

Kiddie Kare Daycare

Disaster Emergency Evacuation Preparedness Plan

Evacuation: Children will be evacuated from the center in the case that the center is threatened by events such as: fire, flood, bomb threat, etc...

Staff will evacuate with their children in a calm orderly manner with their attendance rosters, and Emergency Cards. Staff will walk with the children to the designated evacuation site. Infants and young toddlers will be transported in wheeled cribs to the designated evacuation site for each center. Parents will be notified of each centers designated evacuation site upon enrollment.

Walking Evacuation sites:

- Kiddie Kare #1 Steele Indian School Park playground area.
- Kiddie Kare #2 A Advanced Storage Solutions
- Kiddie Kare #3 Washington Park playground area

Staff will take attendance when leaving the center, upon arrival at evacuation site, and each hour at the evacuation site. Staff will mark each child out as they are picked up by a parent. If we are allowed to return to the center before all children are picked up, attendance will be taken as we leave evacuation site and taken upon arrival at the center.

Parents will be notified of all evacuations, and if advance warning is given parents will be contacted to pick children up before the evacuation begins.

If the emergency is more widespread and we need to evacuate a greater distance we will contact local emergency services to request transportation assistance, if not available we will transport children with our van and personal vehicles. Children will be supervised by staff at all times during transportation to designated evacuation site.

Driving Evacuation Sites:

Depending how wide spread the evacuation area is will determine which other center we will evacuate to. Parents will be advised of evacuation site by phone and email.

- Kiddie Kare #1 4411 N 7th Street Phoenix, AZ 85014, 602-240-2280
- Kiddie Kare #2 5140 W Camelback Road Glendale, AZ 85301, 623-934-1172
- Kiddie Kare #3 6019 N 23rd Ave Phoenix, AZ 85015, 602-242-3293

Staff will take attendance when leaving the center, upon arrival at evacuation site, and each hour at the evacuation site. Staff will mark each child out as they are picked up by a parent.

During all evacuations Director/ Designee will ensure that sign in and out records, children's emergency information, and necessary supplies such as: diapers, wipes, bottles, formula, and medications will be taken with the children to the evacuation site.

Emergency evacuation kits are stored at each center and will go with children to evacuation sites that include: water, non-perishable food, (including food for any children with food allergies), flashlights, extra batteries, radio, and first aid kit with hand sanitizer.

Shelter in Place: Certain situations such as chemical spills or weather related issues may require to shelter children in place. There is enough food and water on site to last 72 hours for staff and children. If a shelter in place order is given, staff will remain on premise until the emergency is over and children are all successfully reunited with their families. A Shelter in place kit is stored on each site which includes: first aid kit, plastic sheeting, duct tape, flashlights, radio, and extra batteries. If a safe room is needed all children will be moved to one classroom which will be sealed off by plastic sheeting and duct tape. Emergency supplies will be brought in the room as well and the room will stay secured to avoid contamination.

Lockdown: A lockdown is implemented when the threat of violence or gunfire is identified. During lockdown, students and staff are to remain in designated lockdown locations at all times. Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Do not evacuate until room is cleared by law enforcement or an **ALL CLEAR** signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community (helicopters circling)

Lockdown is a response to an immediate danger; it is **NOT** preceded by any warning and demands quick action; an active shooter can fire one round per second. Any children outside the facility on the playground must be brought inside immediately. Immediately lock all exterior doors, close and lock all windows, and cover all windows. Children will be kept away from windows and doors; staff will position children in a safe place against walls or on the floor or behind a bookcase or turn a classroom table on its side to use as a buffer once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or **ALL CLEAR** is issued by site administrator. Parents should not try to enter the facility during a lockdown or lockout and may be kept away from the child care until authorities determine it is safe.

If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.

If a weapon is present, or suspected, DO NOT CONFRONT – give pre-determined hand signal to another staff member for them to call 911 immediately. If **NO** weapon is suspected, confront the intruder in the following manner:

Approach the individual in a non-confrontational manner with the assistance of another staff member; introduce yourself and the person with you to the individual in a non-confrontational way. Ask the individual who they are and how you can be of assistance. Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done. If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911 and Initiate Intruder Alert / Lockdown Procedure.

- If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel.
- Staff should quickly check the hall and restrooms closest to their classrooms to get children into the rooms.
- Lock all doors to classrooms (this includes exterior and interior doors), close and lock all windows, cover all windows and doors, and turn off lights; if doors to hallway cannot be locked, use a doorstop or other wedge to keep the door closed from the inside.
- Keep children away from windows and doors; position children in a safe place against walls or on the floor; position children behind a bookcase or turn a classroom table on its side to use as a buffer.
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys).
- Emergency personnel will inform the site when it is safe to move about and release children from classrooms. Children should not be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with the Director/Designee, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
- When “All Clear” is heard, the Director/Designee will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director/Designee.
- Director/Designee will apprise parents of all “lockdowns” whether practice or real.

Reunification:

Parents will be notified by Director/Designee to pick up their children at the evacuation site. As parents or others designated on child's emergency card ID will be checked and children marked out on attendance records.

Director/Designee and staff will remain on site until all children have been reunited with their families. In the event parents cannot be contacted after a reasonable amount of time Director/Designee will call DCS and local law enforcement for assistance to ensure the child's safety until they can be reunited. In the case of a widespread disaster and parents cannot be located Director/Designee will contact the National Emergency Child Locator Center for assistance in reuniting the child and parents.

Special Needs:

All medications, medical supplies and documentation relating to medication are taken on all evacuations by Director/Designee. Children who have other special needs will be assigned to staff members who will be responsible for keeping track of that child at all times and helping to keep the child calm to reduce the stress caused by the disruption and over stimulation; when possible children with special needs will be evacuated first.

If child has dietary restrictions special foods will be in the emergency kit.

In case of medical emergency one staff will be assigned to call 911 and stay on the phone with medical personal while other staff performs necessary first aid. One staff member will be assigned to contact the parent and ensure documents are ready to accompany child to hospital with a staff member. Remaining staff will remove the other children from the area and care for them.

Recovery:

The goal is to get back to normal as quickly as possible. If there is damage to the center and it cannot immediately reopened Director/Designee will contact BCCL as soon as possible. Parents and staff will be offered spaces at other centers until the damaged center is cleared to reopen. All necessary documents will be moved to the other center with each child and staff. Repairs will be made and BCCL and any other necessary agencies will be contacted to approve the reopening. When reopened parents and staff will be notified they may return to the center. All documentation will be returned to the original center as staff and children return.

If the center is not damaged parents and staff will be notified when the center will reopen and if there will be any changes to normal operations.

Director/Designee will complete all incident reports, insurance reports and contact all agencies that need to be notified of the events leading to the evacuation and the recovery.