

EMERGENCY PLAN



Exclusive Kidz Zone
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DVN#002835892

**DISASTER AND EMERGENCY
PLAN FOR
*Exclusive Kidz Zone***

I. Purpose

This emergency plan has been developed to assist Exclusive Kidz Zone in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operations or its community. The safety of the children and staff is the primary goal of Exclusive Kidz Zone.

II. Assignment of Responsibilities

Exclusive Kidz Zone are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

Children's daily attendance records are kept on the ProCare Engage software, clipboard/binder maintained by the director or person in charge. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in clipboard/binder maintained by the director or person in charge.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the common room in the top left cabinet. These supplies are updated every six months.

IV. Children in Care

All children in care are between the ages of 5 years to 12 years. We have no special needs children. We do not offer overnight care.

V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

Types of emergencies and/or Hazardous situations

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

VI. Types of Emergency Response

Medical Emergencies

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record.

Lock Down / Shelter in Place

Location: 1st Floor Classroom

Code Word: Exclusive

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

Evacuation

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways on the presentation board. The map outlines where the staff and children will go in the event of an evacuation emergency. Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

1st Evacuation Location

Location: St. Louis Public Library
Address: 1106 Union Blvd
City, State Zip: St. Louis, MO 63113
Telephone Number: 314-367-0717

2nd Evacuation Location

Location: **Diave' Daye Child Development Center**
Address: 2813 Lafayette Ave
City, State Zip: St. Louis, MO 63104
Telephone Number: (314) 773-6300

Evacuation from a vehicle

School – Age children transported on the van receive assistance from the van driver with their seatbelts or the unbuckle themselves. The van driver assures attendance when children get on and off the van. Attendance spreadsheets are kept on the van during transport and turned in to the Director weekly. Van drivers always escort the children into the building.

In the event of a vehicle emergency the van will pull over to the side of the road and remove the children one by one, escorting them away from the vehicle while waiting on emergency assistance.

VII. Staff Training & Monthly or Quarterly Drills

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

VIII. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at Exclusive Kidz Zone on the poster board, emailed via ProCare and on all staff clipboards.

Tornado

◇ Upon the approach of thunderstorms, cease all outdoor activities that may delay seeking shelter.

◇ The childcare center director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call local emergency services (e.g. 911) to report it. Tornado Warning In

addition to the above tornado watch guidelines:

- ◇ If time permits and it can be done safely, the childcare center director or designee will turn off all utilities.

- ◇ The director or designee will have all staff and childcare attendees move to their designated safe area locations

Violent Intruder

- ◇ Immediately call law enforcement (e.g. 911).

- ◇ If you have any reason to believe the individual has a weapon, order a selective/partial evacuation, if possible. If the intruder chooses to leave the premises, allow them the freedom to exit making sure to note their vehicle make and model, license plate, and the direction of their travel. Communicate this immediately to the emergency services (e.g. 911) dispatcher.

- ◇ Try to isolate the intruder away from as many adults and children as possible. Seek to draw the individual(s) to an office, break room, conference room, or other less populated area. If the individual has entered a classroom, seek to draw him/her into the least utilized portion of the room.

- ◇ Remain calm and be polite.

- ◇ Do not physically restrain or block their movement.

- ◇ While you are engaging the potentially violent intruder, other available persons should direct unaffected classrooms to move to locations in the center/home that are farthest from the incident point. This selective/partial evacuation should precede room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the intruder.

- ◇ Once law enforcement arrives, they will assume charge of the situation, negotiate, and dictate further movements.

- ◇ If a decision is made to relocate to the alternate site while negotiations continue, follow the appropriate evacuation procedures.

Hazardous Chemical Spill

The following section contains general response guidelines to a hazardous chemical spill in the childcare center. In general, the most dangerous chemicals located on the premises should be locked in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

- ◆ Evacuate the area immediately if a hazardous chemical is spilled.

- ◆ Do not turn any electrical switches ON or OFF when exiting the room.

Eliminate all open flames.

- ◆ Evacuate to an area upwind and uphill from the location of the spill if possible.

- ◆ The childcare center director or designee will contact local emergency services (e.g. 911) and notify them that there has been a “hazardous materials spill.”

- ◆ The childcare center director will turn off the ventilation system to avoid further spread of the hazardous materials.

- ◆ No person should try to contain, touch, or identify the hazardous material.

- ◆ Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill. This could expose staff to the fumes,

potentially incapacitating them as well.

- ◆ If any child or staff has met a hazardous material, the chemical should be washed off immediately with water.

Bomb Threats

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

- ◆ Any suspicious packages or letters should be reported to authorities.
- ◆ Evacuation should be out of the childcare center and to another location as far from the center. The area that is being evacuated should be searched quickly for information that may be important for the responding law enforcement.
- ◆ Upon arrival of the law enforcement response team, the childcare center director or designee will assist with any questions that the law enforcement response team may have.
- ◆ No person should enter the center until the law enforcement response team has been consulted and the situation has been resolved.
- ◆ Use landline telephones only. Turn all cell phones off and do not use them until the situation has been resolved.

Telephone Threat:

The staff member taking the call should notify another staff member that a bomb threat is in progress so that:

- ◆ The building may be evacuated immediately.
- ◆ The childcare center director or designee will contact local law enforcement (e.g. 911). When a bomb threat is received, it is important to gather as much information as possible from the caller.

Electrical Power Failure

In the event of a power failure and the building has a back-up generator, the building's emergency generator should turn on automatically. Contact the electric company to notify them of the power failure.

- ◆ Contact the electric company.
- ◆ If there is danger of fire, evacuate the childcare center.
- ◆ If an electrical short is suspected, turn off power at the main control point.

Fire Alarm

In case of a fire, follow the R.A.C.E. acronym.

- ◆ R = Rescue (Evacuate the area immediately);
- ◆ A = Alarm (Fire alarm should be pulled and local emergency services {e.g. 911} should be notified of fire location);
- ◆ C = Contain (Close doors and windows to contain the fire);
- ◆ E = Extinguish (Evaluate the situation to determine if staff should attempt to extinguish the fire); Evaluate the situation:
 - ◆ The location of the fire within the center;

- ◆ The size of the fire;
- ◆ The nature of the fire. If the fire is small and is not located in a room where childcare attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training. In addition, staff should not attempt to fight the fire if there is an imminent threat to their safety.
- ◆ A roll call of all childcare attendees and staff should be taken to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to the alternate evacuation location is necessary.
- ◆ The childcare center director or a designated person should go to a visible location to help direct the fire department to the center. Once the fire department arrives on scene, the director or designee should establish contact with the fire department official to discuss what information they need.
- ◆ When possible, all windows and doors in the center should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the children and staff need to be evacuated in the shortest time possible.
- ◆ The director or designee should make sure no child or staff member attempts to re-enter the center until cleared by the fire department.

Carbon Monoxide

Get into fresh air immediately and call 911 or emergency medical help **if** you or someone you are with develops signs or symptoms of **carbon monoxide poisoning**. These include headache, dizziness, nausea, shortness of breath, weakness, and confusion

Earthquake Plan

Know Your Environment - Determine the safest place in each room. Identify the locations of all exits, utility shut-off valves, and storage sites for emergency supplies and equipment.

Maintain Routine - Try to closely maintain normal diets and routines for all age groups.

Make Special Provisions

Infants will not understand or respond to emergency instructions. Therefore, you should place special emphasis on ensuring that their environment is as safe as possible. For example, cribs should be placed away from untreated windows and tall, unsecured bookcases and shelves that may slide or topple. Store, at the minimum, a 72-hour supply of extra water, juices, formula, diapers, food, and clothing. Use strollers, wagons, blankets, and cribs with appropriate wheels to transport infants if evacuation is necessary.

Toddlers may be able to understand simple emergency instructions. Some center staff instruct younger children to take the duck, cover, and hold position with the command. "Kiss your knees." Store, at the minimum, a 72-hour supply of extra water, juices, food, and clothing. Also have plenty of toys available and activities planned to occupy their

attention. Maintain an extra supply of diapers even though your toddlers may be "potty trained."

Children with special needs require all the above, plus additional assistance. Include provisions in your plan for extra staff, parents, and older children to help them.

Non-Ambulatory Students will be evacuated by picking the child up and carrying them to safety or pushing them in a chair with wheels or their own wheelchair.

Dear Parent / Guardian:

In the event of an emergency situation, Exclusive Kidz Zone, has outlined the below response plan. Please know that Exclusive Kidz Zone, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Exclusive Kidz Zone, e.g. fire, and the children cannot stay on the premises, the children will be taken to St. Louis Public Library 1106 Union Blvd, St. Louis MO 63113. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Diave' Daye CDC (2813 Lafayette Ave, St. Louis MO 63104). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations, 104.9 (314-333-8000) and 95.5 (314-989-9550).

Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assure that Exclusive Kidz Zone will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Tamiko Blount
Director

Diagram of Exit Routes to Safe Location Outside of Facility