:

- Date and time of drill
- Number of children and staff present
- Weather conditions
- Evacuation time
- Any notes of importance



The following measures should be taken during an evacuation:

- Check attendance
- Account for all children, staff, and visitors during the evacuation process
- Take Accountability Notebooks and/or Classroom Notebooks with you out of the building
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone(s).
- Coordinate all actions with public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time
- Determine host facility based on situation
- Contact host facility with estimated time for arrival or children and staff
- Notify families of evacuation and host facility information, if possible
- Make arrangements for support of children at host facility until reunited with families or returned to evacuated facility

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Sheltering in Areas:

Sheltering is conducted in response to tornadoes and severe storms. Sheltering in place is defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water and electrical systems, as required, however, many air handling systems will shut down automatically. Sheltering in place is conducted in response to hazardous materials incidents.

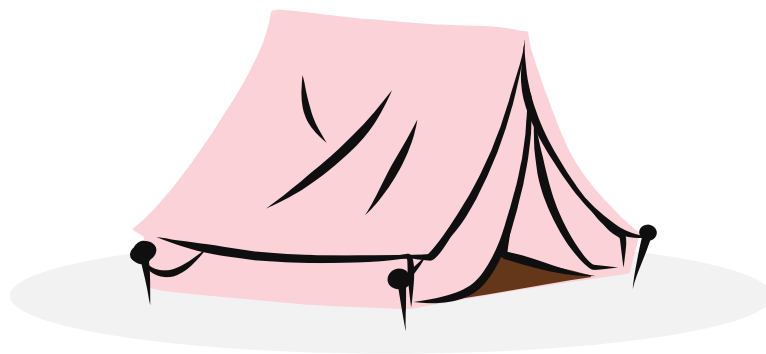
Sheltering in Areas:

- Identify shelter areas that provide the most structural resistance from collapse
- Shelter areas within the facility will be appropriately marked on the Emergency Evacuation signs posted in each classroom
- Shelter areas will be free of items that may fall on sheltered people

Sheltering in Areas:

- Shelter in place involves keeping all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials
- Ensure all Daycare personnel and children are in the building (outside playground areas are unoccupied)
- If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building
- Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered

In the event of a natural emergency (i.e. tornado, severe storms, or hazardous airborne chemicals incident) outside the Daycare facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary. These areas should be the most interior area of the daycare away from windows.



UTILITY DISRUPTION WATER, HEAT, ELECTRICITY



Continued Disruption

The Daycare may close or delay opening if the following conditions are present:

- The temperature in the daycare is below 65 degrees, or higher than 85 degrees for a period of 1 hour or more, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing
- The natural light in the daycare is diminished to the point that children and staff are at risk
- The main phone line will be inoperable for more than one hour, and no auxiliary cell phones are available
- Live wires will require the immediate closing of the daycare and the transfer of children

NOTE: Decisions regarding delayed opening, early closing or full day closings will be made by the Director.

MEDICAL EMERGENCIES



Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life threatening medical emergencies are: compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions; poisonous plant contact or animal bites; ingestion of chemicals/poisoning; and unconsciousness.

A basic first aid kit is kept in the located at

— THE FRONT OFFICE —

The daycare possesses current permissions from all the students' parents to treat any injuries and administer any medication required in the event of an extended stay on the property due to natural or manmade disaster. In the event of a disaster a designated staff member will be designated to retrieve the emergency information book for the student body.

Procedures for Life Threatening Emergencies:

- Remain calm, render first aid, and call 911. Do not move the injured or sick person unless his/her safety and health are at risk
- If 911 has to be called, assign an individual to meet the emergency medical personnel
- Obtain the child's medical release paperwork
- Assign a staff member to accompany the patient to the hospital
- Make notification to applicable emergency contact of the injured
- Insure that the appropriate paperwork is completed
- Maintain communications with staff member assigned to stay with the patient for progress reports

SNOW AND ICE STORMS



Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered radios, flashlights, back-up lighting, power, heat and cellphones.

In the event that the daycare is cancelled employees and children will be notified by FSS>. In the event of a failure of the initial communication method, a staff member will call to notify all of the closing.

TORNADO

A tornado watch means that a tornado is likely over a large area. A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor tornado watch, warning, or severe thunderstorm watch/warnings.

Tornado Cover – Administrative Procedures

The Director or designee shall issue the Take Cover Announcement (whistle) when one of more of the following conditions exists:

- A tornado is sighted
- A tornado warning is issued that affects the Daycare
- High winds at or exceeding 60 miles hour
- Dark rolling clouds
- Sudden increase in wind
- Hail / driving rain
- Funnel cloud
- Dark greenish clouds



Watch Conditions are issued by the national Weather Service for the area

- Radios should be monitored at the Daycare
- All staff should be notified of the watch
- Tornado shelters should be visited by and administrator to ensure that all areas are clear

Classroom Tornado Procedures

The Director shall sound the whistle or if time allows a verbal warning that procedures need to be taking by signaling the need for all classrooms to begin tornado procedures.

- Each classroom will go to their designated area when the whistle sounds and remain in the sheltered area until the warning is canceled.
- Each classroom location shall be listed on the posted Emergency Evacuation signs in each classroom.
- Every employee must know where to go in the event of an emergency.

Children must assume the following position:

- Face interior wall
- Knees and elbows on floor
- Hands over back and neck

HURRICANE, FLOODING AND EARTHQUAKE

Flood, earthquake, or other natural disaster. All students and staff shall gather in the inner most interior room, designated above and remain until such time as it is determined by radio, telephone, or internet that it is safe to leave the premises. Food, water, and first aid supplies will be stockpiled on the premises in this type of event.

Procedure during a hurricane

- Monitor Hurricane Watch and Warnings
- Secure outside equipment
- Check status of battery powered and alternate light sources
- Remain indoors until storm passage is confirmed
- Prepare to evacuate. If necessary, evacuate children and staff to a more secure facility depending on road and safety conditions. Provide information on where the center plans to evacuate for families

Procedure during flooding

- Monitor announcements of Flood Watch or Warnings
- Close or evacuate (see Evacuation Procedures) facility if needed. Heed evacuation order from public safety officials.
- If flooding within building is discovered upon opening, evaluate source of and extent of flooding. If unable to control and or make safe prior to arrival of children, and/or if most of building is affected, the building should close or delay opening until a safe environment can be restored.

Earthquake

In the event of an earthquake do the following:

- Stop and immediately drop to the floor on your hands and knees.
- If a sturdy piece of furniture is available, get under it.
- Position away from fixtures that may fall on faculty or children.
- Do not attempt to go outside.
- If outside, stay put until shaking stops. Get on hands and knees on the ground away from objects that may fall on faculty or children.

FIRE EMERGENCIES

All daycare staff shall familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

The daycare should have monthly fire drills to insure proper procedures are in place. Drills should be practiced at different times of the day. such as early morning, late evening, and during nap time.

Staff should only attempt to extinguish small fires with approved fire suppression equipment. Do not use water on electrical fires or attempt to fight fires involving explosives, toxic chemicals or other hazardous materials.

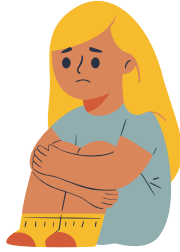
Closing doors and windows helps to contain the spread of fire and smoke.

Response to Fires

- If fire/smoke is discovered, immediately activate the nearest pull station
- Call 911 to report the fire
- Begin evacuation procedures

The staff and students will assemble at the bottom of the parking lot beneath the basketball hoop a safe distance away from the building. Roll Call will be taken and provided to public safety and/or the director.

- All non-teaching staff will report to their assigned areas and assist with evacuation
- Director – Check Building/Verify Evacuation
- All visitors, students and volunteers must go to the nearest exit. Each area has been assigned an exit and an alternative exit (if the primary exit is otherwise blocked). These daycare specific exits will be enumerated on the evacuation plan posted in each classroom.
- If necessary, begin Evacuation Away from the Center procedures



MISSING CHILD AND HOSTAGE SITUATIONS

Missing Child

In the instance of a missing child staff shall implement the following:

- Immediate notification of the Director should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- Conduct a search of all areas of the facility, including closets, cabinets, bathrooms, etc., and the surrounding area
- Make all other required notifications including authorities
- Continue searching while waiting for the police to arrive
- The Director is to remain at the center as the point person and to gather information/descriptions of the child to share with authorities

Hostage Situations

Although considered improbable, the daycare may be subject to a hostage situation either from disgruntled employees, parents/guardians, parents'/guardians' authorized representatives, or other unwelcome people.

In the event of a hostage situation:

- Remain calm and polite
- Follow the hostage takers instructions
- Do not resist
- Any available staff member will activate the daycare's duress system immediately and call 911 and security.
- Staff members will alert other staff of the problem if time permits. Do not put yourself in danger.
- Alerted staff members will close the doors of their areas of responsibility
- If staff members believe it is safe, evacuate children from the daycare moving in the opposite direction from the incident. Report your location to security immediately

ATTACHMENT A - GUIDELINES ON HANDLING MEDICAL EMERGENCIES

The following information is provided as a quick reference to help you make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current certification in First Aid and CPR for children.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Daycare and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent/ guardian immediately for any of the following:

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including:
 1. *rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)*
 2. *labored breathing (takes so much effort that child cannot talk, cry, drink, or play)*
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly
- repeated forceful vomiting after eating in an infant under four months of age
- severe abdominal pain that causes the child to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The staff should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross Pediatric First Aid. Keep a copy of this section with the first aid kit.

