

DISASTER PLAN

OUR PROGRAM'S ADDRESSES ARE:



G1: Preschool- School Age

G2: Infants

22815 24th Ave. S Des Moines, WA
98198

22975 24th Ave. S Des Moines, WA
98198

NEAREST CROSS-STREETS ARE:

Kent Des Moines Road and 24th Ave. S

PROGRAM'S PHONE NUMBER IS:

G1: Preschool- School Age

G2: Infants

206-878-7182

206-878-5369

OUT-OF-AREA CONTACT IS:

In Lamar Colorado:

719-688-9116

Table of Contents

Emergency/Contact Information	2
Facility Information	3-5
Hazard Mitigation	6
Education and Drills	7-8
Child Release and Family Reunification	9-10
Coordinating a Response	11
Emergency Disaster Supplies	12-13
Sample Forms and Tips Appendix	14
Hazard Mitigation.....	15
Evacuation and Drills.....	16
Evacuation Maps.....	17-19
Child Reunification Forms.....	20
Medication Authorization (3 Day Critical).....	21
Emergency Tips Provided by King County Appendix	22
Response Tips to Different Emergencies Provided by King County.....	23-35
End Page Comments	36

EMERGENCY/ CONTACT INFORMATION

Police: 9-1-1

Non-Emergency Number: 206-878-2121

Fire/Medics: 9-1-1

Poison Control: 1-800-222-1222

Child Protective Services: 1-800-562-5624

Who:	Contact's Address:	Phone Number:
Hospital Emergency Room:	Highline Hospital 16251 Sylvester Rd. Burien, WA 98166	206-244-9970
Water/Sewer Company:	Puget Sound Energy 6904 S. 228th St. Kent, WA 98032	206-824-0375
Property Manager:	Grace Lutheran Church 22975 24th ^{Ave.} S. Des Moines, WA 98198	206-878-2460
DCYF Child Care Licensor	G1 – Kanisha Johnson	206-819-4742
	G2 – Wendy Westover	206-430-2764
Out of Area Contact	Lamar Colorado	719-688-9116

FACILITY INFORMATION



We have developed this emergency/disaster plan to provide safe care for our children should an emergency occur during hours of operation.

A copy of this plan is available in the following locations:

- 1) Our Center's Webpage
- 2) At the front desk in both locations
- 3) The Directors' office

Staff is introduced to this plan during employee orientation. Additionally, we review this plan, during our November and April Staff Meetings.



In G1:

Fire Extinguisher Locations

- 1) The Giraffe classroom
- 2) The Lobby Area by front door
- 3) The kitchen
- 4) The laundry/ storage room
- 5) The breakroom
- 6) The north exit door



In G2:

- 1) The Nursery – behind the front counter

All Staff Members are trained on how to use a Fire Extinguishers.

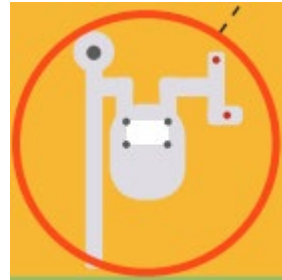
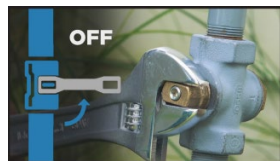
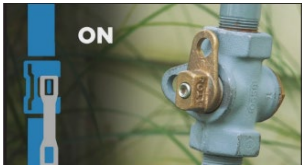
FACILITY INFORMATION CONTINUED

In the event of an emergency the following emergency shut off information can be found at the following locations:

If you detect or even suspect that you have a natural gas leak the following should be done:

- 1) Leave the area immediately. If indoors evacuate the building.
- 2) Call PSE. Do not use a landline as that could create a spark.
- 3) Don't do anything else that could possibly cause a spark, such as flip switch to turn on a light.

During a city-wide emergency, a representative may be unavailable to assist in shut off. In this case, an employee will need to shut off the gas.



Emergency Gas Shut Off:

Most meters are located at the front or side of a facility. Please see locations below.

This should only be turned off if there is a suspicion of a gas leak.

Directions on how to shut the valve:

Once the emergency shut off valve has been located, using a wrench or a shut of valve tool, give the valve a one-quarter turn. It should be turned so that the lever is crosswire to the pipe.

G1 can be found:

on 24th Ave. to the right of the parking lot as you exit. Near corner of green fence.

G2 can be found:

Handled by Church Staff

Following a major disaster it's recommended to shut off the water, as our water supply may have become contaminated. We will coordinate with local authorities on the steps to take.



The main line is located on 24th. Ave to the right of the parking lot as you exit. This requires a special tool and is something that would be done by the city.



FACILITY INFORMATION CONTINUED

Following an emergency, electric may need to be shut off, especially if flooding occurs.

G1's Location: Laundry/Electrical Room

G2's Location: Handled by Church Staff



An Example of an: Electrical Box/Panel

All staff members are trained in Utility Control

HAZARD MITIGATION

Assuring a safe environment is an important step in disaster planning. Hazard mitigation is key to preventing injuries both every day and during a disaster; it is done throughout the facility.

Hazard Mitigation Priorities

- 1) Would/could it break and fall and hurt someone?
- 2) Would/could it break and fall and block a primary exit from a room?
- 3) Would/could it break and fall and keep the program from opening the next day, or soon thereafter?
- 4) Does it hold sentimental value?

How to Mitigate Risk

Earthquakes can move (throw, topple or cause objects to jump) heavy objects:

- Bolt, anchor or strap furniture to structural parts of the building to prevent them from toppling over and cause an injury or block exits
- Keep cribs away from windows or glass
- Store chemicals safely in a locked/child-safe cabinets or storage spaces

Mitigation Activities:

Knowing that our environment is ever-changing, we regularly reassess for hazards and correct them as soon as possible. All staff regularly review their areas and/or classrooms to ensure the environment is safe. If a hazard is found, please complete the form found on page 15.

EDUCATION AND DRILLS

Staff are educated about:

- 1) Personal Preparedness
- 2) Program's emergency/disaster plan
- 3) Personal role in plan, and responsibilities before, during and after a disaster
- 4) Safe actions to take in the event of a fire and an earthquake
- 5) Reducing hazards in environment
- 6) Controlling utilities

We educate staff during orientation and during our September and March Staff Meetings.

Children are educated about:

Safe actions to take in the event of a fire or earthquake, in a developmentally appropriate manner.

We educate children by doing:

- 1) Monthly Fire Drills
- 2) Quarterly disaster drills

Parents/Guardians are educated about:

The Program's Plan Including:

- Care provided to children in all circumstances
- Communication in case of a disaster
- Procedures for releasing children



We educate parents/guardians during enrollment and by posting our Disaster plan in our front lobby and on our center website.

Staff, children and parents/guardians must be educated about our program's disaster plan and what is expected of them in the event of an emergency or disaster.

All adults should be reminded that children take their emotional cues from the adults around them. In general, if you are feeling anxious inside, do your best to appear calm on the outside.

Calm adults= calm children.

DRILLS

Drills provide people with the skills and confidence necessary to respond in an actual disaster situation.

We practice 3 Critical Drills regularly to assure that our staff and students are prepared to respond in these emergency situations.

- Fire Evacuation Drills: This is practiced Monthly as required by WACS.
 - It is practiced at different times and randomly done
- Earthquake Drills: This is practiced once every three calendar months
- Lockdown Drills: This is practiced once every three calendar months
 - When we practice lockdown drills, we use a code word so that teachers are aware of only and move forward with what needs to be done. This is to not alarm the children.

All of our drills are done with the intent to learn something more. When we practice these drills, we look to see what areas can be improved upon. After each drill is completed, we record the drill on a form. The form can be found on page 16.

Encourage and Recommendations!

- We recommend that staff develop their own disaster plan at home.
- We encourage families to do the same
Having a plan helps one to be in control and decrease any anxiety when a disaster occurs. Here are some resources for you.

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA):

<http://www.fema.gov> Seattle Emergency Management:

<http://www.seattle.gov/emergency/>

Public Health - Seattle & King County:

<http://kingcounty.gov/healthservices/health/preparedness/disaster.aspx>

Child Release and Family Reunification

On a daily basis, parents/guardians entrust child care centers with the safety, health and wellbeing of their children. Once a child arrives at the center, we are responsible for that child until they are picked up by parent/guardian or another authorized individual.

This responsibility remains, even when disaster strikes, and circumstances require schools to keep children beyond normal business days.

Preparing Staff:

We educate staff on emergency child release procedures. This includes the identification of staff for release team, and that the children and their parent/guardian or authorized adult are reunited in a safe and organize manner, how to fill out the release form and practice Emergency Pick Up Scenarios.

What can Families do Before an Event:

Please make sure that you have at least three (3) Emergency Contracts for your child/children. This can be family, friends or neighbors. Please report any changes immediately, so that we can update our records.

Download Brightwheel, so that you can reach us through the app.

What Families can do during an Event:

If able you can reach us by:

- Calling/Texting the Center
- Through Brightwheel

If lines are down, and phone calls can't be connected please tune into

- Emergency Radio
- Alert Seattle

During Pick Up- please know that we have a procedure that we follow for reuniting you with your child/children.

Child Release and Family Reunification Continued

The roles listed below help to ensure that families and children are reunited in a safe and calm manner.

Roles and Process:

1) Child Care Team Member(s): These Teachers will continue duties as normal, spending time with the children and doing activities with them until a parent/guardian or authorized pick-up person arrives.

2) Check In Gate Staff: When you arrive, please check-in with the appointed Check-In Gate Staff. This Teacher will work on identifying the parent/guardian or emergency pick up person, and will aid in filling out the release form paperwork.

Will communicate to the Release Team that a child is being picked up.

3) Release Team: Confirms with the Check in Gate Staff which Child is getting picked up. Tells Child Care Team Members which child is getting picked up and aids in returning the child to the parent/guardian or authorized pick-up person.

While the release team is getting the child, the Parent/Guardian or Authorized pick-up person will work on filling out the appropriate release form paper work.

Why This Process?

This process and procedure help to ensure that the children are being cared till they are picked up. And the Care Team ensures the safe of child to the authorized pick-up person. The documentation form is another way for us to assure parents that we are reuniting the children to the appropriate person.

Coordinating a Response

The response we take to handling an emergency or disaster will vary depending on the event that is happening. One of the ways we will respond is an adapted version of the **Incident Command System (ICS)**. The incident command system provides structure for managing emergencies or disasters. Each person in the ICS has a job in what is expected to ensure that we remain calm in and event of an emergency.

When a center/early learning program responds to an emergency some of the staff will remain with the child and continue to provide care. The remaining staff will be given roles to take on depending on the situation.

Below are the Roles and Responsibilities.

Coordinating to a Response Team Layout:

Incident Commander: Responsible for directing site emergency response activities. Will delegate jobs to the Team of Teachers as well as communicating with any authorities. This role will always be given to the director(s).

Security Team: Will ensure that our meet up point is safe for us to gather on, and to help guide and assist the Teachers and Children to Safety and make sure everyone is accounted for.

Child Care Team: Will remain with children and care for them till they are picked up. They will work together with the Child Care Release Team.

Child Care Release Team: Will help ensure that child(ren) is reunited with the appropriate parent/guardian or authorized pick-up person.

Supplies and Facilities Team: Will help ensure that our extra supplies are distributed and used properly.

Shared Roles:

Together we will work on administering first aid as well as giving each other breaks if needed.

If service is available, responding to parents via app, text or phone call.

EMERGENCY/DISASTER SUPPLIES



Grab and Go Bag (Class Rooms)

Grab and Go Bag for Child Care and Other Learning Programs (Classrooms):

Emergency forms for students in class

“Rescue” medications with authorization forms

First Aid Kit

Flashlight & Batteries

Whistle

Bottle of water

Age-appropriate snacks/infant formula

Paper cups &/or infant bottles

Tarp or ground cover & emergency blankets

Tissues or toilet paper &/or wipes & diapers, as needed

Plastic bags

Grab and Go Bag (Directors)



Directors Grab and Go Bags:

Emergency Forms for ALL Students and Staff

First Aid Kit

Extra Supplies

Extra Authorization Forms

Diapers and Wipes

Flashlights

Emergency Shut Off Tools

Utility Knife?

Whistle

Orange Vests

What is a “Grab & Go” bag?

A Grab & Go bag contains essential items for an emergency. It includes things that you may need in the first hour or so following an emergency/disaster. A Grab & Go bag contains only a small portion of your disaster supplies, but is a key part of your preparedness and response. A Grab & Go bag should be easy to transport. A backpack (daypack) usually makes the best carrier.

What should our Grab & Go bag contain?

A Grab & Go bag should include **current** emergency contact information, a first aid kit, any “rescue” * medications with paperwork, and a flashlight. Tarps and/or blankets are also helpful for all ages. Include other items appropriate to the age(s) of children served. (Just make sure that you can easily carry your Grab & Go bag!)

How many Grab & Go bags do we need?

A Grab & Go bag is assembled for each classroom.

Where should we keep our Grab & Go bags?

Your Grab & Go bag should accompany your class everywhere. In the classroom, the best place to keep it is on a hook by the door that you usually use to exit (and that you are most likely to evacuate through). When you leave the classroom, always take it along. Your Grab & Go bag should be with you on the playground, field trips, fire drills, or any other planned or unplanned classroom departure. Some programs have installed hooks on their playgrounds to hang their Grab & Go bags when they are outside. The Grab & Go bag should be out of children’s reach at all times. (Again, don’t make it too heavy – no one should be tempted to set it on the ground where it would be easily accessible to children.)

We’ll have to update our Grab & Go bag from time to time, won’t we?

Absolutely. Make sure you have a system in place for keeping emergency contact information current. Check expiration dates of food, water, batteries, and any

medication, and replenish those items regularly. Keep first aid supplies fully stocked.

*Rescue medications include EpiPens®, asthma inhalers, or any other medications that a specific child may need to keep him/her alive.

Sample of Forms and Tips:

Hazard Mitigation

Hazard Mitigation Record Form.....15

Disaster and Fire Evacuation Drills

Disaster Drill Forms..... 16

Evacuation Map..... 17-19

Other Forms:

Child Reunification Form.....20

Medication Authorization Form.....21

Response:

Emergency Response Tips Provided by King County.....22-35

Hazard Mitigation for: _____(room, area)

Safety Action Taken	Date and Comments
Tall or heavy furniture is secured to a wall stud	
Heavy objects are placed low or properly secured	
Shelves have adequate lips or strapping to prevent items from flying off in an earthquake	
Overhead cupboards have safety latches	
Chemicals and poisons are stored safely (including: out of reach of children, in closed cabinets, no bleach and ammonia together)	
Windows are of safety glass or are adapted to prevent shattering and injury	
Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects	
All exits are unlocked or can be unlocked or locked from the inside without a key	

Ongoing room review:

Date & Initials:						
Action Taken:						

Date & Initials:						
Action Taken:						

DISASTER DRILL RECORDS

Child Care Fire Safety & Emergency Drills Record for _____ (year)

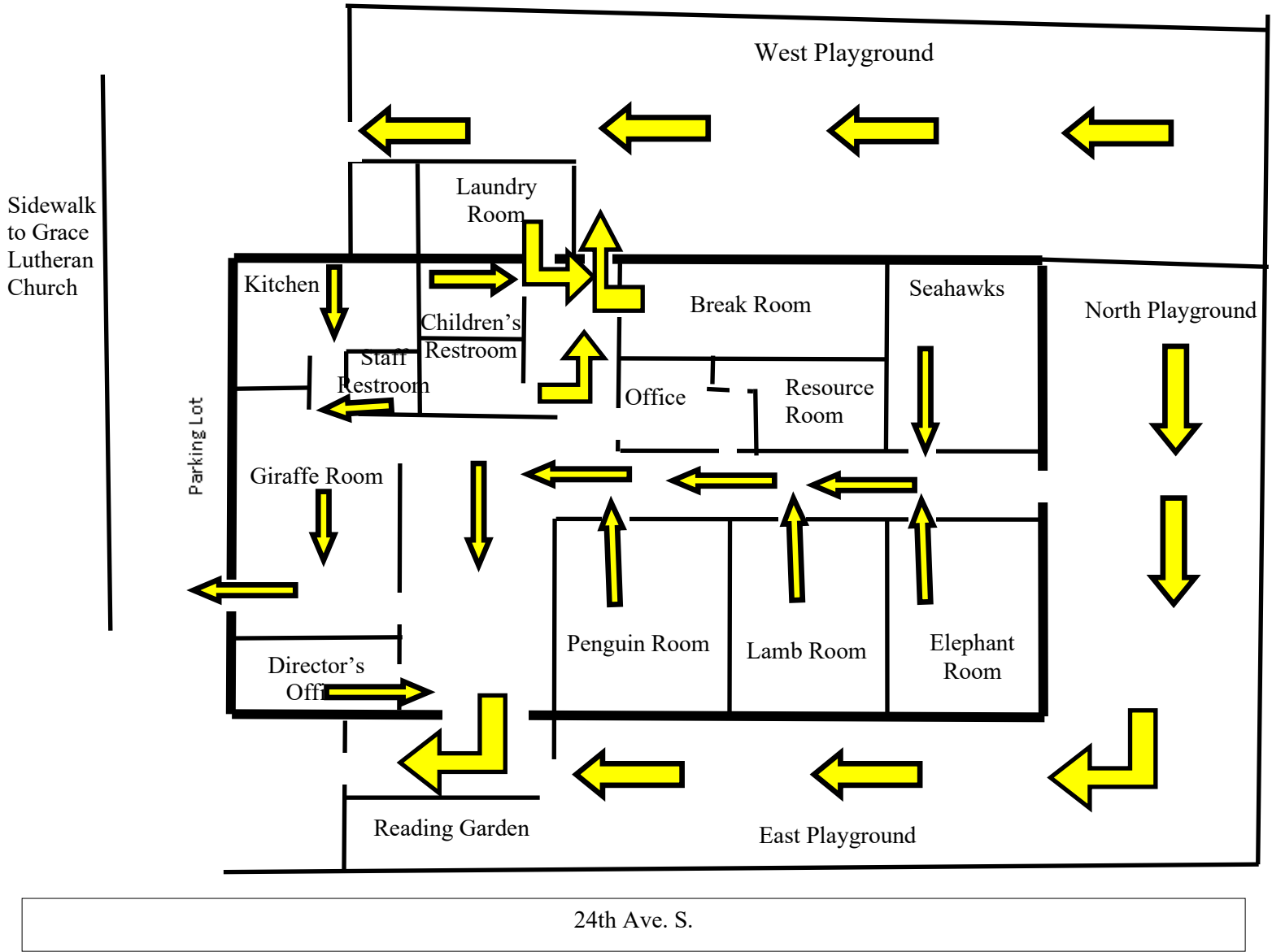
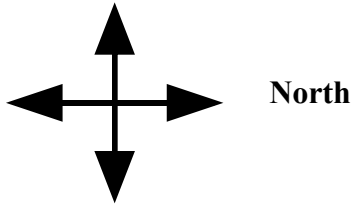
Annual Maintenance of Fire Extinguishers	Date:
--	-------

Monthly Inspection of Premises to Identify & Eliminate Possible Fire Hazards												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												
Monthly checks to ensure these items are working properly:												
Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

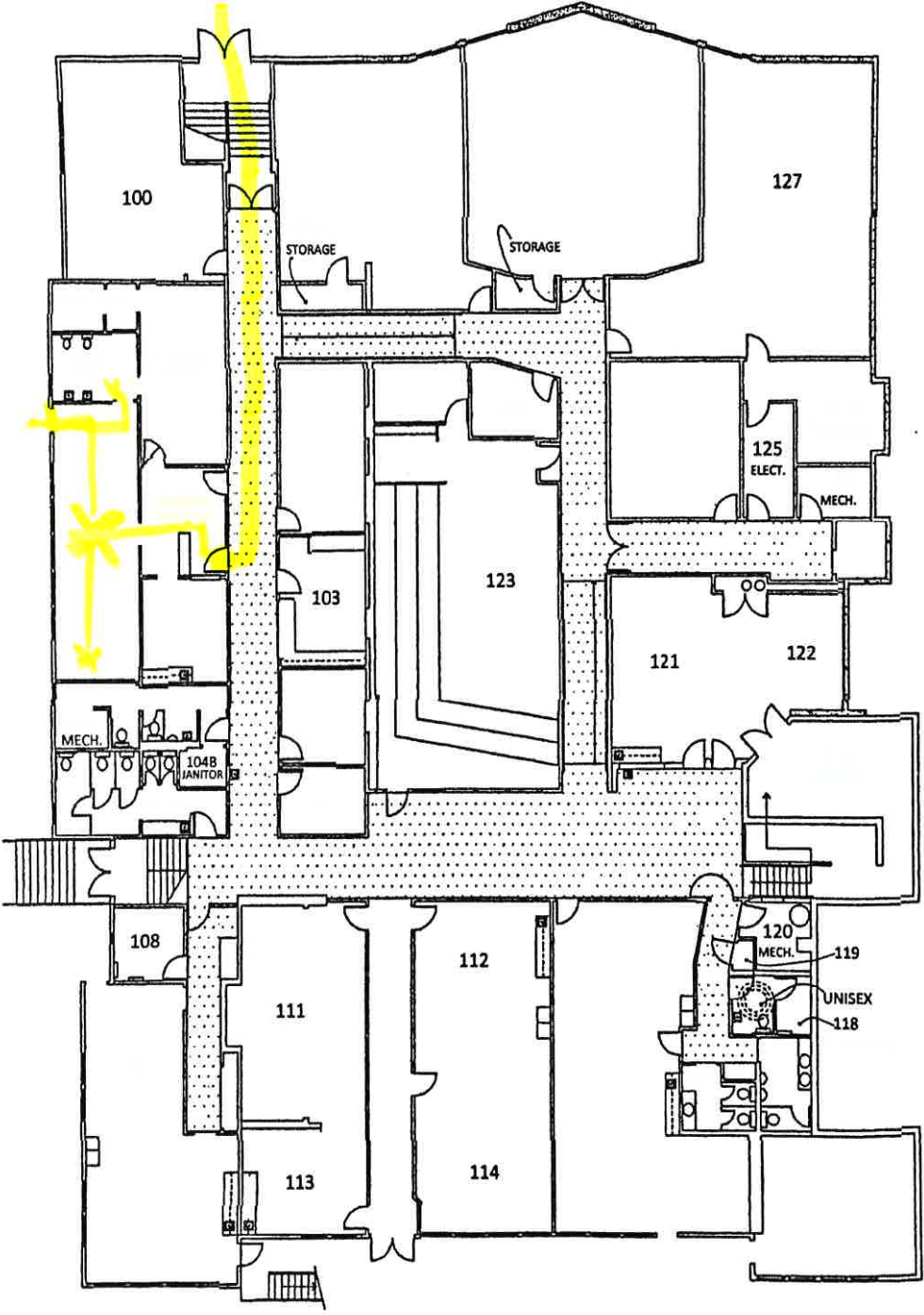
Monthly Fire and Evacuation Drills						
Month	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)
JAN						
FEB						
MAR						
APR						
MAY						
JUNE						
JULY						
AUG						
SEPT						
OCT						
NOV						
DEC						

Earthquake, Lockdown, or Shelter-in-place Drill – once every three calendar months						
Type of Drill	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)

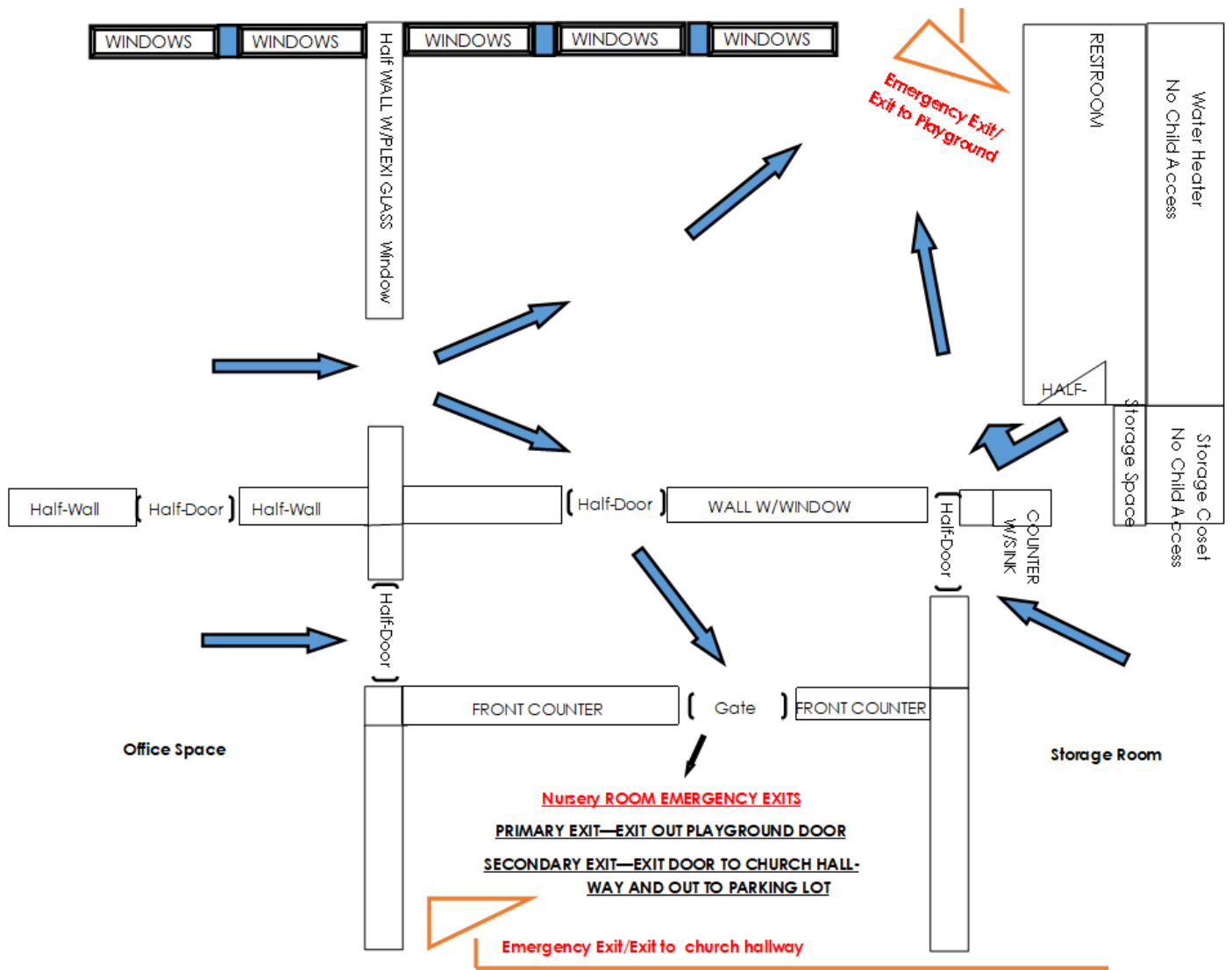
Escape Routes for G1: Preschool- School Age



Escape Routes for G2: Infant Room (Church View)



Classroom Escape Routes for G2: Infant Room



Child Release Form

To Be Completed By Requester At Request Gate	
Section 1: Initial Request	
Child's Name:	
Teacher:	Classroom:
To Be Completed By Request Gate Staff	
Section 2: Contact Verification	
Requested By:	
Proof of I.D./I.D. Number:	
Confirmed that this person is official Emergency Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
To Be Completed By Child Care Area Staff	
Section 3: Child's Status	
Sent with Runner:	
Absent:	
First Aid:	
Missing:	
<small>*If child is absent, in first aid, or missing, deliver this form to Center Director.</small>	
To Be Completed By Release Gate Staff	
Section 4: Final Contact Verification	
Proof of I.D./I.D. Number:	
Confirmed that this person is official Emergency Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
To Be Completed By Requester at Release Gate	
Section 5: Requester Signs Off	
Signature:	Destination:
Date:	Time:
Section 6: Staff Signature:	
Release Gate Staff Signature:	

Medication Authorization Form

3-DAY CRITICAL MEDICATION AUTHORIZATION FORM

(These medications are to be used only in case of disaster requiring the child to remain in care past usual hours)

Child's Name:	Date of Birth/Age:
Name of Medication:	Reason for Medication:
Date to be replaced/rotated*: <u> / / </u>	Expiration date of medication: <u> / / </u>
<input type="checkbox"/> Scheduled times to be given (please list times below):	<input type="checkbox"/> To be given as needed for the following symptoms (list symptoms below):
Dose (Amount to be given):	
Possible Side Effects:	Route: <input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
	Requires Refrigeration: <input type="checkbox"/> Yes <input type="checkbox"/> No
Above information consistent with label? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Instructions:	

* Maximum 6 months – sooner as needed.

Parent/Guardian: Please inform child care program if child's health status/medication changes.

	()
Health Care Provider Name (please print)	Phone Number
Health Care Provider Signature	Date
	()
Parent/Guardian Name** (please print)	Phone Number
Parent/Guardian Signature	Date

RESPONSE

It is helpful to know what disasters are most likely to happen in your area. The following pages provide a response guide to the particular situations listed below (in alphabetical order). This guide is a reference for responding to an incident. Situations and sites differ – use your best judgment.

BOMB THREAT (p.23)

CHEMICAL OR RADIATION EXPOSURE (p.24)

DANGEROUS PERSON (p.25)

EARTHQUAKE (p.26)

EVACUATION (p.27)

FIRE (p.28)

FLOOD (p.28)

HEATWAVE (p.29)

LANDSLIDE OR MUDFLOW (p.30)

LIGHTNING (p.30)

LOCKDOWN (p.30)

MISSING OR KIDNAPPED CHILD (p.31)

PANDEMIC FLU/CONTAGIOUS DISEASE (p.32)

POWER OUTAGE (p.32)

SEVERE STORM (p.33)

SHELTER-IN-PLACE (p.33)

TSUNAMI (p.34)

VOLCANO (p.35)

WINDSTORM (p.35)

BOMB THREAT

- Check caller ID if available.

- Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)

- Before you hang up**, get as much information from caller as possible.

Ask caller:

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*



Note the following:

- ✓ *Exact time of call*
 - ✓ *Exact words of caller*
 - ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)*
 - ✓ *Background noise*
-
- Do not touch any suspicious packages or objects.
 - Avoid running or anything that would cause vibrations in building.
 - Avoid use of cell phones and 2-way radios.
 - Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

CHEMICAL OR RADIATION EXPOSURE

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise).
- If exposed to chemical or radiation outside:
 - ✓ Remove outer clothing, place in a plastic bag, and seal. *(Be sure to tell emergency responders about bag so it can be removed.)*
 - ✓ Take shelter indoors.
 - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.



DANGEROUS PERSON



If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate **LOCKDOWN**.
- Call 911 from a safe place.

If the person is in building:

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

If children are outside:

- and dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
- and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**

EARTHQUAKE

Indoors:

appliances.



- Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- Everyone **DROP, COVER, & HOLD.**
 - DROP** to floor
 - COVER** head and neck with arms and take cover under heavy furniture or against an internal wall
 - HOLD ON** to furniture if under it and hold position until shaking stops
- Keep talking to children in a calm manner until safe to move.
- Do not attempt to run or attempt to leave the building while the earth is shaking.

Outside:

- Move to clear area, as far as possible from glass, brick, and powerlines.
- DROP & COVER.**

After earthquake:

- Account for all children, staff, and visitors.
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- Expect aftershocks.
- Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.
- Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- Shut off main gas valve if you smell gas or hear hissing sound.
- Monitor radio for information and emergency instructions.
- Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of building until it has been inspected for re-entry.

EVACUATION

NOTE FOR G2 SITE ONLY: When exiting the West emergency exit door (primary exit) located at the church, the G2 Infant room staff must use an evacuation crib that can safely hold four (4) infants. When exiting the North emergency exit door (secondary exit) located at the church, G2 Infant room staff must use the Baby Mover aprons that can safely hold three (3) infants. The directors and/or additional staff will help during the evacuation process and help to evacuate the infants.

- On-site:**
- Take the children to the designated meeting spot, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information*
 - ✓ First aid kit*
 - ✓ Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork*
 - ✓ Cell phone
 - ✓ Food, water, and diapers*.
 - If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building

**Our pre-planned, on-site evacuation place
is: The sidewalk leading to Grace Lutheran
Church**

- Account for all children, staff, and visitors.
- Off-site:**
- Take the children to the designated meeting spot.
 - Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
 - Account for all children, staff, and visitors.
 - Leave a note at the program site indicating where you are going.
 - Evacuate to a safe location, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information*
 - ✓ First aid kit*
 - ✓ Critical and rescue* medications (including EpiPens and asthma inhalers) and necessary paperwork
 - ✓ Cell phone
 - ✓ Food, water, and diapers*
 - ✓ Battery-operated radio.
 - Once out of danger, contact parents/guardians or emergency

**Our pre-planned, off-site evacuation places are:
Midway Community Covenant Church
22460 24th Ave. S.
Des Moines, WA 98198**

contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

*Include in "grab and go" backpack next to the exit door for quick and easy access.

**Circumstances of any given disaster may necessitate changing the evacuation site. The Incident Commander (or Director) is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or previously designated place.

FIRE

- Activate the fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
 - If caught in smoke, have everyone drop to hands and knees and crawl to exit.
 - Pull clothing over nose and mouth to use as a filter for breathing.
 - If clothes catch fire, STOP, DROP, & ROLL until fire is out.
 - Take attendance sheets and emergency forms, if immediately available.
 - Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.



Have a fire plan and make sure everyone is familiar with it. Practice fire drills every month!

FLOOD

Be aware of any:

FLOOD WATCH: flooding may occur in your area.

FLOOD WARNING: flooding will occur or is occurring in your area.

If flooding is in area:

- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.



If site is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Critical & rescue medications (including asthma meds, EpiPens) and forms
 - ✓ Cell phone
 - ✓ Food, water, and diapers
 - ✓ Battery-operated radio.

- ❑ Do not try to walk or drive through flooded areas.
- ❑ Stay away from moving water and downed power lines.
- ❑ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- ❑ If you have come into contact with floodwaters, wash hands well with soap and water.
- ❑ Throw away food that has come into contact with floodwaters.

Consult with local health department regarding cleanup measures

HEAT WAVE



- ❑ Limit outdoor play when heat index is at or above 90°F.
- ❑ Ensure everyone drinks plenty of water.
- ❑ Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- ❑ Keep movement to a minimum.
- ❑ **Be alert for signs of**

Heat Exhaustion:

cool, moist, pale, or flushed
 skin heavy sweating
 headache
 nausea
 dizziness
 exhaustion
 normal or below normal
 body temperature

Administer first aid – take steps to cool person down – and call for help, if necessary.

Heat Stroke:

very high body temperature (>102°F axillary)
 hot, red skin either dry or moist from exercise
 changes in consciousness weak
 rapid pulse
 rapid, shallow breathing vomiting

Call 911 immediately and take steps to cool person down.

Please note:

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

LANDSLIDE OR MUDFLOW



LANDSLIDES are generally associated with heavy rainfall and rapid snowmelt.

MUDFLOWS are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

- Recognize signs of slides:
 - unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
 - new cracks appearing in building
 - fences, poles, trees tilting or moving

EVACUATE, if possible.

If too late to evacuate:

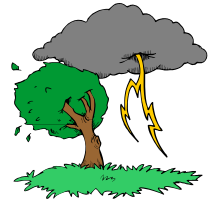
Indoors: Take cover under sturdy furniture.

Outside: Get out of path of slide.

- Run to high ground (up hill), away from slide.
- If debris approaching, run for cover of trees or building.
- If escape not possible, curl into ball and protect head.

- Account for all children, staff, and visitors.
- Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- Stay away from slide area – additional slides may follow.
- Be alert for flooding, which may follow slide.

LIGHTNING



- Indoors:** Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
 - Move away from windows. Cover windows with shades or blinds, if available.
- Outside:** Seek shelter inside an enclosed building.

LOCKDOWN



- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

MISSING OR KIDNAPPED CHILD

MISSING CHILD



- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- Call 911 with:
 - ✓ **Child's name and age**
 - ✓ **Address of program**
 - ✓ **Physical description of child**
 - ✓ **Description of child's clothing**
 - ✓ **Medical condition of child, if appropriate**
 - ✓ **Time and location child was last seen**
 - ✓ **Person with whom child was last seen.**
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

KIDNAPPED CHILD Call 911 with:

- ✓ **Child's name and age**
- ✓ **Address of program**
- ✓ **Physical description of child**
- ✓ **Description of child's clothing**
- ✓ **Medical condition of child, if appropriate**
- ✓ **Time and location child was last seen**
- ✓ **Person with whom child was last seen.**
- Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.

Help to prevent kidnapping:

- Do not release child to anyone other than parent, guardian, or designated emergency contact.**
- Call 911 if adults or children express concern about a person at or near program site.**
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.**

PANDEMIC FLU/CONTAGIOUS DISEASE

- Wash hands well and often.
- Remind parents and guardians that emergency contact information must be current and complete.
- Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Close rooms as necessary due to staff illness (to maintain safe ratios).
- Reinforce teaching about good respiratory etiquette:
 - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 - Throw used tissues in a hands-free trash can.
 - Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.



POWER OUTAGE

- Determine why power is out.**
 - If electrical problems are in building: Take out flashlights and prepare to EVACUATE.**
 - If severe weather caused outage:**
 - Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
 - Account for all children, staff, and visitors.
 - Report power outage to power company on hard-wired phone.
 - Do not call 911, except to report an emergency.
 - Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
 - Leave one light on to indicate when power returns.
 - Keep refrigerator and freezer doors closed.
 - If weather is cold:**
 - Ensure everyone is wearing several layers of warm, dry clothing.
 - Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
 - Never use oven as source of heat.
 - Never burn charcoal for heating or cooking indoors.
 - Only use an available generator outdoors and far from open windows and vents.
 - If weather is hot:**
 - Move to lower floors, if possible.
 - Remove excess layers of clothing.
 - Ensure everyone drinks plenty of water.



SEVERE STORM

- Be aware of any **STORM WATCH**: storm may affect area
STORM WARNING: storm will soon be in or already is in area
- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

SHELTER-IN-PLACE

- Gather everyone inside.
- Shut down ventilation system, fans, clothes dryer.
- Close doors and close and lock windows.
- Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- Bring attendance sheets, first aid kits, and emergency supplies.
- Account for all children, staff, and visitors.
- Close off non-essential rooms. Close as many interior doors as possible.
- Seal off windows, doors, and vents as much as possible.
- Monitor radio for information and emergency instructions.
- Phone out-of-area emergency contact.

TSUNAMI

If your program is located in a tsunami hazard area:

- Know:
 - **height of your street above sea level** 289 feet above sea level
 - **distance of your street from coast or other high-risk waters** Washington State Department of Natural Resources does not have an evacuation plan for areas surrounding the south Puget Sound. <https://www.dnr.wa.gov/programs-and-services/geology/geologic-hazards/tsunamis/evacuation>

Evacuation orders may be based on these numbers.

- Have a plan for rapid EVACUATION out of hazard area.
- Practice your tsunami evacuation route with staff.
- Be aware of signs that a tsunami may be approaching:
 - Noticeable rapid rise or fall in coastal waters.
 - Strong earthquake lasting 20 seconds or more near the coast.



In case of strong earthquake lasting 20 seconds or more near the coast:

- Drop, cover, and hold.
- When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.
- If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.

TSUNAMI WARNING: Tsunami expected. Full evacuation suggested.

TSUNAMI WATCH: Danger level not yet known. Stay alert for more information and prepare to evacuate.

*A tsunami is a series of waves that may continue for hours.
Wait for official notification before returning to site.*

VOLCANO



- Monitor radio for information and emergency instructions.
- If there is ashfall in your area, be prepared to stay indoors.
- EVACUATE if advised to do so by authorities.

Indoors: Close all windows and doors.

- Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
- Ensure that infants and those with respiratory difficulties avoid contact with ash.

Outside: Cover nose and mouth.

- Wear goggles to protect eyes.
- Keep skin covered with clothing.

- Avoid driving in heavy ashfall – driving will stir up ash and stall vehicles.
- Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)

Be aware that volcanoes are often accompanied by:

- Earthquakes ▪ Ashfall & acid rain ▪ Landslides & rockfalls
- Mudflows & flash floods ▪ Tsunamis

WINDSTORM

Indoors: Move away from windows. Cover windows with shades or blinds, if available.
 Consider moving to interior rooms/hall and lower floors.

Outside: Move indoors, avoiding any downed power lines or trees.



The purpose of this plan is to assist child care and other learning and school-age programs in preparing and responding to an emergency. All programs are encouraged to seek additional information and trainings around emergency/disaster preparedness from local management and/or public health.

This plan was prepared by the Child Care Health Program of Public Health-Seattle and King County with a great deal of input from Seattle Emergency Management. Although we have taken documents and tips from Public Health, we have adapted it and individualized it to fit the needs of our learning program.

All supporting documents can be found on their webpage:

<https://kingcounty.gov/depts/health/child-teen-health/child-care-health/emergency-preparedness.aspx>