

Here We Grow

Emergency & Disaster Plan

1. EMERGENCY RESPONSE IN THE EVENT OF:

Serious Injury of a Child - If a child is seriously injured and requires medical attention, first call 9-1-1. If the child is unresponsive or not breathing, find an individual to perform CPR until professional help arrives. As soon as the child is stable or medical help arrives, notify the child's parents.

A Fire at the Facility - In the event of a fire, all staff and children will be evacuated through the nearest exit. Teachers will line their class up quickly, keeping a current count of children, and move them outside to the front of the building. Downstairs classes will go out the east/south door and out the south gate and gather on the grass on the side of the parking lot. Upstairs classes will go out the front door and gather on the grass by the Here We Grow sign.

After each class is evacuated, teachers will do a child count to make sure that all children are accounted for. Once everyone is out of the building and moved to the relocation site, parents will be notified of the incident and asked to pick up their children.

An Earthquake - In the event of an earthquake, teachers will gather their class under tables and wait for the shaking to stop. All infants will be put into a single crib under the archway by the window in their classroom. Once the earthquake is over, everyone will meet outside the center and walk to our relocation site.

A Flood - In the event of a flood, everyone is to meet in the gym and then evacuate the center together.

A Power Failure - In the event of a power outage, our center has a back-up power that will keep all power in the center on for one hour. Children will remain in classrooms that have emergency lights. Teachers will do activities with them until lights go on. After the back-up power has been in use for thirty (30) minutes, all parents will be notified of the situation and if the power isn't back on after an hour, parent's will be asked to come and pick up their children.

A Water Failure - In the event of a water failure to the center, we will use bottled water for drinking, and hand sanitizer for hand washing. If the water is off for more than two hours, parents will be called and asked to come pick up their children.

A Chemical Spill or Gas Leak –

- If the spill or leak is inside the center - All staff and children will evacuate to the relocation site.
- If the spill or leak is outside the center - Children will remain in their classrooms. Teachers will make sure all windows and doors are shut, room heating, cooling or ventilation systems are turned off, and place blankets along bottoms of doors to keep chemicals from seeping into the room.

If evacuation is necessary classes will gather out front and head to the relocation site.

A Weather-Related Disaster - In the event of severe weather, staff will move children inside the classrooms, close all windows and blinds, and get children to the center of the room or hallway as quickly as possible. Children will remain in the center of the room until the danger has passed.

If evacuation is necessary, classes will gather out front and head to a secure spot – the relocation site, if possible.

A Lockdown - In the event of a lockdown, children will be kept in their classrooms behind shelves or cabinets, or inside a bathroom with the door shut and the lights off. Teachers will shut all windows and blinds. Directors will lock doors and make sure no one comes in or out of the building.

Safety Threats - Children will remain in their classrooms in a safe area with the door shut. Teachers will keep children entertained until they are told it is safe to continue with their daily schedule.

2. IN THE EVENT OF EVACUATION:

Evacuation Location:

In the event that we are required to evacuate the building, all children and staff will evacuate to the LDS church located on 700 W just north of the daycare center. If this occurs, all staff members and children will walk to the church. If needed, a staff member and some children may be transported in a company vehicle.

Posted Relocation Site for Parents:

If we have to evacuate the center, there will be a notice posted on the front door, and/or the sign in front of the building notifying parents where we are. A copy of Here We Grow's emergency & disaster plan will be posted on the bulletin board at the center at all times for parents to look at, as well as posted on our website.

Maintaining Supervision of Children:

In the event of an emergency, each teacher will be responsible for supervising their own class. Once the relocation site is reached, coloring and other small activities will be provided for children, if needed. Directors, center owners, cooks, and floaters will be available to help where help is needed.

Ensuring All Children Are Accounted For:

All teachers should know beforehand how many children are in their class on a given day. In the event of an emergency, each teacher will take a head count of the children that are exiting their class. Once the class has reached the parking lot, an official count will be taken. Once the relocation site is reached, all teachers will check the daily sign-in sheet and make sure that all of their students made it to the relocation site.

Emergency Supplies:

All of the supplies listed must be gathered prior to exiting the center:

1. First Aid Kit
2. Emergency Kit
3. Cell phone
4. Daily sign-in sheet
5. Emergency & Disaster binder, which includes all emergency contacts & medical releases for each child. There is also a copy of emergency numbers for children & a first aid kit in the company vehicles, if needed.

Task Assignments in the Case of an Emergency:

The Director or Acting Director will be responsible for gathering the Emergency supplies before exiting the center (listed above).

The Assistant Director or Acting Assistant Director will be responsible for turning off the power, water, and gas.

All teachers will be responsible for making sure that each child in their class is accounted for.

3. EMERGENCY SHUT-OFF OF GAS, ELECTRICITY, & WATER

Gas: The gas switch is located outside on the north side of the center. To turn off the gas, turn the switch to the off position.

Electricity: The box to turn off the electricity is located in the hallway that leads to the gym. To turn off the electricity to the building, turn off switches one (1) and two (2).

Water: The lever to turn off the water is located in the supply closet. To turn off the water, turn the lever to the off position.

All on/off switches are labeled