

# **DISASTER PLAN**

## **for**

# **Summersun Montessori**

**OUR PROGRAM'S ADDRESS IS:** **1804 Martin Rd.**  
**Mount Vernon, WA**  
**98273**

**OUR NEAREST CROSS-STREETS ARE:** **College Way Blvd.**  
**LaVenture Blvd.**

**OUR PROGRAM'S PHONE NUMBER IS:** **(360) 428-3510**

**OUR OUT-OF-AREA CONTACT IS:** **Charmaine Johannes**  
(Fidalgo Bay Montessori)

**PHONE NUMBER:** **360-588-0759**

*The purpose of this plan is to assist child care and other early learning and school-age programs in preparing for and responding to an emergency or disaster.*

*All programs are encouraged to seek additional information and training around emergency/disaster preparedness from local emergency management and/or public health.*

*This plan was prepared by the Child Care Health Program of Public Health - Seattle & King County with a great deal of input from Seattle Emergency Management. It is individualized by each program. For an electronic copy of the plan and other supporting documents, go to:*  
<http://kingcounty.gov/healthservices/health/child/childcare/preparedness.aspx>

*Revised for Summersun Montessori September, 2016*

## ***EMERGENCY INFORMATION***

- **Police** 9-1-1
- **Fire/Medics** 9-1-1
- **Poison Control Center** 1-800-222-1222
- **Child Protective Services** 1-800-562-5624
- **Hospital Emergency Room (Skagit Valley)** 360-424-4111
- **Electric Company (Puget Sound Energy)** 888-225-5773
- **Gas Company (Cascade Natural Gas)** 360-336-6155
- **Water Provider (Public Utility District)** 360-424-7104
- **Sewer Provider (City of Mount Vernon)** 360-336-6218
- **Insurance Agency (Bell Anderson)** 425-462-7443
  - **Facility Policy Number:** PHPK064994
- **Local Radio Station KAPS (660 AM)** 360-424-7676
- **Regional Radio Station KBRC (1430 AM)** 360-424-1430
- **Director's Home Phone** 360-428-4757
- **Child Care Licensor:** Gloria Trinidad 360-714-4124
- **Public Health Nurse:** Linda Albert 360-419-3322
- **Center's Planned Evacuation Sites**
  - **Off-site:** (0.8 miles) Centennial Elementary School, 3100 Martin, Mount Vernon, WA (360) 428-6138
  - **On-site:** Lined up against the fence along the East side of the school.
- **Center's Out-of-Area Contact**
  - Charmaine Johannes (Fidalgo Bay Montessori) 360-588-0759
- **Walkie-Talkie Location: In the office. Black bag with a label. Plug in style.**

We have developed this emergency/disaster plan to provide safe care for our children should an emergency or disaster occur during the program day. A copy of this plan is always available for review. It is located in a binder to the left of the parent mail boxes just inside the front door to our school. Staff is introduced to this plan during orientation. Additionally, we review the plan with staff at least two times a year during our staff meetings.

**Fire extinguishers** are located: next to all exit doors (4 total). Alpine fire and safety certifies them on a yearly basis.

All staff are trained in the use of fire extinguishers annually in either September or June during one of our staff meetings. Janice Hunt will do the training.

**Gas shut-off** (if applicable) is located: at the back of the building (South). Wrench is in the backyard on top of the box.

**Electrical panel** is located: in the mechanical room in the SouthWest corner of the building out the laundry room door. The key is located inside the laundry room above the door.

**Water shut-off** is located: to the West of the building in the ground next to the utility pole on the street.

The following staff members are trained in utility control (how to turn off gas, electric, water):

Janice Hunt

Ariana Hunt

Parents/Guardians are oriented to this plan at the September parent meeting.

A parent/guardian from each family is asked to sign that they have reviewed the plan.

We ask staff to develop their own disaster plan for home. We encourage families to do the same. Having a plan helps you be in control and decreases anxiety when a disaster occurs. Resources for developing a plan include:

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>

Seattle Emergency Management: <http://www.seattle.gov/emergency/>

Public Health - Seattle & King County:

<http://kingcounty.gov/healthservices/health/preparedness/disaster.aspx>

## HAZARD MITIGATION

Assuring a safe environment is an important step in disaster planning. Hazard mitigation is key to preventing injuries both every day and during a disaster; it is done throughout the facility.

### **Hazard mitigation priorities:**

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from the room?
3. Would/could it break and fall and keep your program from opening the next day (or soon thereafter)?
4. Would/could it break and fall and break your heart?

*Please note: Earthquakes can move (throw, topple, or cause to jump) **very** heavy objects.*

Knowing that our environment is ever-changing, we regularly re-assess for hazards and correct them as soon as possible. Staff members continuously review their areas to assure the environment is safe. In addition, to assure each area is viewed objectively, we ask staff to look for hazards in program areas in which they usually do not work.

The charts on the following pages track the work done to reduce any hazards in our facility. *(Copy and complete one for **all** rooms, including classrooms, offices, hallways, storage rooms, and kitchen.)*

We formally review our environment for hazards every month with fire drills.

Hazard Mitigation for: \_\_\_\_\_ (room, area)

Safety Action Taken	Date and Comments
Tall or heavy furniture is secured to a wall stud	
Heavy objects are placed low or properly secured	
Shelves have adequate lips or strapping to prevent items from flying off in an earthquake	
Overhead cupboards have safety latches	
Chemicals and poisons are stored safely (including: out of reach of children, in closed cabinets, no bleach and ammonia together)	
Windows are of safety glass or are adapted to prevent shattering and injury	
Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects	
All exits are unlocked or can be unlocked or locked from the inside without a key	

Ongoing room review:

Date & Initials:						
Action Taken:						

Date & Initials:						
Action Taken:						

Hazard Mitigation for: \_\_\_\_\_ (room, area)

Safety Action Taken	Date and Comments
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Ongoing room review:

Date & Initials:						
Action Taken:						

Date & Initials:						
Action Taken:						

# EMERGENCY/DISASTER SUPPLIES

## Grab and Go Bag



## 3-Day Supplies



### Notes about supplies:

- 3-Day Supply lists were adapted from the American Red Cross disaster supply lists for schools.
- Supplies can be expensive. To “grow” your stock of appropriate supplies:
  - Review the lists and decide which supplies are priorities at your site.
  - Develop a supply rotation system that allows you to use perishable supplies in your normal operations before the expiration date. For example, buy canned food that is normally on your menu, and plan to replace and serve it every 6 months.
  - Team up with another program to buy supplies in bulk.
  - Request a small disaster supply fee from families or specific donations.
  - Seek specific donations from the community.

# GRAB & GO BAG

for

## Child Care and other Early Learning Programs



**Be sure this is located somewhere you can grab it on the way out the door –  
every time your class leaves the classroom!**

- Backpack, labeled for easy identification, containing:**
- Emergency forms for students and staff**
- “Rescue” medications with authorization forms**
- First Aid Kit**
- Flashlight & Batteries**
- Whistle**
- Bottle of water**
- Age-appropriate snacks/infant formula**
- Paper cups &/or infant bottles**
- Tarp or ground cover & emergency blankets**
- Tissues or toilet paper &/or wipes & diapers, as needed**
- Plastic bags**
- Age-appropriate time passers (books, crayons, paper, etc...)**

**These bags were compiled for each classroom in 2015 and are ready to go in an emergency.**

### **What is a “Grab & Go” bag?**

*A Grab & Go bag contains essential items for an emergency. It includes things that you may need in the first hour or so following an emergency/disaster. A Grab & Go bag contains only a small portion of your disaster supplies, but is a key part of your preparedness and response. A Grab & Go bag should be easy to transport. A backpack (daypack) usually makes the best carrier.*

### **What should our Grab & Go bag contain?**

*A Grab & Go bag should include **current** emergency contact information, a first aid kit, any “rescue”\* medications with paperwork, and a flashlight. Tarps and/or blankets are also helpful for all ages. Include other items appropriate to the age(s) of children served. (Just make sure that you can easily carry your Grab & Go bag!)*

### **Should the Grab & Go bag have enough formula and diapers for all infants?**

*No. Remember that this bag is designed to meet immediate needs for a limited time. Make sure that you have additional supplies in your 3-day disaster supply kit.*

### **How many Grab & Go bags do we need?**

*A Grab & Go bag should be assembled for each class in your program or for each child care area of your home.*

### **Where should we keep our Grab & Go bags?**

*Your Grab & Go bag should accompany your class everywhere. In the classroom, the best place to keep it is on a hook by the door that you usually use to exit (and that you are most likely to evacuate through). When you leave the classroom, always take it along. Your Grab & Go bag should be with you on the playground, field trips, fire drills, or any other planned or unplanned classroom departure. Some programs have installed hooks on their playgrounds to hang their Grab & Go bags when they are outside. The Grab & Go bag should be out of children’s reach at all times. (Again, don’t make it too heavy – no one should be tempted to set it on the ground where it would be easily accessible to children.)*

### **We’ll have to update our Grab & Go bag from time to time, won’t we?**

*Absolutely. Make sure you have a system in place for keeping emergency contact information current. Check expiration dates of food, water, batteries, and any medication, and replenish those items regularly. Keep first aid supplies fully stocked.*

*\*Rescue medications include EpiPens®, asthma inhalers, or any other medications that a specific child may need to keep him/her alive.*



### 3-Day Supplies per 50 people

#### SURVIVAL

##### Water

- 3 gallons of water per adult (1 gallon/adult x 3 days)
- 1.5 gallons of water per child (1/2 gallon/child x 3 days)
- any tools needed to open water containers
- cups to dispense water

Stored: \_\_\_\_\_

##### Food

###### Emergency Food:

- ✓ Is easy to serve
- ✓ Does not require cooling or heating
- ✓ Has a long shelf life
- ✓ Is stored protected from heat, cold, and pests

- Our emergency food is part of our regular menu rotation. Food for 3 extra days is always on site. *(Familiar food can be a comfort during a disaster.)* It is rotated

\_\_\_\_\_ (how often)  
by \_\_\_\_\_ (whom).

- We have a separate supply of emergency food. Expiration dates are checked
- \_\_\_\_\_ (how often)  
by \_\_\_\_\_ (whom).

We include food for those with food allergies or on special diets.

We include age-appropriate food, such as formula and pureed food for infants (when enrolled).

Supplies kept with food include:

- Plastic dishes and utensils
- Manual can opener
- Bottles for infants

Stored: \_\_\_\_\_

##### Shelter

- (2) 12' X 16' tarps
- (3) 10' poles
- (100 ft) 1/4 in. nylon rope
- flashlight w/ (2) extra sets of batteries per staff person
- blanket (fleece, wool, &/or "space") per person
- (5) extra blankets
- (30) plastic sanitation bags
- privacy shelter
- (30) rolls toilet paper
- (50) sanitary napkins
- (30) plastic garbage bags
- (30) rolls paper towels
- (750) soap towelettes packets or baby wipes
- (15) bars of soap
- (5) 5 gal plastic buckets for sanitation/emergency toilets
- (30) 12-hour light sticks
- battery-operated lanterns w/ extra batteries

Stored: \_\_\_\_\_

##### Special Equipment/Other

- Medical supplies for children with special health care needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stored: \_\_\_\_\_



## LIFE SAFETY & FIRST AID



### Life Safety

- (2) laminated maps of site
- (6) hardhats
- (1) am/fm battery powered radio
- (4) walkie talkies
- (4) whistles
- (1) orange vest per staff member
- (2) shovels
- tools for simple search & rescue\*:
  - (1) bolt cutter
  - (1) pry bar
  - (1) crowbar
- (1) pliers
- (1) hammer
- (1) set of screwdrivers
- (1) wrench
- (1) utility knife
- (1) shovel
- (3) rolls barrier tape
- (3) rolls duct tape
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

\* For search and rescue training, contact your local emergency management agency.

Stored: \_\_\_\_\_



### First Aid

- masking tape
- permanent marking pens
- first aid reference book
- assorted adhesive bandages
- (100) 4 in. by 4 in. compresses
- (15) 8 in. by 10 in compresses
- (50) roll gauze bandages
- (5) triangular bandages
- (2) sm, med, and large cardboard splints
- (20) steri-strips or butterfly bandages
- (5) boxes of water in sealed containers for flushing wounds, etc.
- (1) small bottle bleach
- (1) backboard
- (1) scissor
- (3) tweezers
- (100) non-porous medical gloves
- (5) oval eye patches
- (7) rolls 1" cloth tape
- (5) rolls 2" cloth tape
- (25) dust masks
- thermometer
- 3-day supply of critical medications, with authorization forms

Stored: \_\_\_\_\_



## ADMINISTRATIVE

<input type="checkbox"/>	<b>Administrative Supplies</b>
<input type="checkbox"/>	master keys to facility and supply container(s)
<input type="checkbox"/>	office supplies
	<input type="checkbox"/> pens
	<input type="checkbox"/> paper
	<input type="checkbox"/> tape
	<input type="checkbox"/> paper clips
	<input type="checkbox"/> clipboards
<input type="checkbox"/>	signs for "Student Release"
<input type="checkbox"/>	(2) sets staff and student rosters
<input type="checkbox"/>	Emergency Contact forms
<input type="checkbox"/>	copies of all necessary forms:
	<input type="checkbox"/> Incident Report Log
	<input type="checkbox"/> First Aid Log
	<input type="checkbox"/> Notice of First Aid Care
	<input type="checkbox"/> Student Release Log
	<input type="checkbox"/> Student/Staff Accounting Log
	<input type="checkbox"/> Expenditure Log
	<input type="checkbox"/> Staff Time Log
	<input type="checkbox"/> Communications Log
	<input type="checkbox"/> message forms
Stored: _____	

Our supply inventory is complete; we have obtained all needed supplies. (On-site supplies are indicated by a check in the boxes above.) We have a plan for rotating perishable items.

We are continuing to gather supplies. The supplies we have on site are indicated above. We have a plan for rotating perishable items. Our plan for obtaining additional supplies is as follows:

Supplies needed	Plan to obtain	Date to be completed	Person Responsible

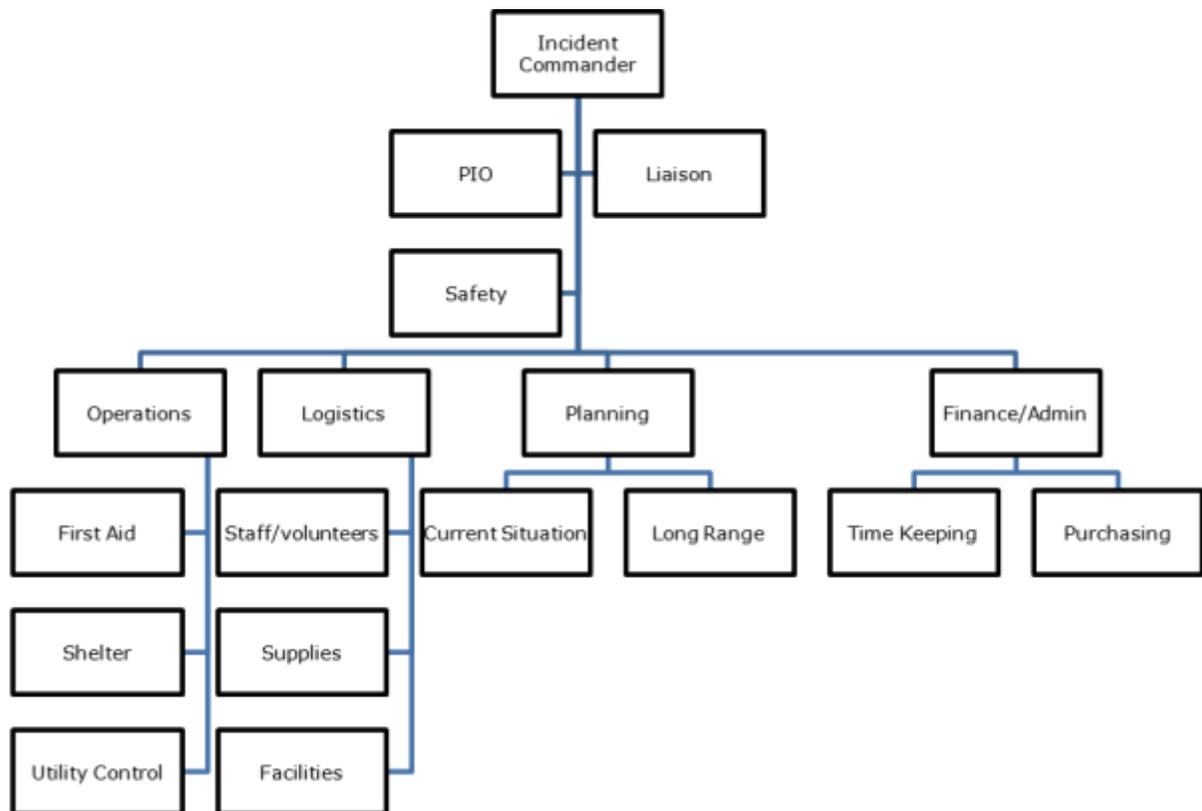
## COORDINATING A RESPONSE

The initial steps you take in responding to an emergency or disaster may be unique to that event. (Please see “RESPONSE” section for detailed information on specific emergencies/disasters.) Most situations, however, require action in some predictable areas. Always, everyone must be accounted for, safety must be assured, etc. In the hours and days following an event, basic needs continue to have to be met. The way you meet the everyday needs of hydration, nutrition, sanitation, shelter, and emotional support, however, may be different from the way you do on a daily basis. It is useful to plan **who** takes care of **what** set of responsibilities in advance. Circumstances may differ, but your response will go more smoothly – and less will be forgotten – if you put some systems in place now.

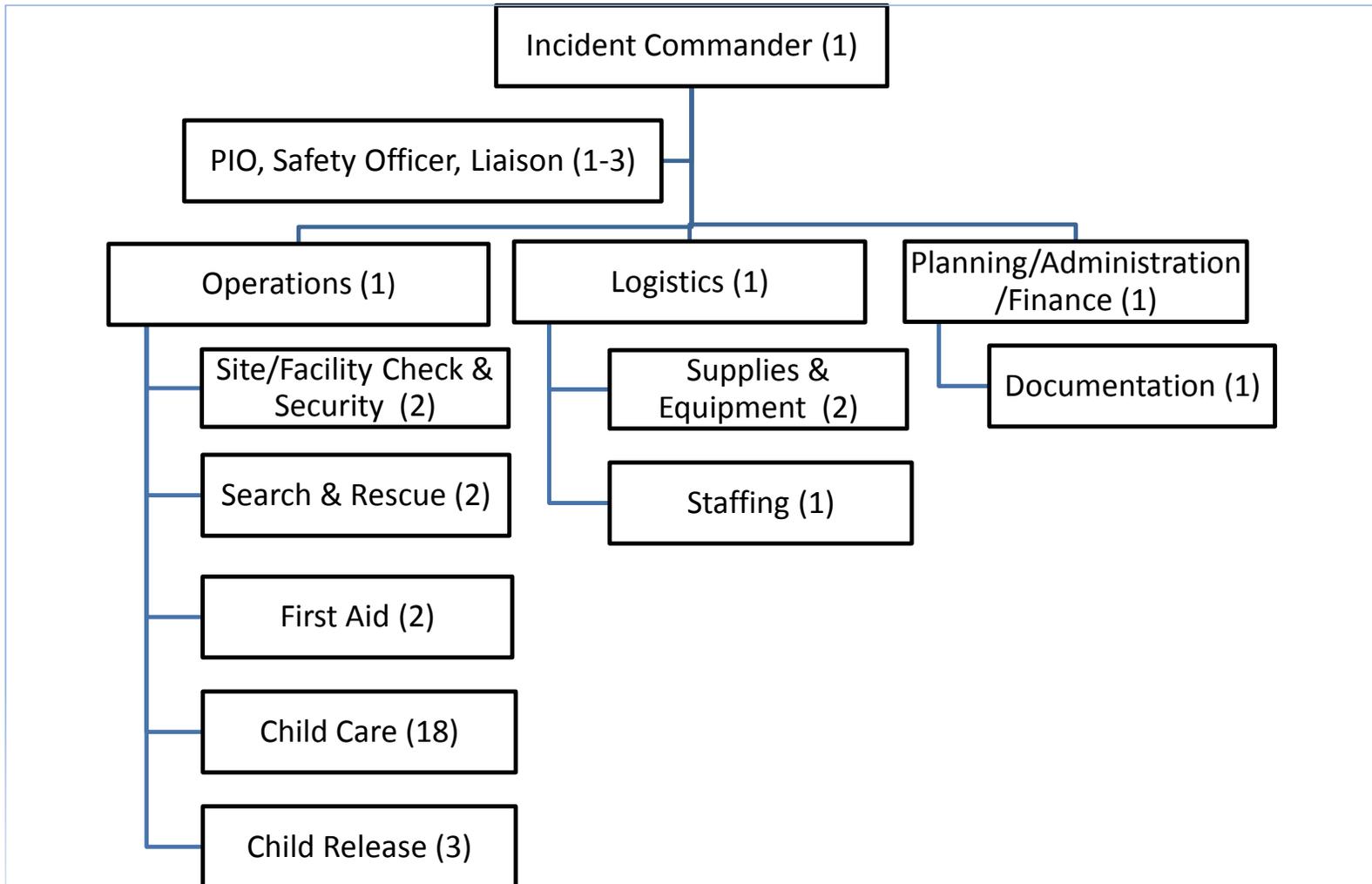
One way of organizing your response is the **Incident Command System**. The Incident Command System (ICS) provides structure for managing a disaster or emergency and can be adapted for virtually any situation. When you are using ICS effectively, everyone knows who’s in charge and what is expected of them. Don’t be put off by the name; it’s a great tool and easy to learn.

An ICS chart and job descriptions follow. If you have a large number of staff, you may be able to assign people to all of the positions listed. If you don’t, worry not; additional charts on following pages give you a framework for distributing tasks among a staff of any size.

First we’ll show you what standard ICS looks like; **then we’ll show you how we have adapted it for child care and other early learning programs**. Standard ICS looks like this:



## ICS Components for Child Care/Early Learning Programs



When a child care/early learning program responds to a disaster or emergency, half of the staff will remain with and care for the children. The other half of the staff will take on new roles as necessary (as dictated by the situation). The Incident Commander is responsible for all tasks until delegated.

Here's what each role is:

*The Incident Commander (IC) is responsible for directing site emergency response activities. (This is likely your director, but doesn't have to be.) Again, the IC is responsible for all tasks until delegated. The incident commander also sets the tone for the response.*

*The Operations Chief manages the direct response to the disaster (site/facility check and security, search and rescue, first aid, child care, and child release). The operations chief reports directly to the IC.*

*The Site/Facility Check & Security Team protects the site and the people present at the site from further damage or injury. Duties include fire and utility control, creating a secure area for children and staff, and checking site/facility for any hazards and mitigating them.*

*The Search & Rescue Team searches for and recovers missing children, staff and volunteers (without putting themselves at undue risk). Search and rescue is always done by a minimum of two people. When entering a room to do a search, team members put a slash mark (/) on door to show that they are inside. When leaving the room, they make another slash to complete an X to show that room has been searched and is empty.*

*The First Aid Team provides emergency medical response, first aid, and emotional support.*

*The Child Care Team ensures that the children are well cared for while other teams are carrying out their responsibilities. This may include evacuating the site with the children.*

*The Child Release Team assures that children and their parent/guardian(s) or authorized adult (emergency contact) are reunited in a safe, organized manner. The team checks IDs and emergency contact forms and documents for each released child: with whom they left, what time they left, and where they are going.*

*The Logistics Chief manages the distribution of supplies and staff during the disaster. The logistics chief reports directly to the IC.*

*The Supplies & Facilities Team coordinates supplies to assure supplies are best utilized and last as long as needed. The team also obtains additional needed supplies as possible.*

*The Staffing Team coordinates the assignment of personnel (staff, children, disaster volunteers) in support of an incident. The team keeps track of hours worked, assures breaks are given to staff, and plans to send home staff as children leave.*

*The Planning/Administration Chief is responsible for the collection, evaluation, documentation and use of information about the incident. The planning/administration chief reports directly to the IC. This person maintains accurate records and a map of the site and provides ongoing*

*analysis of the situation (weather, light) and resource status. This person is also responsible for maintaining financial records for the incident.*

*The Documentation Team ensures that all necessary information is reported and forms are completed during the disaster or soon thereafter.*

Standard ICS includes the jobs of *Public Information Officer (PIO), Safety Officer, and Liaison*, all of whom report directly to IC and are assigned as needed

*The Public Information Officer (PIO) provides single point of information about program; communicates with staff, families, and, if necessary, the media. S/he also monitors the radio.*

*The Safety Officer assesses and monitors hazards and unsafe situations, and implements safety solutions.*

*The Liaison serves as a point of contact for any assisting or coordinating agencies*

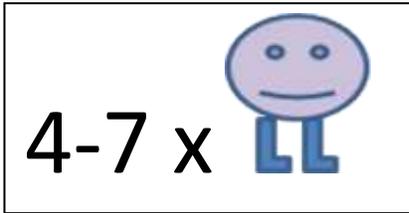
A larger child care program may have a PIO or Safety Officer; otherwise, these duties may be incorporated into other teams. For example, the Site/Facility Check & Security team may perform the duties of the Safety Officer, and the Planning/Administration/Finance Chief may handle communications.

It's helpful to match staff with roles beforehand. (Discuss roles and responsibilities with each individual staff member first.) That way, they can prepare more for the role they are likely to assume. Understand that there will need to be some flexibility, as circumstances differ. If a particular role isn't needed, staff can be reassigned to where they would be most useful. Especially in a small program, you may also want to recruit parents/guardians or community volunteers who live or work nearby to fulfill some of these roles. If you get their volunteer paperwork completed now, you'll have fewer worries later.

In any case, educate your staff about the Incident Command System and your entire disaster/emergency plan as soon as possible. Get everyone excited about making a difference. With a little work now you'll have much more positive outcomes later.

### ICS Organizational Charts

The following pages contain charts that show possible ICS configurations for staff of different sizes. Please keep in mind that these are only guidelines. Roles that are needed should be added and reassignments should be made when roles are unnecessary in your response. For example, in a high-profile event involving media, consider assigning a Public Information Officer right away. In a situation involving no injuries, reassign First Aid Team members.



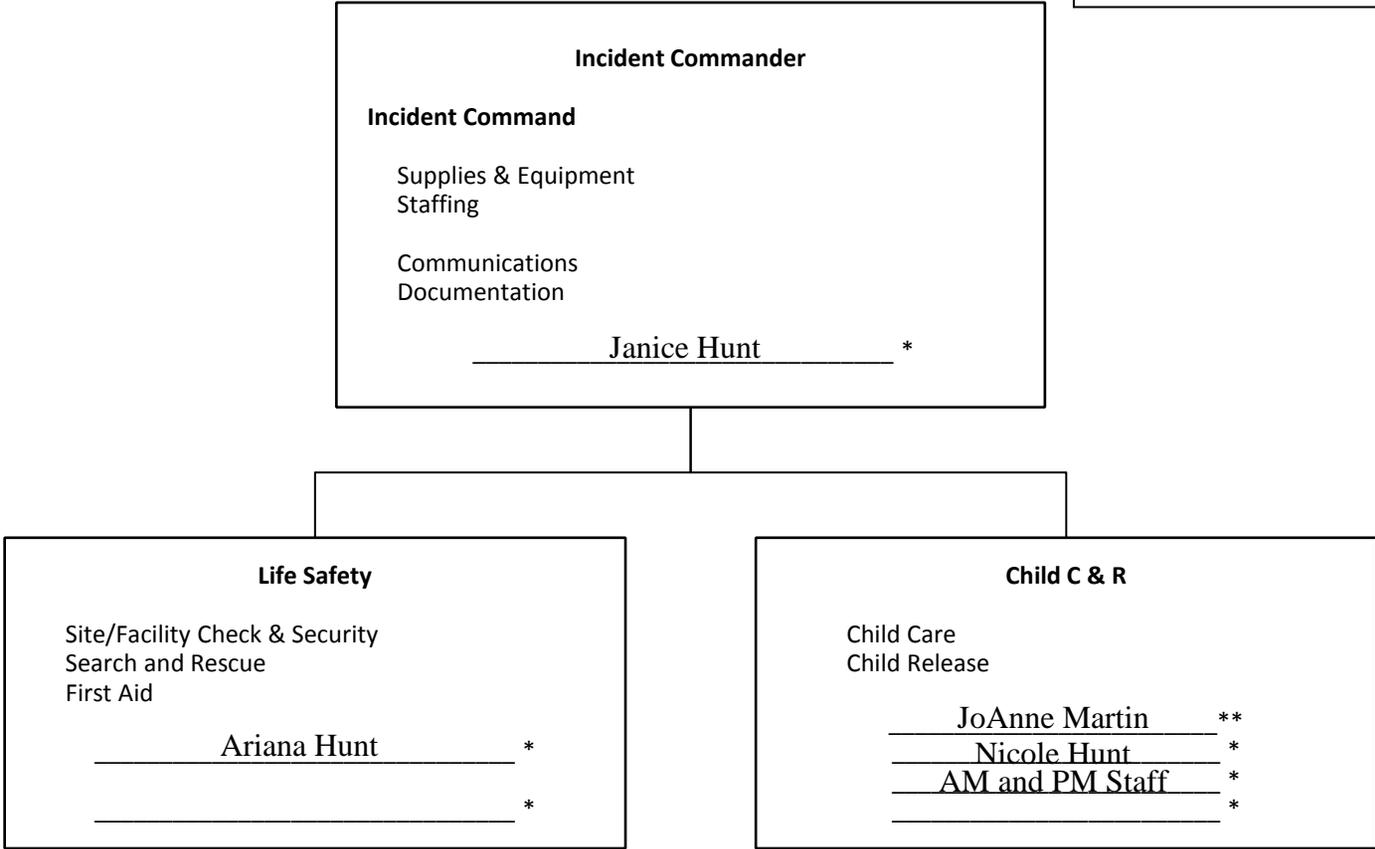
**Organizational Chart – 4-7 People**

**For 4 people:** 1 person is the Incident Commander; 1 person provides Life Safety; 2 people are responsible for Child Care

**For 5 people:** Add 1 person to Child Care

**For 6 people:** 1 person is the IC; 2 people perform Life Safety; 3 people are responsible for Child Care

**For 7 people:** Add 1 person to Child Care





## EDUCATION

*Staff, children, and parents/guardians must be educated about your program's disaster plan and what is expected of them in the event of an emergency or disaster.*

*All adults should be reminded that children take their emotional cues from adults.  
In general, calm (at least on the outside) adults = calm children.*

Staff are educated about:

- Personal preparedness, including
  - Emergency contacts
  - Home/family plan
  - 3-day supply of food and water at home
- Program's emergency/disaster plan
- Personal role in plan & responsibilities before, during, & after disaster
- Safe actions to take in event of a fire or earthquake
- Reducing hazards in environment
- Controlling utilities
- \_\_\_\_\_
- \_\_\_\_\_

We educate staff August shutdown and June summer setup.

Children are educated about:

- Safe actions to take in event of a fire or earthquake (if age-appropriate)
- \_\_\_\_\_
- \_\_\_\_\_

We educate children monthly.

Parents/guardians are educated about:



- The program’s plan, including  
care provided to children in all circumstances  
communication in case of a disaster  
procedures for releasing children
- \_\_\_\_\_
- \_\_\_\_\_

We educate parents/guardians at the September parent meeting. We also have an online copy available to parents on the website and a school copy in a binder next to the parent boxes.



## DRILLS

*Drills provide people with the skills and confidence necessary to respond in an actual disaster situation.*

We practice **3** critical drills regularly to assure our staff and students are prepared to respond to emergencies:

- **Fire** (Evacuation drill)...is practiced monthly, as required by WAC
- **Earthquake** (Drop, Cover & Hold)...is practiced monthly.
- **Lockdown** (Secure building, stay together)... is practiced quarterly.

Lockdown is most often completed with just staff.

*\*Minimum licensing requirements for child care centers currently require quarterly disaster drills. More frequent drills are recommended.*

All of our drills are done with the intent to learn something more. We are thoughtful of what we want to accomplish, and plan accordingly. Each time a drill is completed, we utilize the attached “Drill Record Form” to keep a history of what’s been practiced, evaluate how it went, and plan for any needed changes.

*Following the drill record form, we have included 2 sample earthquake drills and 2 sample lockdown drills - a year’s worth of disaster drills (assuming they are done quarterly).*



# Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

## Brief Description of Drill

## Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes are Made

Name of Person Organizing Drill \_\_\_\_\_



# Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

## Brief Description of Drill

**Earthquake drill #1: All classes in classrooms**

## Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes Made
<ol style="list-style-type: none"><li>1. Everyone will take a quake-safe action</li><li>2. Everyone will evacuate the building safely when the shaking stops</li><li>3. Everyone will be accounted for at outside meeting location</li><li>4. Problems w/ earthquake plan will be detected</li></ol>	<ol style="list-style-type: none"><li>1. Everyone took a quake-safe action within 4 seconds of the drill announcement (Y/N)</li><li>2. Everyone able to evacuate safely (Y/N)</li><li>3. Everyone accounted for (Y/N)</li><li>4. Lessons learned:</li></ol>		



## Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

### Brief Description of Drill

**Earthquake drill #2: Classes on playground (or in other non-classroom areas)**

### Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes Made
<ol style="list-style-type: none"><li>1. Everyone will take a quake-safe action</li><li>2. Everyone will be accounted for at outside meeting location</li><li>3. Problems with earthquake plan will be detected</li></ol>	<ol style="list-style-type: none"><li>1. Everyone demonstrated how to be safe in that situation (wherever they were) (Y/N)</li><li>2. Everyone accounted for (Y/N)</li><li>3. Lessons learned:</li></ol>		



## Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

### Brief Description of Drill

**Lockdown drill #1: All classes in classrooms and potentially dangerous person outside**

### Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes Made
<ol style="list-style-type: none"><li>1. Director will effectively alert all to lockdown</li><li>2. All children will be gathered in (a) safe location(s)</li><li>3. Staff will lock all doors</li><li>4. Staff will close window coverings</li><li>5. Call will be made to 911 (PRETEND)</li><li>6. Staff will join children in safe place and remain there until situation resolved (drill over)</li></ol>	<ol style="list-style-type: none"><li>1. All staff aware of lockdown quickly (Y/N)</li><li>2. Everyone gathered quickly in (a) safe location(s) (Y/N)</li><li>3. Doors locked (Y/N)</li><li>4. Windows covered (Y/N)</li><li>5. The appropriate person made the pretend call to 911 (Y/N)</li><li>6. Successful "being together" time (Y/N)</li></ol>		



## Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_\_\_

### Brief Description of Drill

**Lockdown drill #2: All classes in classrooms and potentially dangerous person inside front door**

### Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes Made
<ol style="list-style-type: none"><li>1. Director will effectively alert all to lockdown</li><li>2. All children will be gathered in classrooms or other safe location(s)</li><li>3. Staff will lock all classroom/interior doors</li><li>4. Staff will close window coverings</li><li>5. Call will be made to 911 (PRETEND)</li><li>6. Staff will join children in safe place and remain there until situation resolved (drill over)</li></ol>	<ol style="list-style-type: none"><li>1. All staff aware of lockdown quickly (Y/N)</li><li>2. Everyone gathered quickly in (a) safe location(s) (Y/N)</li><li>3. Doors locked (Y/N)</li><li>4. Windows covered (Y/N)</li><li>5. Call to 911 simulated (Y/N)</li><li>6. Successful "being together" time (Y/N)</li></ol>		

## RESPONSE

*It is helpful to know what disasters are most likely to happen in your area. The following pages provide a response guide to the particular situations listed below (in alphabetical order). This guide is a reference for responding to an incident. Situations and sites differ – use your best judgment.*

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## ***ASSAULT ON CHILD OR STAFF***

1. Call 911 if any medical treatment is needed or if police are required (if in doubt – go ahead and call)
2. Follow **DANGEROUS PERSON** procedures, including **LOCKDOWN**
3. Staff member or teacher will stay with the victim
4. Victim's family will be notified by phone when safe to do so
5. If medical treatment is required, director will call Child Protective Services
7. Director will report incident to licensor
8. Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.

## ***BOMB THREAT***

- ◀ Check caller ID if available.
- ◀ 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.*)
- ◀ **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 (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 radios.
  - ◀ Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

## **CHEMICAL OR HAZARDOUS MATERIAL EXPOSURE (INSIDE)**

- ◀ In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container. Call the hospital emergency room for additional instruction. Contact poison control center for common household product poisonings.
- ◀ Call 911 if additional assistance is needed
- ◀ Director will report incident to licensor
- ◀ Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.

*If is strongly suggested that all potentially Hazardous Materials be removed from within the Center. Household toxic chemicals should be stored separately, locked up, and stationary so as not to fall over in the event of an earthquake.*

## **CHEMICAL OR RADIATION EXPOSURE (OUTSIDE)**



- ◀ If emergency is widespread, monitor local radio for information and emergency instructions.
- ◀ Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- ◀ If inside, stay inside (unless directed otherwise).
- ◀ 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.

## **CHILD ABUSE**

1. Report abuse or suspected abuse to the Director
2. Director will make a report to Child Protective Services and the licensor (see list under next item for the type of information that may be asked)
3. Director and appropriate staff will write down the following information on an incident report\*:
  - Date and time of call to Child Protective Services and Division of Child Care and Early Learning (licensor)
  - Child's name
  - Child's age/birthdate

- Address
- Name and address of parent or guardian and other children in the home (if known)
- Any statements made by the child (but do NOT interview them)
- The nature and extent of the injury or injuries, neglect, and/or sexual abuse
- Any evidence of previous incidences of abuse or neglect including nature and extent
- Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators

\*Note: These reports may become legal documents. Confidentiality of these reports must be strictly observed.

## ***CRISIS RESPONSE***

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother than when tragedy takes a child care center by surprise.

**Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the child care population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

1. Director will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day.
2. Director will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening
3. If Center specific – Director will keep the local radio station (660AM) informed as to the status of the child care so parents will have accurate information
4. Identify high risk children, staff and parents likely to be most affected by the news (e.g. children of the teacher who is deceased/injured or parents whose children are in the same class as the deceased)
5. Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
6. Prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
7. Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope (see information in appendix G on page 35)
8. Send a letter home to parents explaining the situation. Include specific factual information and information on how the child care is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.

9. Determine if additional community resources are needed to be on “stand by” to effectively manage the crisis. It is essential to minimize the number of “strangers” standing around
10. Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis. The following are some suggestions:
  - Assist with children’s processing of information about the crisis
  - Provide counselors to work with children/staff individually or in groups in a variety of locations
  - Provide support and counseling for parents
  - Provide helpful, factual information to parents
  - Have an individual assist with answering phones, providing information and handling non-media inquiries
  - Maintain a record of offers of assistance and ensure that proper personnel respond
  - Deal with the “empty chair/desk” problem. For example, a counselor would provide therapy while sitting in the child’s chair. The chair would then be moved to the back of the classroom. Finally the chair would be removed. Make sure children are part of the entire process.
11. Janice Hunt will deal with media/reporters promptly and factually
12. Provide information as requested by police, hospital, or other agencies
13. When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to child care staff and parents who may wish to attend
14. Director will report incident to licenser
15. Director will report incident to Child Protective Services if necessary
16. Arrange for a child care/community debriefing 48-72 hours after the event
17. Director will complete a written incident report at the earliest opportunity; incident reports are stored in children’s individual files in medication box.
18. Other considerations:
  - Have designated locations for the use of media, family, friends and workers, as needed
  - Have transportation available to assist the family
  - Young members of the victim’s family should be cared for if possible
  - Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions following a crisis: High anxiety, denial, anger, remorse, grief and reconciliation

# DANGEROUS PERSON



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.

- ◀ Immediately let staff know of dangerous or potentially dangerous person.
- ◀ Initiate **LOCKDOWN**.
- ◀ 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 this is not possible, 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**

# EARTHQUAKE

## **Indoors:**



- ◀ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- ◀ Everyone **DROP, COVER, & HOLD**.  
**DROP** to floor  
**COVER** head and neck with arms and take cover under heavy furniture or against internal wall  
**HOLD ON** to furniture if under it and hold position until shaking stops
- ◀ Keep talking to children in calm manner until safe to move.
- ◀ Do not attempt to run or attempt to leave building while earth is shaking.

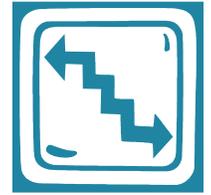
## **Outside:**

- ◀ Move to clear area, as far as possible from glass, brick, and power lines.
- ◀ **DROP & COVER.**

## **After earthquake:**

- ◀ Account for all children, staff, and visitors.
- ◀ Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- ◀ Expect aftershocks.
- ◀ Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.
- ◀ Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- ◀ Shut off main gas valve if you smell gas or hear hissing sound.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- ◀ Call out-of-area contact when possible to report status and inform of immediate plan.
- ◀ Remain outside of building until it has been inspected for re-entry.

# EVACUATION



- On site:**
- ◀ Escort children to designated meeting spot, taking:
    - ✓ Attendance sheets
    - ✓ Emergency contact information\*
    - ✓ First aid kit\*
    - ✓ Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork\*
    - ✓ Cell phone
    - ✓ Food, water, and diapers\*.
  - ◀ If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
  - ◀ Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation place is located along the fence along the East side of the building.

- Off site:**
- ◀ Escort children to designated meeting spot.
  - ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
  - ◀ Account for all children, staff, and visitors.
  - ◀ Leave note at program site indicating where you are going.
  - ◀ Evacuate to safe location, taking:
    - ✓ Attendance sheets
    - ✓ Emergency contact information\*
    - ✓ First aid kit\*
    - ✓ Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
    - ✓ Cell phone
    - ✓ Food, water, and diapers\*
    - ✓ Battery-operated radio.
  - ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

Our pre-planned, off-site evacuation place is:

Centennial Elementary School \*\*  
3100 Martin, Mount Vernon, WA (360) 428-6138

\*Include in “grab and go” backpack next to exit door for quick and easy access.

\*\*Circumstances of any given disaster may necessitate changing evacuation site. The Incident Commander (or Director) is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or previously designated place.

## ***FIELD TRIP INCIDENT***

1. Before leaving for a field trip, make sure the trip coordinator has the following information:
  - Child list by assigned vehicle
  - Supervisor/Chaperone list by assigned vehicle
  - Map of intended route
  - Children's emergency and medical information/supplies
  - Name and license number of driver, vehicle license number
  - List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
  - First aid kit
2. Attend to any medical needs if there are injuries or complaints of pain
3. Call 911 if emergency medical treatment or police are required
4. Contact center and provide update and actions being taken; center should consider deploying personnel to the scene, hospital, or to appropriate locations
5. Director will contact parents and give update of actions being taken; indicate meeting locations or pick-up times at the child care
6. Director will report incident to licensor
7. Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.
8. Director will call insurance company (if needed)

# FIRE



- ◀ Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- ◀ Evacuate the building quickly and calmly:
  - ◀ If caught in smoke, have everyone drop to hands and knees and crawl to exit.
  - ◀ Pull clothing over nose and mouth to use as a filter for breathing.
  - ◀ If clothes catch fire, STOP, DROP, & ROLL until fire is out.
  - ◀ Take attendance sheets and emergency forms, if immediately available.
  - ◀ Have staff person check areas where children may be located or hiding before leaving building.
- ◀ Gather in meeting spot outside and account for all children, staff, and visitors.
- ◀ Call 911 from outside of building.
- ◀ Do not re-enter building until cleared by fire department.

**Have a fire plan and make sure everyone is familiar with it.  
Practice fire drills every month!**

# FLOOD

Be aware of any **FLOOD WATCH**: flooding may occur in your area.

**FLOOD WARNING**: flooding will occur or is occurring in your area.



## If flooding is in area:

- ◀ Determine if program should be closed.
- ◀ Notify parents/guardians to pick up or not drop off children if program is to be closed.
- ◀ Monitor radio for storm updates and any emergency instructions.

## If site is in (imminent) danger of being flooded:

- ◀ Escort children to designated meeting spot.
- ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- ◀ Account for all children, staff, and visitors.
- ◀ Leave note at program site indicating where you are going.
- ◀ EVACUATE to safe location on higher ground, taking:
  - ✓ Attendance sheets
  - ✓ Emergency contact information
  - ✓ First aid kit
  - ✓ Critical & rescue medications (including asthma meds, EpiPens) and forms
  - ✓ Cell phone
  - ✓ Food, water, and diapers
  - ✓ Battery-operated radio.
- ◀ Do not try to walk or drive through flooded areas.
- ◀ Stay away from moving water and downed power lines.
- ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- ◀ If you have come into contact with floodwaters, wash hands well with soap and water.
- ◀ Throw away food that has come into contact with floodwaters.

*Consult with local health department regarding cleanup measures.*

# **GAS LEAK**

If gas odor is detected:

1. DO NOT activate the fire alarm system or any other electrical equipment
2. Notify center Director
3. Follow **EVACUATION** procedure and close doors behind you but leave a window open; take the following items with you:
  - disaster supplies which are stored in outside storage shed
  - class/staff attendance sheets and visitor sign-in sheets
  - children's emergency and medical information/supplies
  - cell phone, if available
4. Call 911 from outside the building
5. Move children to a designated area no less than one block from the child care: This location is: **Centennial Elementary School: 3100 Martin, Mount Vernon, WA (360) 428-6138**
6. Take attendance
7. If possible, turn gas off with the wrench stored in the laundry room
8. Have the following items ready for police and fire personnel:
  - Location of leak, if known
  - Number of children in care, staff, volunteers, and visitors
  - Knowledge of anyone remaining in the building
  - Floor plan and internal systems information are posted next to every exit doorway.
9. Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; if necessary to move to the alternate site location, follow **EVACUATION** procedure
10. Director will report incident to licenser
11. Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.
12. All parents will be notified of incident

# HEAT WAVE



- ◀ Limit outdoor play when heat index is at or above 90°F.
- ◀ Ensure everyone drinks plenty of water.
- ◀ Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- ◀ Keep movement to a minimum.
- ◀ **Be alert for signs of**

## **Heat Exhaustion:**

cool, moist, pale, or flushed skin  
heavy sweating  
headache  
nausea  
dizziness  
exhaustion  
normal or below normal body temperature

**Administer first aid – take steps to cool person down – and call for help, if necessary.**

## **Heat Stroke:**

**very** high body temperature (>102°F axillary)  
hot, red skin either dry or moist from exercise  
changes in consciousness  
weak rapid pulse  
rapid, shallow breathing  
vomiting

**Call 911 immediately and take steps to cool person down.**

*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.*

# LANDSLIDE OR MUDFLOW



**LANDSLIDES** are generally associated with heavy rainfall and rapid snowmelt. **MUDFLOWS** are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

- ◄ Recognize signs of slides:
  - unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
  - new cracks appearing in building
  - fences, poles, trees tilting or moving

## ◄ EVACUATE, if possible.

◄ If too late to evacuate:

**Indoors:** ◄ Take cover under sturdy furniture.

**Outside:** ◄ Get out of path of slide.

- ◄ Run to high ground (up hill), away from slide.
- ◄ If debris approaching, run for cover of trees or building.
- ◄ If escape not possible, curl into ball and protect head.

- ◄ Account for all children, staff, and visitors.
- ◄ Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- ◄ Stay away from slide area – additional slides may follow.
- ◄ Be alert for flooding, which may follow slide.



# LIGHTNING

- ◄ **Indoors:** ◄ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
  - ◄ Move away from windows. Cover windows with shades or blinds, if available.
- ◄ **Outside:** ◄ Seek shelter inside an enclosed building.

# LOCKDOWN

- ◄ Lock outside doors and windows.
- ◄ Close and secure interior doors.
- ◄ Close any curtains or blinds.
- ◄ Turn off lights.
- ◄ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- ◄ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- ◄ Maintain calm atmosphere in room by reading or talking quietly to children.
- ◄ If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- ◄ Remain in lockdown until situation resolved.
- ◄ Notify parents/guardians about any lockdown, whether practice or real.



## **MISSING OR KIDNAPPED CHILD**

### **MISSING CHILD**



- ◀ Search program site, including all places a child may hide and nearby bodies of water.
- ◀ Contact parent(s)/guardian(s) to determine if child is with family.
- ◀ Call 911 with:
  - ✓ **Child's name and age**
  - ✓ **Address of program**
  - ✓ **Physical description of child**
  - ✓ **Description of child's clothing**
  - ✓ **Medical condition of child, if appropriate**
  - ✓ **Time and location child was last seen**
  - ✓ **Person with whom child was last seen.**
- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Continue to search in and around site for child.

### **KIDNAPPED CHILD**

- ◀ Call 911 with:
  - ✓ **Child's name and age**
  - ✓ **Address of program**
  - ✓ **Physical description of child**
  - ✓ **Description of child's clothing**
  - ✓ **Medical condition of child, if appropriate**
  - ✓ **Time and location child was last seen**
  - ✓ **Person with whom child was last seen.**
- ◀ Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.

### **Help to prevent kidnapping:**

- ◀ **Do not release child to anyone other than parent, guardian, or designated emergency contact.**
- ◀ **Call 911 if adults or children express concern about a person at or near program site.**
- ◀ **Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.**

## ***PANDEMIC FLU/CONTAGIOUS DISEASE***

- ◀ Wash hands well and often.
- ◀ Remind parents and guardians that emergency contact information must be current and complete.
- ◀ Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◀ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◀ Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - Throw used tissues in a hands-free trash can.
  - Wash your hands after using a tissue or helping a sick child.
- ◀ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.



**Wash hands well and often**

## ***POWER OUTAGE***

- ◀ **Determine why power is out.**
  - ◀ **If electrical problems are in building: Take out flashlights and prepare to EVACUATE.**
  - ◀ **If severe weather caused outage:**
    - ◀ Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
    - ◀ Account for all children, staff, and visitors.
    - ◀ Report power outage to power company on hard-wired phone.
    - ◀ Do not call 911, except to report an emergency.
    - ◀ Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
    - ◀ Leave one light on to indicate when power returns.
    - ◀ Keep refrigerator and freezer doors closed.
- ◀ **If weather is cold:**
  - ◀ Ensure everyone is wearing several layers of warm, dry clothing.
  - ◀ Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
  - ◀ Never use oven as source of heat.
  - ◀ Never burn charcoal for heating or cooking indoors.
  - ◀ Only use an available generator outdoors and far from open windows and vents.
- ◀ **If weather is hot:**
  - ◀ Move to lower floors, if possible.
  - ◀ Remove excess layers of clothing.
  - ◀ Ensure everyone drinks plenty of water.



## ***SEVERE STORMS & SNOW***

- ◀ Be aware of any **STORM WATCH**: storm may affect area  
**STORM WARNING**: storm will soon be in or already is in area
- ◀ Determine if program should be closed. (Summersun follows the Mount Vernon school district closure, with the exception of late or delayed starts. If Mount Vernon school district has scheduled a late start, Summersun will follow normal operating hours.)
- ◀ Notify parents/guardians to pick up children if program is to be closed early. (Parents will not be notified if school isn't going to open; parents should rely on the Mount Vernon school district closure information.)
- ◀ Monitor radio for storm updates, emergency instructions, and school closures. Text messages are available through the Mount Vernon school district for closure information as well.
- ◀ Use telephone for essential communication only.
  
- ◀ If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, the center staff will care for the child (maintaining proper child:staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed
  
- ◀ If the above persons cannot claim the child within 72 hours of the center closing, the director will contact police to transport the child to a Child Protective Services care site.
  
- ◀ Director will report incident to licensor.
  
- ◀ Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.

## ***SHELTER-IN-PLACE***

- ◀ Gather everyone inside.
- ◀ Shut down ventilation system, fans, clothes dryer.
- ◀ Close doors and close and lock windows.
- ◀ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ◀ Bring attendance sheets, first aid kits, and emergency supplies.
- ◀ Account for all children, staff, and visitors.
- ◀ Close off non-essential rooms. Close as many interior doors as possible.
- ◀ Seal off windows, doors, and vents as much as possible.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Phone out-of-area emergency contact.

## ***SUSPICIOUS MAIL OR PACKAGE***

1. Do not touch, smell, or taste unknown substances
2. Cover substance with paper, trash can, clothes, or other material
3. Evacuate and seal off room
4. Wash hands thoroughly
5. Mark room as "Dangerous"
6. Call 911
7. Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
8. Director will inform all parents of the incident
9. Director will report incident to licenser
10. Director will complete a written incident report at the earliest opportunity; incident reports are stored in children's individual files in medication box.

## ***TSUNAMI***

**If your program is located in a tsunami hazard area:**

- ◀ Know: ▪ **height of your street above sea level** \_\_\_\_\_  
▪ **distance of your street from coast or other high-risk waters** \_\_\_\_\_

*Evacuation orders may be based on these numbers.*

- ◀ Have a plan for rapid EVACUATION out of hazard area.
- ◀ Practice your tsunami evacuation route with staff.
- ◀ Be aware of signs that a tsunami may be approaching:
  - Noticeable rapid rise or fall in coastal waters.
  - Strong earthquake lasting 20 seconds or more near the coast.

In case of strong earthquake lasting 20 seconds or more near the coast:

- ◀ Drop, cover, and hold.
- ◀ When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.
- ◀ If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.

**TSUNAMI WARNING:** Tsunami expected. Full evacuation suggested.

**TSUNAMI WATCH:** Danger level not yet known. Stay alert for more information and prepare to evacuate.

*A tsunami is a series of waves that may continue for hours.*

*Wait for official notification before returning to site.*



# ***VOLCANIC ACTIVITY***



- ◄ **Monitor radio for information and emergency instructions.**
- ◄ **If there is ashfall in your area, be prepared to stay indoors.**
- ◄ **EVACUATE if advised to do so by authorities.**

**Indoors:**

- ◄ Close all windows and doors.
- ◄ Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
- ◄ Ensure that infants and those with respiratory difficulties avoid contact with ash.

**Outside:**

- ◄ Cover nose and mouth.
- ◄ Wear goggles to protect eyes.
- ◄ Keep skin covered with clothing.

- ◄ Avoid driving in heavy ashfall – driving will stir up ash and stall vehicles.
- ◄ Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)

## **Be aware that volcanoes are often accompanied by:**

- Earthquakes
- Ashfall & acid rain
- Landslides & rockfalls
- Mudflows & flash floods
- Tsunamis

# ***WINDSTORM***

**Indoors:**

- ◄ Move away from windows. Cover windows with shades or blinds, if available.
- ◄ Consider moving to interior rooms/hall and lower floors.

**Outside:**

- ◄ Move indoors, avoiding any downed power lines or trees.

<DATE>

Dear Summersun Montessori Parents:

Attached please find a copy of Summersun Montessori's updated Disaster Plan. With the implementation of this plan, you can rest assured our child care staff will do everything we can to protect your child in the event of an emergency, crisis, or disaster.

With any emergency, crisis, or disaster, your cooperation is necessary for the following:

1. Encourage and explain to your child why the best place for them is at the child care center.
2. Explain that if you are unable to pick them up quickly, the child care staff will care for them until you or your emergency contact comes to get them.
3. Please do not telephone the child care during a disaster event. Telephone lines will be needed for emergency communications for the first 4 hours.
4. Listen to local or regional radio station for updates (KAPS 660AM). Also, you can sign up for text messages through the Mount Vernon school district.
5. Ensure that your child's out-of-state contact number is updated in their records.
6. Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.

The child care staff will care for your child until you or your designees are able to reach them. Be sure to keep your child's emergency release form updated. Children will only be released to those specified by you on their form. We will also utilize the phone numbers on the emergency release form should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize your out-of-state contact number for information. If possible, we will call that number to give information on your child and to see if you have left any information for us.

Our parent board is currently working on collecting emergency supplies for our center, including creating "Grab & Go" bags for us to evacuate with should the situation arise. If you are interested in being a part of that important project, please let me know and I will get you in contact with the board.

Thank you for your attention to this matter. Please feel free to contact Summersun if you have any questions regarding our Disaster Plan.

Sincerely,

Janice Hunt  
Director, Summersun Montessori