

Adventures In Learning Inc

Disaster Plan

10814 NE 189th Street

Battle Ground, WA 98604

(360)687-0185

Emergency Phone Numbers

Emergency Assistance

Numbers

Police

911

Fire/Medic

911

SWMC

514-2064

Poison Control Center

1-800-222-1222

Director Home Number

425-328-4510

Child Protective Services

1-800-562-5624

Childcare Licensor

360-798-0542

Clark County Health Department

360-397-8215

Clark County Crisis Line

360-696-9560

Alternate Site Location

360-521-5326

Columbia Adventist Academy

360-687-3161

Missing Child

Call 911 immediately and provide the following information:

- Child's name and age
- Address
- Clothing and physical description of the child, including any distinguishing marks such as visible scars or birthmarks.
- Medical status
- Time and location child was last seen.
- The person with whom the child was last seen with.
- Notify the director immediately and search the facility again.
- Have the child's information including a picture, if possible, available for the police upon their arrival.
- The Director will notify parents of the missing child and attempt confirmation that the child is with family.
- Director will report the incident to licensor and CPS.
- The Director will complete a written incident report at the earliest opportunity.

Kidnapping

Call 911 immediately and provide the following information

- Child's name and age
- Address
- Clothing and physical description of the child, including any distinguishing marks such as visible scars or birthmarks.
- Medical status
- Time and location child was last seen.
- Vehicle information and direction of travel.
- Notify the director immediately.
- Follow emergency lockdown procedures.
- Have child's information including picture.
- The Director will notify parents of the missing child, inform parents of the situation and steps taken.
- Director will implement a crisis response plan.
- The Director will complete a written incident report.

Child Abuse

- Report abuse or suspected abuse to the director.
- The director will make a report to CPS and the licensor.
- The director and appropriate staff will write down the following information on an incident report:

- Date and time of calls to CPS and Division of Childcare and Early Learning.
- Child's name
- Child's age and birth date
- Address
- Name and addresses of parent or guardian and other children in the home.
- Any statements made by the child (but do not interview them).
- The nature and extent of the injury or injuries, neglect, and/or sexual abuse.
- Any evidence of previous incidences of abuse or neglect including the nature and extent.
- Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity if the perpetrator or perpetrators.

Assault on Child or Staff

Call 911 if any medical treatment is needed or if police are required (if in doubt – go ahead and call).

- The director will follow “administrator responsibilities – intruder alert” in the emergency lockdown procedure.
- Follow emergency lockdown procedure.
- Staff members or teachers will stay with the victim.
- The victim's family will be notified by the director when safe to do so.
- If medical treatment is required, the director will call CPS.
- The director will report an incident report to the licenser.

Alarm/Emergency

IF SMOKE OR FIRE IS SEEN:

- Activate fire alarm if not sounding
- Evacuate children, visitors, and staff, drop and crawl to avoid smoke and close doors behind you, take the following items with you.
 - Disaster supplies
 - Class/Staff attendance sheet and visitor sign in sheets
 - Children's emergency and medical information and supplies.
 - Cell phone, if available.
- Call 911 once outside of the building.
- Take attendance, if safe to do so, search the building for anyone missing.
- The director or staff member will check the area of concern and use a fire extinguisher if safe to do so.
- Have the following items ready for the police and fire personnel.
 - Number of children in care, staff, volunteers, and visitors.
 - Knowledge of anyone remaining in the building.
 - Floor plan and internal systems information.

- If it is determined that the building is unsafe, move the children to an alternate site location at the **Columbia Adventist Academy Cafeteria**.
- The director will notify the parents of the evacuation and alternate site location.
- The director will report the incident rto licensior.
- The director will complete a written report.
- All parents will be notified of the incident.

Gas Leak

IF GAS IS DETECTED:

- DO NOT activate the fire alarm system or any other electrical equipment.
- Notify the center Director.
- Evacuate children and staff and close doors behind you but leave the window open.
- Take the following items with you:
 - Disaster supplies
 - Class/staff attendance sheets and visitor sign in sheets.
 - Children's emergency and medical information and supplies.
 - Cell phone, if available.
- Call 911 once outside of the building.
- Move the children to a designated area no less than one block from the childcare center.
- Take attendance.
- If possible, turn the gas off with the wrench.
- Have the following items ready for police and fire department:
 - Location of leak, if known.
 - Number of children in care, staff, and visitors.
 - Knowledge of anyone remaining in the building.
 - Floor plan and internal systems information.
- The director will notify the parents immediately if evacuation looks to be long term or if the children are moved to an alternate site location.
- The director will report the incident to the licensior.
- The director will complete a written incident report.
- All parents will be notified of the incident.

Earthquake

IN THE EVENT OF GROUND MOVEMENT, THE FOLLOWING PROCEDURES SHOULD BE CARRIED OUT.

- Staff “drop, cover, and hold”. Direct the children to “drop, cover, and hold” and remain that way until the earth stops moving – stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Keep talking to the children until it is safe to move.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.

- If outside, “drop, cover, and hold” keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

WHEN THE EARTHQUAKE STOPS, THE FOLLOWING PROCEDURES SHOULD BE CARRIED OUT:

- Teachers and staff check themselves and children for any injuries.
- Check evacuation routes of damage.
- Evacuate children and staff and close doors behind you; take the following items with you:
 - o Disaster supplies
 - o Class/staff attendance sheet and visitor sign in sheets
 - o Children's emergency and medical information and supplies
 - o Cell phone, if available
- Staff will render first aid to those who need it.
- The director will take attendance outside to account for all the children and adults.
- Check utilities for disruption/damage (gas, water, sewer).
- Have a team of two people inspect the building's exterior after the post-earthquake damage assessment.
- Determine if it is safe for a rescue team to go into the building to locate anyone who is missing or injured.
- Listen to KXL750 or KEX1190 AM for information on the surrounding area.
- Determine the status of emergency supplies and equipment.
- Call childcare's out of area contact with information on the center's status.
- Have the same team of two individuals assess the interior of the building and determine if it is safe to move children back into the building.
- If it is decided to evacuate to an alternate location post a notice indication your new location, date, and time you left.
- Call all parents with center status information, if not able to have announcement read over the air for parents to hear.
- If parents cannot be contacted after 4 hours, the child's emergency contact will be called.
- The director will report the incident to the licensor.
- The director will complete a written incident report.

DROP, COVER, AND HOLD, SHOULD BE TAUGHT AND PRACTICED WITH THE CHILDREN AT LEAST ONCE A MONTH.

Flooding

IF THE CENTER IS IN A FLOOD PRONE AREA:

- During severe weather, the director or designee will listen to KXL750 or KEX1190 AM for flood watch and flood warning reports.
- If a flood warning is issued, move children and staff to an alternate site location.
- The director will notify the parents.

- The director will report the incident to the licenser.
- The director will complete a written report.
- The director will call the insurance company (if needed).

Building and Site Evacuation

Building Evacuation:

- Make a quick assessment of the situation in the classroom and of any injuries to the children or adults.
- The director will evaluate the evacuation route to be sure that it appears clear of obstructions.
- The director will give instructions to evacuate.
- If possible and time allows, the children will take their jackets and coats.
- Staff should take the following supplies:
 - o Disaster supplies
 - o Class/staff attendance sheets and visitor sign in sheets
 - o Children's emergency and medical information and supplies.
 - o Cell phone, if available.
- Staff should assemble children 2 by 2 to evacuate the building.
- Take attendance, if safe to do so, search the building for anyone missing.
- Have children sit down if possible.
- If a gas leak or other incident requires individuals to be located further away from the center, the teachers will move the children to the designated area no less than one block away.
- The director will notify the parents immediately if evacuation looks to be long term or if children are moved to an alternate site location.
- The director will report the incident to the licenser.
- The director will complete a written incident report.
- All parents will be notified of the report.

Site Evacuation:

- If it is determined that staff and children will be moved to the alternate site location distant from the center, we will assign children to a designated teacher.
- Staff should bring the following items to the alternate site:
 - o Disaster supplies
 - o Class/staff attendance sheets and visitor sign in sheets.
 - o Children's emergency and medical information and supplies.
 - o Cell phone, if available.
- Once at the alternate site location, take attendance again. Teachers must remain with their group of children until the children are picked up by parents or emergency contacts.
- Director will report the incident to the licenser.
- The director will complete a written incident report.

Field Trip Incident

- Before leaving for a field trip, make sure the trip coordinator has the following information:
 - o Child list by assigned vehicle
 - o Supervisor/chaperone list by assigned vehicle
 - o Map of intended route
 - o Children's emergency and medical information/supplies.
 - o Name and license number of driver, vehicle license number.
 - o List of important phone numbers.
 - o First aid kits
- Attend any medical needs if there are injuries or complaints of pain.
- Call 911 if emergency medical treatment or police are required.
- Contact the center and provide an update and action being taken, the center should consider deploying personnel to the scene, hospital, or to appropriate locations.
- The director will contact parents and give updates of actions being taken, indicate meeting location or pick-up times at the center.
- The director will report the incident to the licenser.
- The director will complete a written report.
- The director will call the insurance company (if necessary).

Power Outage

- The director or designee will try to locate the problem and activate an alternate lighting system, flashlights and batteries.
- Call 911 if concerned about a fire or safety hazard.
- Unplug all electrical equipment, turn off all but one light.
- The director will contact the property manager.
- The director will call Clark Public Utilities.
- The director will call Clark County Health District to help determine if the center needs to be closed. While also considering the following items in making the decision:
 - o Can we safely prepare/store food?
 - o Do we need to move to an alternate site?
 - o Can we safely transport the children?
 - o How will we notify the parents?
 - o How long has the power been out?
- If the power is out for 1 hour or more, we will kindly ask all parents to come pick up their children.
- All parents will be notified if the power outage is prolonged.
- The director will report the incident to the licenser.
- The director will complete a written incident report.

Storms and Snow

- The director will decide before 7 am whether to open the center, families will be notified through email (our newsletter) or by phone.
- The director will base the closure on their own discretion, our families and staff safety matter most to us.
- If the center must close during hours of operation because of snow or a storm, the director will then notify the parents by telephone.
- If the weather conditions prevent a parent or legal guardian from reaching the center to recover the child, the center staff will care for the child (maintain proper child: staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. Disaster supplies will be used if needed.
- If the above individuals cannot claim the child within 72 hours (about 3 days) of the center closing, the director will contact the police to transport the child to CPS care site.
- The director will report the incident to the licenser.
- The director will complete a written incident report.

Shelter-in-place Procedure

SHELTER-IN-PLACE SHOULD BE CONDUCTED WHEN YOU ARE INSTRUCTED TO DO SO BY EMERGENCY PERSONNEL OR YOUR RADIO OR TC OR IF YOU SEE A VAPOR CLOUD OR SMELL UNUSUAL ODOR OUTSIDE.

- Gather all children inside.
- Call 911 if you haven't already done so, the director or designee should turn on and listen to the radios KXL750 or KEX1190 AM, listen for emergency information from your local fire or police department.
- The director or facility Maintenance person will turn off all fans, heating, cooling, or ventilation systems and clothing dryers.
- Close and lock windows, doors, and as many interior doors as possible.
- Close off non-essential rooms such as storage areas, laundry rooms, etc.
- Seal gaps around windows, doors, heating/air conditioning vents, bathroom, kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.
- If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with damp cloths or face masks.
- If you are told there is a danger of an explosion, close the window shades, blinds, or curtains, to avoid injuries and keep the children away from those areas.
- The director should stay in touch with responding agencies and emergency personnel.
- The director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
- Advise parents not to pick children up from the center until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, you will not want to open the door to let parents in or out.
- Have emergency disaster supplies and emergency contact cards handy.

- Once the incident is over, inform parents, take down plastic, and turn ventilation systems back on.
- The director will report the incident to the licensor.
- The director will complete a written report.

Bomb Threats

DURING A BOMB TREAT CALL:

- DO NOT HANG UP! KEEP THE CONVERSATION GOING AND ATTEMPT TO GET THE FOLLOWING INFORMATION:
 - o Where is the bomb?
 - o What time will it go off?
 - o What kind of bomb is it?
 - o Who are you?
 - o Why is this going to happen?
- LISTEN FOR:
 - o Voice of male or female.
 - o Speech impediment or accent.
 - o What kind of background noise there is.
 - o Cell phone or land line.

Note: the time and date of the bomb threat.

IMMEDIATELY AFTER THE CALL

- Notify the center director
- Call 911
- Initiate a lockdown
- Confer with the fire and police about evacuation
- Have floor plan ready for police and fire personnel
- Have teachers and staff glance around their area for suspicious items – DO NOT REMOVE SUSPICIOUS ITEMS.
- The director will notify the parents if evacuated or moved to an alternate location.
- The director will report the incident to the licensor.
- The director will complete a written incident report.
- All parents will be notified of the incident.

Emergency Lockdown/Intruder Alert

Sometimes, schools and childcare centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time, you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the staff understand, support, and participate in the intruder alert procedures.
2. It is important to practice the intruder alert procedures in the facility several times per year, just as you practice fire drills.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The center will provide written materials for parents to help children understand and cope.
4. Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the center during a lockdown and may be kept away from the childcare center until authorities determine that it is safe.

Administrator Responsibilities – Intruder Alert

- If a person(s) comes into the center, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.
- If a weapon is present, DO NOT CONFRONT – give a pre-determined hand signal to another staff member for them to call 911.
- If NO weapon is suspected, confront the intruder in the following manner:
 - o Approach the individual non-confrontationally with the help of another staff member.
 - o Introduce yourself and the person with you to the individual in a non-confrontational way.
 - o Ask the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
 - o If the individual refuses, do not confront him/her. Give the other staff members the pre-designed hand signal to call 911.

IF IT IS DETERMINED THAT THE SAFETY AND HEALTH OF CHILDREN AND STAFF ARE IN JEOPARDY:

- Intruder alert procedure:
- If the suspected intruder is not yet in the building, an announcement will be made, or a bell will be sounded to alert the staff of potential danger. The announcement will be **“this is a code red emergency, repeat, this is a code red emergency”**.
- If the children are outside when a “code red” is called or shots are heard or fired, teachers will quickly direct and move children back into the center and into the nearest classroom for lockdown.

UPON HEARING THE CHOSEN LOCKDOWN ANNOUNCEMENT, THE FOLLOWING STEPS MUST BE IMPLEMENTED:

1. Staff should quickly check the hall and restrooms and anything else to get children into the rooms.
2. Lock all doors, close and lock windows, cover all windows and doors, and turn off all the lights.
3. Keep children away from the windows and doors, position children in a safe place against walls or on the floor, turn a classroom table on its side to use as a buffer.

4. Staff will maintain a calm atmosphere in the room, keeping alert to the emotional needs of the children.
5. Teachers will keep all children in the classroom until an all-clear signal has been given.
6. The director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an “all clear” has been called.
7. Upon the local police’s arrival, in conjunction with the direction will assume controlling responsibility and may evacuate the building per police standard operating procedures.
8. When “all clear” is heard, the director will apprise the staff of the situation and counsel children. When the threat is eliminated, normal activities should resume as soon as possible as the director instructs.
9. The director will apprise parents of all “lockdowns” whether practice or real.
10. The director will report the incident to the licensor.
11. The director will complete a written incident report.

Crisis Response

When a tragedy strikes, teachers and staff are torn between the need to deal with the children’s reactions and at the same time they need to cope with their own reactions. With some advanced planning, this process can be much smoother than when tragedy takes a childcare center by surprise.

- The director will decide whether to maintain normal schedules or set aside the normal schedule for an all-out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day.
- The director will determine if parent's notification becomes an item of priority or can wait for a letter to go home in the evening.
- The director will keep the local radio station (KXL750 or KEX1190 AM) informed as to the status of the childcare center so parents will have accurate information.
- Identify high risk children, staff, and parents are likely to be most affected by the news.
- Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, be sure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
- Prepare a formal statement for the initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media. Have someone who does not get overly emotional answer the phone.
- Give teachers the facts about the tragedy, instructions on sharing the information with the children in their care, and suggestions for helping children cope.
- Send a letter home to parents explaining the situation. Include specific information about how the childcare facility is handling the situation. Some parents still need to be contacted by phone, if their child’s reaction to the crisis is severe.
- Determine if additional community resources are needed to be on “stand by” to effectively manage the crisis.

- Facilitate a staff meeting and if possible, a parent meeting to provide information related to the crisis.
- Provide information as requested by police, hospital, or other agencies.
- When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to the childcare staff and parents who may wish to attend.
- The director will report the incident to the licensor.
- The director will report the incident to CPS.
- The director will arrange for a childcare/community debriefing 48 to 72 hours (about 3 days) after the event.
- The director will complete a written incident report.

Suspicious Mail or Package

- DO NOT touch, smell, or taste unknown substances.
- Cover substances with paper, trash can, clothes, or other material.
- Evacuate and seal off rooms.
- Wash hands thoroughly.
- Mark room as “dangerous”
- Call 911.
- Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
- The director will inform all parents of the incident.
- The director will report the incident to the licensor.
- The director will complete a written incident report.