

Emergency Procedures

Gabrielle Hodges

450 Front St

Lake Linden, MI 49945

906-231-0708

Nearest Cross Street: Front St & 5th St

Fire:

****Meet at the garage, garage is meeting space****

1. Sound the alarm
2. Take all children, and child information records to the garage. Take attendance count for all children.
3. Contact the fire department, they may assist with search of children if needed.
4. Check home for children (if all are not accounted for) - bathrooms, closets, under furniture, behind curtains, etc.
5. Proceed to the garage and help keep children calm and quiet, contact parents.

*Fire Extinguisher is located in the laundry closet (in the kitchen) - on the wall on the main level.

*Fire Extinguisher is located in the playroom by the bathroom - on the upper level.

Infant/Toddler Plan: Put all children in the wagon (inside of back porch) while transporting to the garage. If the back porch is inaccessible, carry children who can not walk. Guide others to hold hands outside, and proceed to the garage.

If upstairs during a fire, and not able to proceed downstairs, we will use the emergency exit window & ladder. Holding and guiding children down the ladder in the safest possible manner.

Tornado:

Children will be taken to the basement.

1. Sound the tornado alarm
2. Take all children, child information records, and attendance records to the basement. Take attendance and account for all children.
3. Bring radio or phone to above location for monitoring.

4. Check home for children (if all are not accounted for) - bathrooms, closets, under furniture, behind curtains, etc. Contact parents to keep them in the loop.

Infant/Toddler Plan: Pick children up and carry them to the basement.

****Tornado Drills will be held in the playroom****

Serious Accident/Injury

1. Stay with the child, help the child stay calm and quiet. Assess the child's condition, Administer first aid/CPR as necessary.
2. Contact emergency personnel, if necessary. Contact the child's parents.
3. Stay with all children. Occupying and keeping other non-injured children. Remaining calm.

Power Outage

1. Check the circuit breakers.
2. Contact Power Company to determine if the problem is widespread or localized.
3. If restoration time is unknown or more than 1 hour, I will immediately close the child care and children must be picked up.
4. Call all parents and inform of pickup and then call the parents of the children who are scheduled to arrive to inform them childcare is closed. Post notice on entrance door.
5. Account for children in home while calls to parents are made.

Gas Leak

In the event of a gas leak being detected at the home or in the immediate vicinity, the home will evacuate immediately according to the fire emergency procedures and follow the instructions of first responders.

Relocation Site: The Garage

Infant/Toddler Plan: Pick them up and put them in the wagon (located on the back porch) and continue to the garage.

Water Main Break

In the event of a water main break or total loss of water at the home for any reason, the child care will close. I, along with emergency responders, will determine if the home needs to be evacuated or if the children can shelter-in-place until parents can arrive for pick-up. In the case of evacuation, fire emergency procedures will be followed.

Winter Storm

Should a winter storm arrive while the children are present I, Gabby Hodges, will determine if the child care can stay open or if it must close. If the childcare must close, Gabby Hodges will post a notice on the front door and begin calling parents to notify them that the children need to be picked up as soon as possible.

Lockdown/Shelter in Place

In the event that a lock down of the home must occur, such as for an intruder or dangerous situation near the home, I, Gabby Hodges, call 911 to report the Emergency.

1. Grab emergency supplies and bring children to a safe spot. If a child has a chronic medical condition, or special needs, the child will still be brought to the safe spot. Gabby will grab any necessary supplies for the children.
2. Shut and lock all doors, and windows.
3. Take attendance to account for all children in care. Keep children calm and quiet.
4. Once the threat has diminished, I will reunite families with their children. Parents should NOT enter the home or premises until given the green light from officials or Gabby. Depending on the severity of the situation, parents will be contacted and made aware of the situation, as soon as physically possible.

Relocation Site: Basement

Infant/Toddler Plan: Pick children up and bring them to the basement.

****Lockdown drills will be held in the playroom****

Continuing Operation During or After a Disaster

I, Gabby Hodges, will assess the situation that has occurred, and will not allow children to return to my home until it is safe.