



EMERGENCY PROCEDURES

Edited 5/1/2025

Fire:

In the event of a fire, enrollees will be directed and assisted to evacuate the building to the nearest exit. Each room has an evacuation map to the nearest exit. This evacuation map will be reviewed by staff biannually and evacuation will be practiced quarterly with fire drills. Infants will be placed in the wonder wagons in each classroom, and will be moved outside during evacuation. The lead teacher in each classroom will be responsible for directing the movement of students to safety. Head counts will be the first order of business once staff have reached the relocation site of Superior National Bank Hancock Branch. Parents/guardians will be notified as soon as possible using Brightwheel to notify.

Tornado:

In the event of a tornado, enrollees will be directed to the building's tornado fall out shelter located on floor one, on the west end. Students will be brought to this area as soon as there is a tornado threat. Wagons and elevators will be utilized to access the first floor. Tornado drills will be practiced bi-annually. Parents/guardians will be notified via Brightwheel as soon as possible

Other Natural or man-made disasters:

Power Outage:

If a power outage occurs or another building emergency occurs that lasts longer than 30 minutes, parents/guardians will be notified as soon as possible via Brightwheel. Parents/guardians will be asked to pick students up, as center will close. All students will remain in the building until parent/guardian arrives.

Building Emergency - Internal/External Threat:

Should a threat occur in or near our facility - staff will practice shelter-in-place and lock down the facility. Lockdown situations will be practiced biannually. Parents/guardians will be notified as soon as possible via Brightwheel.

Chemical Release:

This is a lockdown situation. Children and faculty will remain in the building. Parents may not pick up their child during this time. A parent/emergency contact will be notified via Brightwheel. When authorities have announced that it is safe to leave the building, parents/guardians may pick up their child.

Serious Accident/Injury:

- Staff will stay with the child, help the child stay calm and quiet. Staff will assess the child's condition, Administer first aid/CPR as necessary.
- Staff will contact emergency personnel, if necessary, and then contact the child's parents.
- Staff will stay with all children. Occupying and keeping other non, injured children.
- If injury is not life threatening but requires medical attention, staff will contact parent/guardian.
- An accident/injury report will be completed by staff members who witnessed the injury and submit the report to the Director
- A "Hurts-and-Hugs" Report will be provided for minor injuries.
- A verbal report of the accident/injury (if medical attention is required) will be made to the LARA consultant within 24 hours of the incident. An "Incident Report" (BCAL 4605) will be submitted to DHHS within 72 hours of the incident.

Pest Control

The premises shall be maintained free of insects, rodents and other pests by:

- Routine Inspection of food storage and service areas
- Eliminating harborage conditions
- Implementing proper pest control/management, such as trapping devices.
- Dead or trapped pests shall be removed as soon as the pests are trapped.
- Anytime the child care center uses pesticides to get rid of pests, parents/guardians will be notified.

Students with special needs and/or chronic illness:

At the time of enrollment, students with special needs or chronic illness will be identified, staff will be notified. Lead teachers that have special needs or illness will adjust and adapt the emergency procedures to ensure the safety of students.