

EMERGENCY PLAN



Exclusive Kidz Zone
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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, operation 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 Brightwheel 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:

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: Perpetual Life Church
Address: 1400 Park Ave
City, State Zip: St. Louis, MO 63104
Telephone Number: 314-588-9921

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

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 all times, in the office and each room used for childcare.

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 Perpetual Life Church. 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 Exclusive Kidz Zone. 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 and 95.5.

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