

DAYCARE SAMPLE PLAN

Emergency Preparedness Plan

Evacuation Process

When the decision is made to evacuate the Center facility, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an actual fire, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.

Center staff will evacuate their children as follows:

Infants

The *Infant Nursery Supervisor* shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the Director immediately.

The *Infant Nursery Supervisor* is responsible to bring all attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the infants.

Toddlers and Preschool

The *Toddler Group Leader* and *Preschool Group Leader* shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. The Group Leader is also responsible to bring all attendance sheets, child rosters, and information sheets. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately.

For inclement weather, if possible, take appropriate supplies to protect the children.

Center Aides and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

*Note: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, purses, etc.

Procedures For Conducting a Fire Drill

1. Inform the staff in advance. The Center Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and the Center will be evacuated.
 - A. Evacuating Infants and Toddlers: The designated member of the management team goes to the infant/toddler area.
 - B. Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant Nursery Supervisor to the designated area.
 - C. Toddlers (walkers) proceed immediately with their Group Leader to the outside-designated area.
 - D. Group Leaders will count their children and take attendance sheets, emergency information and cell phones with them.
 - E. The Center Director or designee checks bathrooms, closets, and "hiding places" for "lost children" and for possible sources of smoke or fire during a real alarm.
 - F. The Center Director retrieves the official daily sign-in sheet and cell phone.
4. Time the drill. The Center Director times how long it took to vacate the building.
5. Verify accurate recount of all persons. The Center Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. The Center Director or designee gives approval to reenter the building. The Center Director or designee helps with infants and toddlers.
7. Document the completed fire drill. The Center Director completes written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate building.

Fire drill will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Additional assignments of staff:

1. Evacuation Supervisor – Director
2. First Aid – Preschool Aide
3. Communications – Infant Nursery Supervisor

4. Play space operations – Preschool Group Leader
5. Pick-Up Assignments – Toddler Group Leader

1. Evacuation Supervisor: Director
Alternate: Preschool Teacher

- A. Make sure all children are accounted for.
- B. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
- C. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
- D. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.

Key Materials: Cell phone, official daily sign-in sheets

2. First Aid Assignment: Preschool Aide

Administer First Aid as necessary

Key materials: Complete First Aid Kit, flashlights, batteries, cell phone, and radio contained in a bright, labeled bag.

3. Communications Assignment: (Each Group Leader will contact their own class parents. Communication Coordinator, Infant Nursery Supervisor, to give out wording and information to be relayed.)

- A. Check with Evacuation Supervisor about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
- B. Discuss with the Evacuation Supervisor, the exact wording to offer families whose children have been injured in some way by the event.
- C. Relay information to group leaders of each class
- D. Confirm all parents/emergency back-up contacts have been actually spoken to.
- E. Report back to Evacuation Supervisor with updates, needs, and problems during his/her rounds.

4. Play Space Assignment: Determine where to set up different groups of children

- A. If possible, define areas.
- B. Determine the nearest and safest bathroom and arrange for supervision.
- C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment C) including some play materials.

5. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.

- A. Collect all the sign-in sheets to monitor family pick-ups.
- B. Select a staff member to collect children and bring them to the pick-up point.
- C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap.

EMERGENCY NUMBERS

Name/Company	Contact/Town	Telephone Number
Director--	Durango	
Ambulance	Durango	911
Fire	Durango	911
Poison Control	Health Dept.	247-9499
Police	Durango	911
Local Health Department	San Juan Basin Health	247-5702
Building Inspector	City of Durango	375-4866
Dept. of Social Services	Child Protective Services	382-6150
State Licensor	Co. Dept. of Human Services	303-866-5958
State Highway Patrol		249-4392
Weather		877-315-7623
Public Safety	City of Durango	385-2900
Water/Sewer	City of Durango	385-2900

