Childcare Emergency Plan
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INTRODUCTION

In December 2012, a lone gunman entered the Sandy Hook Elementary School in Connecticut and forever changed the safe and secure atmosphere normally associated with an elementary school. In January 2013, with the Sandy Hook Elementary School tragedy in mind, the Early Childhood Education and Criminal Justice programs at Volunteer State Community College entered into a Service Learning collaboration to develop an emergency preparedness plan for childcare facilities in Sumner County, Tennessee.

The initial student efforts involved research and site visits to determine the state of childcare facility emergency plans in the county. Once the need was identified, student focus switched to preparing a Childcare Emergency Plan that could be used as a template for childcare facilities in Sumner County and throughout Tennessee.

Meanwhile, Tennessee joined 21 other states by implementing national standards for child care facilities and schools. The law requires them to have written evacuation plans; plans to reunite families after a disaster; plans specifically for children with disabilities; and disaster plans that cover multiple types of responses including evacuation, shelter-in-place, and lock-downs. This plan meets these four national standards.

The primary goal of this Service Learn project is to effect change by providing the Childcare Emergency Plan to those facilities who have either no emergency plan or an inadequate plan. This goal includes gleaning best practices from agencies who are well prepared and incorporating their ideas into this plan.

Emergencies happen, whether an accident, at the hands of other people, or caused by nature. A proper emergency plan, combined with practice drills, should prepare everyone connected to a childcare facility to be ready to respond correctly to protect the children in their care. The lives of children, their parents, and childcare facility staff will be improved by knowing they are prepared for an emergency situation.
The staff and faculty at Volunteer State Community College are extremely proud of the students who participated in the preparation of the Childcare Emergency Plan. Service Learning for this project has involved over 100 students in the three different programs. Service Learning will continue beyond the completion of the Childcare Emergency Plan. Students from future classes, working in teams, will deliver the plan to childcare facilities and assist them with emergency drills. This will continue to strengthen the relationship between the college and the community by working together to meet the needs of Tennessee’s families.

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ACKNOWLEDGEMENTS

Early Childhood Education Classes:
Safety, Healthy Learning Environments
Math and Science  Spring 2013
Administration to Childcare Centers  Summer 2013
Clinical Practicum I & II  Fall 2013
Clinical Practicum II  Spring 2014

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Criminal Justice Classes:
Criminal Justice Cohort  Spring 2013
Criminal Justice Cohort  Fall 2013
Introduction to Criminal Justice  Spring 2014

Criminal Justice Students:
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Emergency Personnel Contacts

ACTION
CHANGES
THINGS
Training and Education

Keep Educating Yourself
Training & Education

- Proper Training (Staff & Parents & Children)
- Regular practice drills
- Open Communication

PARENTS:
- Must attend an Orientation when child enrolls & once a year from then after *(MANDATORY)*.
- Orientations should be offered every 2 months

Orientations should include:
* Drop off and Pick up rituals
* Rules Guidelines for Center
* Holidays and Snow Day procedures
* Review of Fire Drill Plan
* Review of Tornado Drill Plan
* Review of Lock Down Plan
* Parent Board should be highlighted so parents may utilize it

**Parents & Staff should work together to amend or add any new items that may become relevant to the school.**

Resources for emergency training and tools should be made available regularly to parents. This can be done on a Parent board posted all the time and updated as needed. If a website is used, than information can also be given there. Monthly newsletters about school events should now include a small paragraph or reminder about positive practices to help keep the children safe at school and in home. The way these can be focused can be as follows:
**August:** Review for All including the orientation, parent conferences if desired, and policy copies and procedures to take home

**September:** Lockdown focus reviewing proper procedures parents will take to reunite and gain knowledge of the situations at hand

**October:** Fire Safety @ School and Home

**November:** Tornado Drills

**December & January:** Holiday safety including public, car, and personal safety.

**March:** Tornado Drills/ Bad weather

**May:** Summer Safety: heat, CPR, allergies, water

**NOTES:**

1) Every two months orientation will be given to review the parent’s guidelines so new and returning families interested in it can come. (New Families are required to attend)

2) Lockdown, Fire, and Tornado Drills will be practiced monthly within the school system. Parents will be made aware of these.

Training for the parents may include take home activities, speakers, and seminars made available to them that go in depth into the parent’s role in the drills and real life situations.

**TEACHERS:**

- It will be the responsibility of each center to train the staff on proper procedures for any drills such as fire, tornado, and lockdown. THESE DRILLS SHOULD TAKE PLACE MONTHLY, so that children will not be afraid, and will know exactly what to do without becoming confused or panicked.

- Each center will provide emergency responders with a detailed map of their building so that in the event of an emergency, first
responders can quickly locate any intruders or victims. Our intent is to first and foremost protect the children in our care. It is imperative that all staff work as a team. To that end, we will assign a responsibility to each adult in the classroom. Teachers will immediately work together as a team in order to gather the children and direct them where they need to go. An emergency notebook with family phone numbers should be set up and ready to go. Teachers should prepare an emergency bag with snacks and quiet activities for the children, and a cell phone should be available in order to communicate with emergency personnel and parents. A first aid kit/medical bag with any required medications for the children should also be already prepared.

- Any drills or lockdown procedures should be discussed with families at parent orientation and throughout the year, so that parents will be aware of the site for the off-campus meeting location, and the procedures the center will take to ensure the safety of their child. If parents are well-informed, they can work with teachers to help educate the child on the importance of listening to instructions, moving quickly and quietly to the safe spot, and staying calm and quiet until the threat is over.

- Parents will sign paperwork at orientation acknowledging their understanding of drills and lockdown procedures that will be implemented. THIS IS MANDATORY.

- Monthly newsletters will contain emergency procedure information in order to keep parents informed and reminded.

- In the event of a fire drill, a designated area will be chosen to meet outside of the building. Teachers should make sure they have their emergency medical bag and emergency notebook, as well as a cell phone in order to communicate with emergency
personnel and parents. All staff and children should walk quickly and quietly to that area. A safe meeting place off grounds should be chosen for parents to meet in order to pick up their children if necessary.

- In the event of a tornado, a designated area within the center of the building will be chosen. Teachers should make sure they have their emergency medical bag and emergency notebook, as well as a cell phone in order to communicate with emergency personnel and parents. All staff and children should walk quickly and quietly to that area and remain there until the threat is over. A safe meeting place off grounds should be chosen for parents to meet in order to pick up their children, if necessary.

- In the event of a lockdown, a code word or phrase should be chosen and teachers immediately work together as a team to call 911, gather the children, get them into the designated safe place, lock all doors, and cover all windows. One teacher should make sure they have an emergency medical kit, a bag with snacks and quiet activities for the children, and cell phones in order to be able to communicate with emergency personnel and parents. A safe meeting place off grounds should be chosen for parents to meet in order to pick up their children, if necessary.

- The following months will be designated for particular staff trainings and/or emergency procedures:

  **August**: Staff and teacher trainings for all drills and procedures. Review for ALL including the orientation, parent conferences if desired, and policy copies and procedures to take home

  **September**: Informational speakers, webinars and seminars will be offered to all staff and teachers regarding proper procedures
for fire, weather and lockdown drills. Lockdown focus reviewing proper procedures parents will take to reunite and gain knowledge of the situations at hand

**October**: Fire Safety @ School and Home

**November**: Tornado Drills

**December & January**: Holiday safety including public, car, and personal safety.

**March**: Tornado Drills/ Bad weather

**May**: Centers will offer resources to teachers and staff about self-defense classes, provide webinars and seminars for proper procedures regarding fire, weather, and lockdown drills. Summer Safety: heat, CPR, allergies, water
Disabilities
SPECIAL NEEDS EMERGENCY PLAN

At the beginning of the year teachers and parents should provide the main office the name of children that will require special attention if there is an emergency.

* Practice and Review how an emergency may impact the daily routine of special need students.

* Note the children who are severely handicapped and who might require extra support in case of an emergency.

* Medication List – list the children’s medication and their medication schedule.

* Resource List – Supplies and assistance technology that regularly relied upon determine how a disaster may affect the use of them.

* Identify all prevalent people to the child, parents, Dr., Emergency contact people.

* Safe place for children outside of school. Have a Plan A and Plan B.

* Transportation Arrangements – Accommodations that accommodate staff and children with special needs.

* Make a map of the locations and times of where the special needs children are located from hour to hour along with equipment and supplies.

* Make special needs class room proximity to handicap accessibility exits and the school nurses.

* Family Call Tree – frequently call to make sure family members phone numbers and addresses are the same as well as their emergency contact person. Go over emergency plan with parents and staff on a regular basis.

* Put a policy in place that has a consent form with legal advice. The American with Disabilities Act (ADA) allows medical information to be given to people responsible for children with special needs.
THE PURPOSE OF THE BRACELET

- To coordinate the identity of the child with the child’s emergency identification folder.
- To secure accountability in an emergency situation.
- To bring awareness that the child has special needs.
- To connect the identity of the child with the parent’s and/or emergency contact person.
- Specialized color coordinated identity.
- Staff will remove bracelet prior to departure daily and signature will be required that bracelet has been received.

PARENT INVOLVEMENT

- Parents will receive matching bracelet(s) to coordinate with their child’s.
- Parents will receive bracelet(s) upon registration of child and information packet has been reviewed and signed by parent.
- Parents will have the option of wearing a necklace or bracelet that coordinates with their child’s bracelet.
- Parents will attend frequent emergency preparedness meetings.
- Parents will keep the school informed of any changes in the child’s personal information.
- Parents will go over emergency plan at home with the child on a consistent basis.

EXCEPTIONAL DEFINED

AS EXTRAORDINARY NOT TYPICAL

Our mission is to have an exceptional emergency plan for exceptional children, parents, and caregivers.
Folder information

- Folder will coordinate with child and parent’s bracelet/necklace.
- Photo of the child and the parent.
- Medical information sheet.
- Emergency contact information.
- Detailed activity plan for child.
- Resources that pertain to the child.
- Permission slip that will allow administration of medicine as needed.
- Folders will be placed in a secure designated place.

CONCLUSION

The main goal for these exceptional children, caregivers, and parents is for the understanding of needs for being prepared for the challenges they may face.
Children’s Activities
Infant’s

**Line Up**—Gather all babies together in one area or room and start singing songs to them or lullabies.

**Lullabies:**

Twinkle, twinkle, little star,
How I wonder what you are!

Up above the world so high,
Like a diamond in the sky.

Twinkle, twinkle, little star,
How I wonder what you are.

**Materials:**

- Blankets
- Stuffed Toys
- Rattlers
- Stuffed Animals
- Books
Toddler’s

Line Up - This finger play encourages little ones to walk as quiet as mice in the hallway. After youngsters are in line, lead them in performing the finger play. If desired, invite the line leader to carry a mouse puppet as a visual reminder.

Quiet Mice:

- Hold hands in front of body with fingers curled like paws. Put fingers to lips.
- Tiptoe in place with hands curled like paws. Put fingers to lips.

Materials:

- Story books
- Little Stuffed Animals
Preschool

Line Up – Give youngsters a visual signal to let them know when you are ready for their line to go. Prepare a sign like the one shown. As youngsters are lining up, display the red side of the sign. If necessary, remind little ones how they should line up. When you are ready for students to move into the hallway, turn the sign to reveal the green side.

USE THE BUDDY SYSTEM – PAIR CHILDREN IN TWO’S
(Make sure you have the children hold hands and keep up with their buddy!)

Materials:

- Story books
- Coloring books and Crayons
- Little Stuffed Animals
- Paper Pencils
- Magic Marker Erase Boards
- Puppets
Afterschool

Line Up - Use this simple chant to help students prepare themselves for walking in line.

Eyes and Lips:

One, two, three, eyes on me. Four, five, six, finger on your lips. Seven, eight, nine, make a straight line. Walk beside the wall beside the wall without talking at all. Ready? Let’s go!

USE THE BUDDY SYSTEM – PAIR CHILDREN IN TWO’S
(MAKE SURE THE CHILDREN HOLD HANDS AND KEEP UP WITH THEIR BUDDY)

Materials:

- Coloring books and Crayons
- Game boys
- Children’s homework they brought from school.
- Story books
- I - pad’s
Begin a story: “I was walking in the park one day, and what do you think I saw?”

One child answers, “A house.”

All the children say, “What was in the house?”

Another child answers, “A kitchen.”

All the children say, “What was in the kitchen?”

The next child says, “A refrigerator.”

All the children say, “What was in the refrigerator?”

The next child says, “A box.”

All the children say, “What was in the box?”

The next child says, “Apples.”

Everyone says, “Yum, yum!”

Once the children learn this story, they will love to tell it over and over.

Invent other short stories with similar sequencing pattern, for example, using country, farm, barn, kennel, dog, “Woof, woof!”

This story can be added to or changed to any way you would like!
Emergency Plans
Emergency Kit & Supplies for Pre-School & Day Care

- Water (one Gallon of water per person for at least 3 days) for drinking and sanitation
- Food (at least 3 day supply of non-perishable food)
- Battery powered or hand cranked radio and or weather radio, extra batteries for both
- Flashlight and extra batteries
- First Aid kit, ice packs included
- Whistle to signal for help
- Dust masks to help filter contaminated air
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener
- Local maps
- Cell phones with chargers
You may need the following also to add to your kit for the children in your personal care:

✓ Any prescription medication and glasses (asthma inhalers, etc.)

✓ Infant formula, diapers, wipes and blankets

✓ Emergency contact numbers for parents and/or relatives, attendance sheets, role book

✓ Emergency reference materials, charts of children’s needs

✓ Fire extinguisher

✓ Matches in a waterproof container

✓ Paper, pens or pencils

✓ Books, games or activities for children to do
NON-EMERGENCIES

PURPOSE: The purpose of this preparedness plan is for those occasions when a situation requires a change in the normal, daily activity of the facility.

Examples:
• Severe/inclement weather
• Air pollution alert
• Local AMBER alert
• Illness
• Any non-emergency notification

Materials:
• Emergency Cards (Children’s Information)

• Blankets and Children’s Jackets (Protection)

• On-Site or Off-Site Evacuation Plan (Should it become necessary)
CHECK LIST

☐ Determine nature of non-emergency event
  • Decide whether or not the event requires a change in the daily schedule
    o Example – An approaching snow storm is arriving sooner than expected
    o Facility will be closing early

☐ Notify parents/guardians of the non-emergency information
  • Keep them informed of any updates or changes
SHELTER-IN-PLACE

PURPOSE: The purpose of this emergency preparedness plan is for those occasions when the children and staff are in danger from an outside natural event.

Examples:
- Severe weather
- Tornado
- Earthquake

Materials:
- Emergency Cards (Children’s Information)
- Emergency Backpack (First Aid Kit)
- Blankets and Children’s Jackets (Protection)
- On-Site or Off-Site Evacuation Plan (Should it become necessary)
CHECK LIST

- Get children to designated safe place
  - Take roll to ensure all children are present
  - Get children into safe position
    - Duck and cover
    - Blanket overhead
  - Check for emergency kits
    - First aid kit
  - Use Alert App to notify parents of current situation

- Check for injuries
  - Use class roll to check every child
  - Use first aid kit if necessary

- Call proper authorities if needed
  - 911
  - Local police/sheriff department
  - Local fire department

- Secure safety of children
  - Consider on-site evacuation when safe
  - Consider off-site evacuation when safe
    - Reunification plan

- Notify parents/guardians of the shelter-in-place situation
  - Keep them informed of any updates or changes
LOCK DOWN

PURPOSE: The purpose of this emergency preparedness plan is for those occasions when the facility must be locked down, and no one is allowed to enter or leave the facility.

Examples:

• Threatening person(s) in the area
• Nearby chemical accident or spill
• Nearby explosion
• Nearby civil unrest, protest, or disturbance

Materials:

• Emergency Cards (Children’s Information)

• Emergency Backpack (First Aid Kit)

• Off-Site Evacuation Plan (Should it become necessary)
CHECK LIST

☐ Get children to designated safe place
  • Take roll to ensure all children are present
  • Get children into safe position
    o Duck and cover
    o Blanket overhead
  • Check for emergency kits
    o First aid kit
  • Use Alert App to notify parents of current situation

☐ Check for injuries
  • Use class roll to check every child
  • Use first aid kit if necessary

☐ Call proper authorities
  • 911
  • Local police/sheriff department
  • Local fire department

☐ Secure safety of children
  • Consider off-site evacuation when safe
    o Reunification plan

☐ Notify parents/guardians of the lock down situation
  • Keep them informed of any updates or changes
Evacuation Plans

We Guide You Through Every Step
ON-SITE EVACUATION

PURPOSE: The purpose of this emergency preparedness plan is for those occasions when the building(s) of the facility must be evacuated, but it is not necessary to conduct an off-site evacuation.

Examples:
- Fire
- Chemical accident or gas leak
- Bomb threat
- Any other unsafe condition

Materials:
- Emergency Cards (Children’s Information)
- Emergency Backpack (First Aid Kit)
- Children’s jackets and/or outer clothing for inclement weather
- Age-appropriate activities – See Activities Section
- Off-Site Evacuation Plan (Should it become necessary)
CHECK LIST

☐ Line up
  • Gather all children together
  • Line them up
  • Take roll
  • Gather all necessary items for evacuation

☐ Evacuate
  • Go directly to designated on-site evacuation location
    o This should be the same location used in the event of an off-site evacuation
  • Check for emergency kits
    o First aid kit
  • Take role
    o Check children for any injuries
    o Use first aid kit if necessary

☐ Use ALERT App to notify parents/guardians of situation

☐ Call proper authorities
  • 911
  • Local police/sheriff department
  • Local fire department

☐ Secure safety of children
  • Consider off-site evacuation when safe
    o Reunification plan

☐ Notify parents/guardians of the on-site evacuation
  • Keep them informed of any updates or changes
OFF-SITE EVACUATION

PURPOSE: The purpose of this emergency preparedness plan is for those occasions when the facility must be evacuated to an off-site location.

Examples:
- Fire
- Chemical Accident
- Bomb Threat
- Any other unsafe or dangerous situation in the immediate area

Materials:
- Emergency Cards (Children’s Information)
- Emergency Backpack (First Aid Kit)
- Children’s jackets and/or outer clothing for inclement weather
- Age-appropriate activities – See Activities Section
CHECK LIST

☐ Line up
• Gather all children together
• Line them up
• Take roll
• Gather all necessary items for evacuation

☐ Evacuate to on-site location
• Go directly to designated on-site evacuation location
• Check for emergency kits
  o First aid kit
• Take role
  o Check children for any injuries
  o Use first aid kit if necessary
• Load into evacuation vehicles

☐ Evacuate to off-site location
• Use Alert App to notify parents of current situation
  o Include information about where/when to pick up children
• Once at off-site location
  o Monitor children
  o Ensure children have appropriate activities
  o Consider nourishment needs
  o Consider bathroom needs

☐ Call proper authorities – may not be necessary as they may have ordered the off-site evacuation
• 911
• Local police/sheriff department
• Local fire department

☐ Notify parents/guardians of the off-site evacuation
• Keep them informed of any updates or changes
OFF-SITE LOCATIONS

FIRST OPTION

Location: __________________________________________
Address: _________________________________________
Contact: __________________________________________
Phone(s): (W): _____________________________________
          (M): _____________________________________
Comments: ________________________________________

SECOND OPTION

Location: __________________________________________
Address: _________________________________________
Contact: __________________________________________
Phone(s): (W): _____________________________________
          (M): _____________________________________
Comments: ________________________________________
THIRD OPTION

Location: ____________________________________________

Address: ____________________________________________

Contact: ____________________________________________

Phone(s): (W): ________________________________________
(M): _______________________________________

Comments: __________________________________________

____________________________________________________

NOTES

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The Parent Pal List can be used to assist in the decimation of information. Parents/guardians volunteer to be paired up. When one receives information about the child care facility, they call their "Pal" and inform them of the situation. It is like a “calling tree.” It can save the facility director significant time by minimizing the number of calls required. It is important to keep this list updated on a regular basis.

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Reunification
REUNIFICATION PLAN

PURPOSE: The purpose of the Reunification Plan is to ensure that parents/guardians have a safe, secure location to pick up their children when the facility has been evacuated to an off-site location.

Important Note: Evacuating children to an off-site location should only occur in the most extreme situations. In all likelihood, the facility and surrounding area may be unsafe. Parents and guardians **SHOULD NOT** go to the facility. Doing so interferes with emergency personnel who may be performing life-saving activities.
CHECK LIST

☐ Follow the Off-Site Evacuation Plan
  • Transport children to safest location
    o First, second, or third option
  • Take roll to ensure all children are accounted for
  • Make sure children are safe and personal needs are addressed
  • Attend to any injured children
  • Provide age-appropriate activities

☐ Use ALERT App to notify parents/guardians of current situation
  • Determine safest route(s) for them to use
  • Clarify that parents/guardians are to come to off-site location
    o Direct them not to come to facility

☐ Notify parents/guardians of the reunification plan
  • Keep them informed of any updates or changes

☐ Document when children are picked up
  • Ensure parents/guardians are informed of any injuries or concerns regarding their child(ren)
Childcare Center
Floor Plans
Children’s Contact Information
Childcare Emergency Plan
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Director of Human Resources, Affirmative Action Officer, Title IX Coordinator, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592