

# EMERGENCY PLAN

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**Exclusive Kidz Zone**  
**Director: Tenesha Bady**  
**Location: KIPP SOUL ACADEMY**  
**1445 Maynard RD N.W.**  
**Atlanta, GA 30331**  
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**[www.mykidzzone.com](http://www.mykidzzone.com)**

Georgia Department of Early Care and Learning (DECAL)

Child Care Services- 404-657-5562

For emergency assistance contact 911

**12/05/2021**

**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: Main Office  
Code Word: Exclusive

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

### **Evacuation**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.

4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at the front of the building unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside in the cafeteria. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified within 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

Two off-site locations are listed below:

1<sup>st</sup> Evacuation Location  
Fire Department

2<sup>nd</sup> Evacuation Location  
Police Department

**Evacuation from a vehicle**  
NO EVACUATION FROM 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 is available on our website [www.mykidzzone.com](http://www.mykidzzone.com), at Exclusive Kidz Zone on the poster board, emailed via Procure and on all staff clipboards.

### **Lockdown**

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation is resolved and police give all clear.
9. DECAL will be notified within 24 hours by the Director or designated person in charge.

\*Notify parents/guardians about any lockdown, whether practice or real.

### **Shelter-In Procedures** (Tornado/Severe Weather i.e., thunderstorm, ice storm, etc.)

1. An emergency radio with extra batteries is located: The EKZ Classroom
2. If a severe weather watch is issued staff will gather children at the shelter-in place located at: Basement of the school.
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will contact all parents to let them know of the situation.
7. No children are permitted to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

## **Lightning**

1. If outside, move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: Wires and metal pipes can conduct electricity.)
3. Move away from windows. Cover windows with shades or blinds, if available.

## **Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: the corner of Maynard & Donald Lee Hollowell Pkwy NW.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered, then all children will be taken to the designated evacuation area located at name: Greater Leavy Missionary Baptist Church address: 3384 Bankhead Hwy, Atlanta, GA 30331.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. If the program will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designee in charge.

## **Carbon Monoxide Poisoning**

### **Symptoms of carbon monoxide poisoning:**

- Sudden flu-like illness
- Dizziness, headaches, sleepiness

### Nausea or vomiting

- Fluttering or throbbing heartbeat

- Cherry-red lips, unusually pale complexion
- Unconsciousness

**If you suspect carbon monoxide poisoning:**

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

**To prevent carbon monoxide poisoning:**

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

**Communicable Disease**

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by: Phone and Procare App.
3. Other parents will be notified of a contagious illness by: Procare App.
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

**Structural Damage**

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: Across the street from the school. Big open area.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any

missing children or missing personnel must be given to the Director and emergency official.

8. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
9. Building will only be reentered if emergency personnel give the “All Clear”.
10. If the building cannot be reentered, then all children will be taken to the designated evacuation relocation site at name: Greater Leavy Missionary Baptist Church address: 3384 Bankhead Hwy, Atlanta GA 30331.
11. Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
13. DECAL will be notified within 24 hours by the Director or designated person in charge.

### **Loss of Water**

1. Bottled water will be provided to wash hands, flush toilets, and for drinking
2. A supply of bottled water is kept: In the cafeteria and the EKZ classroom.
3. The Director or designated person in charge will contact the water company for assistance if applicable. The phone number is 404-612-6830.
4. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
5. If the water will not be restored within 2 hours, then all parents and emergency contacts, if necessary, will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

### **Loss of Electricity**

1. Flashlights are kept in the main school office and EKZ Classroom for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. Number: 888-660-5890.
4. If the Center also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
6. The Director will decide if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designated person in charge.

## **Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

## **Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

**\* If the program will be closed for an extended amount of time due to the loss of any above utilities DECAL will be notified.**

## **Heatwave**

1. Follow the weather watch chart as provided on Bright from the Start website regarding outdoor play.  
<http://www.dec.state.ga.us/documents/attachments/Weatherwatchchart.pdf>
2. Ensure everyone drinks plenty of water.
3. If loss of air conditioning occurs, follow emergency plan for loss of cooling system.

*Please note:*

*Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

## **Loss of a Child** (i.e., loss on site or during a field trip)

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles, and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.

6. If child is not located, call 911 or emergency personnel. Numbers posted next to the school door and EKZ staff clipboards.
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified within 24 hours by the Director or designee in charge.

## **Death of a Child**

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to door in the front of the school and EKZ staff clipboards.
5. Contact parents and tell them only that the child is being transported to the hospital located at Hospital: Children's Healthcare of Atlanta – Hughes Spalding Hospital address: 35 Jesse Hill Jr. Dr. SE, Atlanta, GA 30303.
6. Director will notify other parents regarding the incident.
7. DECAL will be notified within 24 hours by the Director or designee in charge.

## **Serious Injury**

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located: EKZ classroom.
4. Call for assistance as needed.
5. If necessary, Call 911 or emergency personnel. Numbers posted next to the exit door and staff clipboards.
6. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at Hospital: Children's Healthcare of Atlanta – Hughes Spalding Hospital address: 35 Jesse Hill Jr. Dr. SE, Atlanta, GA 30303.
7. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified within 24 hours by the Director or designee in charge.

## **Bomb Threat**

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.

**Ask caller:**

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

**Note the following:**

- *Exact time of call*
- *Exact words of caller*
- *Caller's voice characteristics (e.g., tone, male/female, young/old, etc.)*
- *Background noise*
- Do not touch any suspicious packages or objects
- Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio

4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

## **Chemical or Radiation Exposure**

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
  - Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
  - Take shelter indoors.
  - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

## **Dangerous Person**

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

**If the person is in building:**

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

**If children are outside:**

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

**If children are inside:**

- Keep children in classrooms and initiate **LOCKDOWN**

**Reunification at facility/with family members**

**When returning children to the facility:**

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DECAL will be notified within 24 hours by the Director or designated person in charge.

**When returning children to families at evacuation site:**

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by Procure App or phone.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DECAL will be notified within 24 hours by the Director or designated person in charge.

## **Continuity of Operations**

Continuity of operations planning should include:

1. How to back up or retrieve health and other important records/files (e.g., children's enrollment records, staff files, attendance records, etc.).
  - Safe storage for childcare financial records, such as a fireproof box or an electronic file backup to a flash drive or a cloud-based storage system that can be accessed from any internet connection will be continually maintained. Information will be backed up regularly.
2. How to manage financial issues, such as paying employees and bills during the aftermath of the disaster.
  - Identify critical business functions needed to maintain operation of the program (30 days, 60 days, etc.). Consider what disruptions could occur and what impact those would have (location, finances, staffing, enrollment, supplies, etc.).
  - Talk to an insurance agent about coverage for the Center to protect from financial fallout of an emergency.
3. Contact information for programs the Center is enrolled in (e.g., CAPS, QRIS, PreK, etc.) to update on operating status as to not interrupt financial assistance.

## **Accommodations for Infants and Toddlers**

1. Identify exits from the building and different routes away from the building and specifically state how infants, toddlers, and children with disabilities or medical conditions will be evacuated.
2. Identify and label which (if not all) evacuation cribs will be used during an emergency. Ensure that cribs are kept clean and empty (i.e., not used for storage) for easy access during an emergency. Evacuation cribs must be easy to move and must fit through designated fire exits. Cribs must be compliant with Consumer Product Safety Commission (CPSC) standards.
3. Create and keep readily available a "Caregiver Go Bag" that includes items that the children may need (e.g., classroom roster, diapers, wipes, burp clothes, toys, bottled water, etc.).

## **Children with Disabilities**

1. Exit paths and ramps shall be clearly marked, identified, and approved by the local building inspector.
2. Children (and caregivers/teachers) who have mobility limitations, impairments, or who use wheelchairs or other equipment that should be transported with the child (e.g., oxygen ventilator) should be located on the ground floor of the facility, or provisions should be made for efficient emergency evacuation to a safe sheltered

- area. In buildings where the ground floor cannot be used, arrangements should be made to move children to a safe location during an evacuation.
3. Children who have special medical or dietary needs should have their medical items and equipment brought along during an evacuation. For example, children with diabetes or asthma, or those requiring an EpiPen, will need those items.
  4. Cribs designed to be used as evacuation cribs can be used to evacuate infants and/or children with special health care needs or disabilities.
  5. The Center building(s) should meet building code standards for the community, as well as the requirements under access guidelines in the Americans With Disabilities Act.

## **Chronic Medical Conditions**

If a child or staff member has a chronic medical condition or special health care needs that could result in an emergency (such as asthma, diabetes, or seizures), the Center should:

1. Have written instructions including parent or emergency contacts, summary of health information, special needs requirements, and treatment plans.
2. Recognize the individual's signs of a medical emergency.
3. Know proper emergency procedures to follow.
4. Have on hand any emergency supplies or medications necessary (properly stored out of reach of children).
5. Know specific medication administration requirements (ex. a child who requires EpiPen or diazepam).
6. Know the appropriate routes to an emergency facility or have easy access to dialing 911.

## **Special Accommodations**

- Medical supplies, including children's medication and emergency contact information should be taken for any program relocation.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio and flashlight with extra batteries in a central location.
- Maintain an emergency or "ready-to-go" file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms, and contact information for all staff and children. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child's photo to aid in reunification.

- Become familiar with the National Emergency Family Registry and Locator System (NEFRS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.
- Maintain contact information onsite for the following:
  - Georgia Emergency Management Agency (GEMA) at <https://gema.georgia.gov/> or 1-800-879-4362.
  - Federal Emergency Management Agency (FEMA) at <https://www.fema.gov/>.







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 FIRE DEPARTMENT. 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 AT THE NEAREST POLICE STATION. 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.

#### 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 always remain with and care for the children during an emergency to ensure the children's safety. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Tenesha Bady  
Director