

Ready to Respond
Emergency Preparedness Plan for Early Care and Education Centers

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INTRODUCTION

The intent of this plan is to assist the child care Director and staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and provide a basis for restoration of services. The Director and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials, Sponsor or Landlord's security and facilities, and families/guardians.

Note: If local licensing regulations require more than this Emergency Response Plan, the licensing requirements will prevail. In addition, Sponsor emergency plans take the place of this plan where applicable.

EMERGENCY RESPONSE ORGANIZATION

Where applicable, the Center's Emergency Response Plan is integrated into the Sponsoring Organization/Landlord's Emergency Response Plan. Emergency instructions and directions will be taken from the Sponsoring Organization/Landlord and/or the local emergency agency at event scenes at or near the Center. In the event of an emergency, the Director will oversee the situation at the Center. In the Director's absence, the emergency management responsibilities are delegated to the next in charge, i.e., Assistant Director, Program Coordinator, etc.

The *Emergency Response Plan* shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The *Emergency Response Plan* shall be controlled by the Center Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

- Center Director's Office
- Center's Assistant Director
- Center's Staff Room
- Sponsor Liaison or Landlord
- Additional Sponsor Representative

The following situations will be covered by this policy:

- Evacuation Procedures and Process
- Sheltering/Sheltering in Place
- Medical Emergencies
- Natural disaster; hurricane, tornado, severe storms*
- Utility disruption
- Fire/smoke emergencies

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- Hazardous materials
- Bomb threat
- Suspicious Articles
- Potentially Violent Situations
- Random Acts of Violence
- Disgruntled Impaired Parents/Guardians, or Parent's/Guardian's Authorized Representatives
- Hostage Situations
- Missing Child

**For earthquake information, please refer to state specific requirements.*

OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsibilities of the Director.

Center Director: (name)

Alternate: (name and title)

1. Work with Sponsor/Landlord and local emergency agencies to arrange for evacuation locations and transportation away from the Center.
2. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
3. Ensure that the Center's practice drill program is implemented and documented.
4. Ensure supplies and equipment are present and checked at least monthly.
5. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
6. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
7. Activate contact with Sponsor Security and/or other local authorities to inform Center of potential or existing crisis/emergency situation.

Next in Charge (name and title):

Alternate Name: (name and title)

The responsibilities of the person Next in Charge are to assist the Director during an emergency, and in the absence of the Director, assume all responsibilities.

1. Become familiar with the Crisis/Emergency Response Plan.
2. Provide complete crisis/emergency response training to employees on a regular basis and updates as necessary.
3. Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
4. Work with the Center Director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
5. See that all injuries and issues are attended to immediately and referred to the Center Director to determine if contact with Sponsor or other authorities is necessary.

6. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
7. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

Employee responsibilities:

1. Notify the Director of emergency situations as they become aware of them.
2. Follow emergency procedures as outlined and directed by the person in charge.
3. Safety and well being of the children in their care.

Sponsoring Organization/Landlord

Where applicable, the Sponsor or Landlord is responsible for the safety of the building and grounds. The health and safety, security, and facilities procedures established by the Sponsor or Landlord shall be followed by the Center in conjunction with center policies and licensing regulations. For emergencies, the Director shall immediately notify the Sponsor or Landlord after calling 911 for medical, fire, or security emergencies. They will notify appropriate Sponsor or Landlord response personnel as necessary.

SPONSOR/LANDLORD EMERGENCY CONTACTS		
NAME	TITLE	PHONE NUMBER
Security		(Main Number)
(Name)	TITLE	Work Home Cell Pager
(Name)	TITLE	Work Home Cell Pager

EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS

Use Emergency Numbers list (see Attachment A); post by all phones and attach a copy to this plan.

All classrooms and common areas should have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers (red dots) and pull stations (blue squares). Unless otherwise required by your state licensing agency, these should be used as your posted evacuation plans throughout the center.

In addition to information on the floor plan, complete the following:

SYSTEM	YES	NO	LOCATION
Central Alarm Control Box			
Main Telephone Panel			
Central Sprinkler Shut Off			
Gas Shut Off			
Furnace Shut Off			
Emergency Power Source			
Water Shut-Off			

EMERGENCY NOTIFICATION

Introduction

The Center response for most emergencies generally involves either sheltering in or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small, localized fires.

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows:

Emergency Event	Initial Notification	Secondary Notification	Actions
Fire Alarm, Smoke, Noxious/Toxic Fumes	Pull Fire Alarm 911	Sponsor Security (Number)	-Evacuate the Building.
Telephone Bomb Threat to Center; Security Issues	911	Sponsor Security (Number)	-Gather information from caller -Evacuate the building.
Suspicious Item left in the Center	- Sponsor Security (Number) - Call 911	Sponsor Security (Number)	-Follow instructions from Security/911 -Evacuate the building.
Suspicious Package Delivered to the Center	- Sponsor Security (Number) - Call 911	Sponsor Security (Number)	-Follow instructions from Security/911 -Evacuate the building.
Medical Emergencies	911	Sponsor Security (Number)	-Follow instructions from 911
Security Incidents (intrusion alarm, disgruntled person, break-in, etc.)	911	Sponsor Security (Number)	-Follow instructions from Security/911

Suspicious Package Delivered to the Center	- Sponsor Security (Number) - Call 911	Sponsor Security (Number)	-Follow instructions from Security/911 -Evacuate the building
Post Natural Disaster (building unsafe)	Sponsor Security -Call 911	911	-Follow instructions from Security/911 -Evacuate the building
SPONSOR Directed	Intercom (pull fire alarm)	N/A	
<u>City FD/PD Directed</u>	Intercom (pull fire alarm) Sponsor Security (Number)	N/A	

The Sponsor's/Landlord's Security shall notify the Center Director of emergency situations that may impact the facility and/or occupants.

Once the situation is under control, the Center Director shall contact their immediate supervisor (where applicable) to inform him/her of the situation and current status.

Signs and Postings

- A floor plan/diagram should be posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.
- Emergency phone numbers shall be prominently displayed by all telephones in the Center.
- The Center approved shelter areas are identified by a placard containing a tornado symbol over the door to the shelter (for those centers in tornado prone areas only).
- The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. This information will be available in the Director's office.

CENTER EVACUATION SITES

Plans should be well thought out with regard to immediate area threats and more widespread area threats prior to designation. Provide information on where the center plans to evacuate for families. This information should be provided in an annual notice to families (see Attachment B Emergency Evacuation Plan).

1. Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)

Leave the building and gather in a predetermined location. This should be a safe place within walking distance; consider whether or not the area will be safe in all circumstances, e.g., rain, snow, etc. Seek permission if using a building or area for emergency use and determine if it is always available and suitable.

2. More Widespread Threat (i.e.: Sponsor evacuation, chemical spill, widespread fire, etc.)

Leave the building, Sponsor campus and/or neighborhood, pick a safe accessible spot, and seek permission of the owner, manager, principal, etc. The method of transportation should be addressed in anticipation of a situation. What method of transport are you using? Who is driving? If staff are transporting children decide beforehand who will go with him/her. While it is not recommended that teachers transport children, if the situation arises where children need to be in cars and transported immediately to another location, using staff transportation must be considered and planned for.

3. Mass Ordered Evacuation (i.e.: declared state of emergency)

Leave the building and evacuate to a mass shelter as determined by the Red Cross. Emergency personnel will want to know if you need transportation. Know which staff will go with which children to maintain supervision.

Emergency personnel (local police department) should have a copy of your evacuation plan on file.

Evacuation Areas

- The designated evacuation areas for the Center are the farthest points from the building within the fenced outside playgrounds and the center parking areas. If the Center Director determines that the designated evacuation areas do not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized.
- The designated transportation will be sent to the Center for assisting in the transportation of the children.
- Sponsor security or the emergency response team will assist in the orderly evacuation of the children.
- If an evacuation is ordered by the City emergency response organization, the Incident Commander for the City will identify the route and location of the nearest evacuation shelter.

Evacuation Planning

It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. Centers should hold drills monthly, or more frequently if required by the state licensing agency. Two of the drills should be held at naptime. In addition, if the Center is open more than twelve hours, two of the drills should be held during off-peak hours, i.e., very early morning and/or during evening hours.

Sheltering In Areas

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the Center facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary (see page 15 for further definition).

All Centers should have a plan in place for the following:

- **Evacuation Assembly area within walking distance:**
-

- **Evacuation area at a distance for secured evacuation:**

- **Evacuation away from the center** (name, address, contact person, and telephone number of a facility that agrees to serve as short-term host facility until children are picked up).
 - **Transportation arrangements:** _____
 - **Shelter (in-place):** _____

In the event of an emergency requiring an evacuation away from Center premises, the Center shall coordinate necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take it along during transport to host facility.
- Account for all children, staff, and visitors during the evacuation process.
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- Coordinate all actions with community public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Determine host facility based on situation.
- Pre-determined assembly area nearby requiring short walk or transportation.
 - Transportation to host facility some distance away.
- Contact host facility with estimated time for arrival of children and staff.
- Notify families of evacuation and host facility information, if possible.
- Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.

Specific Duties and Responsibilities for Evacuation or Drills

Definitions of people responsible during an evacuation:

1. Emergency Assembly Area - An area outside the Center building that is designated for assembly of the building occupants in the event of an emergency.
2. Evacuation Chief (*normally the Director*) - The person responsible for the evacuation of Center building occupants.
3. Searcher (*usually the Director and Assistant Director, however in large centers with Program Coordinators or Head Teachers, etc. these people may be designated as Searchers and*

assigned these responsibilities) - The person(s) responsible for checking that all occupants have evacuated the Center building.

The Director and any other Center employees not counted in ratio will assist in all duties and responsibilities as designated by the Director.

The Center Director (Evacuation Chief) is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Pre-evacuation duties:

- To assure evacuation assembly areas and routes are posted in all areas.
- Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.

Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system, if available.
- Notify Sponsor's security of evacuation initiation.
- Report to the designated assembly area.
- Ensure searchers carry out their assignments.
- Ensure accountability of building occupants through the reports of the coordinators.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the City emergency response personnel as needed.

The Assistant Director's/2nd in charge primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director (Evacuation Chief).

Pre-evacuation duties:

- To be knowledgeable of the duties of the Evacuation Chief and searchers.
- To have access to a list of all occupants in their area for accountability purposes.
- To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
- To check that all evacuation signs are posted and are accurate.

Evacuation duties:

- Maintain order during the evacuation.
- Ensure the searchers perform their duties as assigned.
- Provide accountability for all occupants in their assigned areas and report results to the Evacuation Chief.
- Stay with the evacuated group until notified by emergency response personnel.

Any center employees other than the Director and Asst. Director who are not counted in ratio at the time (Searchers) are appointed by the Director (Evacuation Chief) and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

