Emergency Evacuation Procedures for Natural Hazards Requiring Response

The center director (or administrative person) will contact the appropriate authorities by phone to assess each situation. If the phone lines to the center are down, the center cell phone will be used. If any of the emergencies are considered a temporary situation, the center will remain open.

Center closings will vary due to each situation

For Fire:

1. Everyone must leave the building by groups. Children with disabilities will be helped accordingly to individual needs.
2. Children are counted as they are assembled.
3. The groups proceed to the designated area on the playground or in front of the building.
4. The children are counted again once assembled at the designated areas.
5. The teachers maintain daily attendance records and keep them accessible.
6. Daily attendance sheets and emergency cards are taken outside during evacuation procedures.
7. Emergency cribs are located closest to the door and labeled.
8. Three infants per crib allowed during evacuation.
9. The assistant director goes immediately to the infant class to assist.
10. The director and remaining assistants will close doors and check all bathrooms and classrooms.
11. The director will take emergency information to designated areas.
12. In the event that the playground area must be evacuated, all children must file through the end gate and proceed to the empty field next to the center.
13. In the event of a fire in any part of the building, children will be assembled in a pre-designated central area outside. Staff will have evacuation bags at the time of leaving the building. Children will then be transported to the Richardson Olmstead School. Parents will be contacted to pick up their children from the Olmstead School. Children will be allowed back into the building only when given clearance by the fire department and/or local building inspector.

A fire drill procedure and evacuation map is posted in each classroom for easy reference. In addition, all posted maps include location of fire extinguishers, fire pull boxes, smoke and heat detectors for the use by staff. Fire drills are conducted monthly with occasional assistance from the local fire department and will include both primary and secondary evacuation routes.. Fire drills will be unannounced. All drills will be timed and logged into a central log book.

The director and assistant directors will be responsible for assisting the needs of all children in the evacuation process with special attention to the infants, toddlers and children with disabilities.

The program will include a fire and burn prevention program in the children's curriculum.

Natural Disaster Plan

In the event of a natural disaster, the center will call 911 and report the call to the Easton Fire Department. The second call will be to Diane Karo, manager for Laidlaw at 508-230-7231 and Dr. Green at 508-230-3200 ext 2 to send a bus to the center. The Easton Fire Department has instructions to assist us in getting the children to Richardson Olmstead School. 101 Lothrop Street, North Easton, 508-230-3205. Parents will be notified after we reach the Olmstead School.

Tornado

When a Tornado Watch or Tornado Warning occurs, all children will be relocated to pre-designated safe locations in the interior of the building until the all-clear is reported by the local emergency personnel. All classroom doors will be closed to insure that the children are safe from possible damage. Staff will take emergency evacuation bags with them to the designated location so that items such a diapers, gloves, etc. are available. Before returning to the classrooms, the building will be inspected for any damages. An inspection will also be completed of the playground and surrounding area. If the building is considered unsafe, the children will be evacuated to our secondary site according to our evacuation procedures. Road and safety conditions at the secondary site will be reviewed before moving the children.

Hurricane

When a Hurricane Watch or Hurricane Warning occurs, all children will be relocated to pre-designated safe locations in the interior of the building until the all-clear is reported by the local emergency personnel. Knowing that there is the "eye" of the storm in the case of a Hurricane, this all clear is only after both ends of the storm have come through. All classroom doors will be closed to insure that the children are safe from possible damage. Staff will take emergency evacuation bags with them to the designated location so that items such as diapers, gloves, etc. are available. Before returning to the classrooms, the building will be inspected for any damages. An inspection will also be completed of the playground and surrounding area. If the building is considered unsafe, the children will be evacuated to our secondary site according to our evacuation procedures. Road and safety conditions at the secondary site will be reviewed before moving the children.

Earthquake

When an earthquake occurs, all children will be relocated to pre-designated safe locations in the interior of the building and assume positions under the tables. until the all-clear is reported by the local emergency personnel. All classroom doors will be closed to insure that the children are safe from possible damage. Safe locations must be away from all sky light, windows and potential falling objects. The Director or Assistant Director will turn off all water, gas and electric service at the main switch for safety. Staff will take emergency evacuation bags with them to the designated location so that items such as diapers, gloves, etc. are available. Before returning to the classrooms, the building will be inspected for any damages. An inspection will also be completed of the playground and surrounding area. If the building is considered unsafe, the children will be evacuated to our secondary site according to our evacuation

procedures. Road and safety conditions at the secondary site will be reviewed before moving the children.

Flooding

When Flash Flood Watch or Warnings occur, these conditions will be monitored on local radio and/or TV stations. If conditions are deemed dangerous for morning driving, the executive director will call a school delay and/or closing. The notice will be available for parents at www.whdh.com. If the school day has already begun and weather conditions are deteriorating, parents will be called by administrators to come for an early dismissal. Parents will be given as much warning time as possible. At all times, children will have the appropriate staff to engage and supervise them in activities until they have been picked up. Staff will be sent home when the children have left but not unless appropriate ratios and supervision are in place.

For Loss of Water

A call to the Town of Easton, Water Division, 508-230-0850 will be made to assess the situation. For temporary loss, bottled water will be bought and put in all hand washing, toilet/diapering and dishwashing stations. The center has hand wipes and hand sanitizer to be used during the time when there is a disruption of water. If the situation cannot be resolved in an acceptable period of time (1 hour)Parent/guardians/emergency contacts will be called by the center administrator to pick up their child(ren) due to center closing. Once water has been restored, the Easton Water Department will be contacted to insure that we proceed with the flushing of the water lines to ensure that the water is safe within the building.

For Loss of Power, Heat/Hot Water

A call to Mass Electric 1-800-322-3223 or Bay State Gas 1-800-677-5052 will be made to assess the situation. The center is equipped with an emergency lighting system and flashlights are available for each class. If power loss directly interferes with heat to the building, parents will be notified to pick up their child(ren) if the temperature goes below 65 degrees due to the center closing.

Severe Weather

Severe weather can happen at any time of the year. The center will be open unless the Governor declares a state of emergency or if the center feels it's a safety issue for staff, parents and children to travel to the center. It is essential that Creative World staff be prepared at all times for possible dangerous situations. The center will monitor, via internet and/or battery powered radio the current weather conditions. In case of impending severe weather conditions the Director and/or assistant director will direct staff and children to safe spaces in the building. Log on to http://www.whdh.com or have your cell phone notified of center closings. At all times Creative World will have adequate flashlights and batteries, current classroom emergency lists, snack & drink for the children, powered cell phones in situations when the land line does not work.

Snow and Ice Storms

Storm watches, blizzard warnings and travel advisories will be monitored by radio and/or TV station Channel 7 WHDH. If conditions are deemed dangerous for morning driving, the Executive Director will call a school delay and/or closing. The notice will be available for parents at www.whdh.com. If the school day has already begun and weather conditions are deteriorating, parents will be called by the center administrators to come for an early dismissal. Parents will be given as much warning time as possible. At all times, children will have the appropriate staff to engage and supervise them in activities until they have been picked up. Staff will be sent home when the children have left but not unless appropriate ratios and supervision are in place.

Hazardous Material

Hazardous materials can be flammable, combustible, explosive, toxic, noxious, corrosive, oxidize, radioactive or an irritant. If there is a hazardous material near our child care site, our first call is to the local fire department to determine if evacuation is required or if it is determined that we should shelter-in-place. The local fire department will direct all necessary safety precautions.

Bomb Threat/Threatening Call/Suspicious Items

The center will take immediate action by calling 911 while the building is being evacuated. The Easton Fire Department will assist in our evacuation to the Richardson Olmstead School, Lothrop Street, North Easton. The parents will be notified upon arriving at the Olmstead School.

Missing Child

Children at Creative World are signed in/out by their parents and separately by classroom staff throughout the day so that all children are accounted for. In the event of a missing child, the center will call 911 to report the missing child to the Easton Police Department and then the child's parents will be called. At the same time, the building will be secured and no staff or child will be allowed to leave or enter the center. The children in the classrooms will be kept in place and all attendance sheets will be verified for children who have arrived/left by each classroom teacher. Classroom staff will check every part of their classroom for the missing child. One administrator will check the office and every hallway space. One administrator will go outdoors and check all outside spaces including but not limited to the playground, parking lot and adjacent public areas. Administrative staff will meet back at the center office within ten minutes to review progress. The center will notify Department of EEC and DCF.

Unauthorized or Suspicious Person

If there is an unauthorized and/or suspicious person in and around the child care center, the director or assistant director will immediately call 911. A clear description of the person will be noted along with any behaviors of concern. At the same time, the classroom teachers will be notified to keep all children indoors until the police have given the center clearance.

Personal Safety

Personal safety is the responsibility of every staff person. If staff feel that there is a security concern they must inform the director or assistant director who will proceed with steps noted under "Bomb Threat, threatening phone call." If a staff member feels there is a medical emergency, they should follow the steps noted for "Medical Emergency." At all times, staff are encouraged to stay calm, exercise their best judgment, and communicate clearly with the director and or assistant director.

Medical Emergency

Whenever there are children in the child care center, there will always be a staff person with current CPR and First Aid training. In addition, there is always an administrator with CPR and First Aid training. If there is a medical emergency, the onsite administrator must first be called to the scene. All employees are training in the following procedure:

1. Assess the injury. Remain calm. Reassure the victim and others at the scene.
2. Do not move a severely injured or ill person except to save a life.
3. Send word to office personnel
4. Stay with the child and give first aid help.
5. Do not give any medications unless authorized.
6. If necessary, phone for help. Give all important information slowly and clearly. If the child needs to go to the hospital, the office will call 911. An ambulance will be used for all emergencies. The use of personal vehicles to transport is prohibited. The teacher or assistant director will accompany the child to the hospital, taking the child's folder with necessary permission slips.
7. The director will notify the parent immediately of the emergency.
8. If a parent cannot be reached, the center will contact the parents emergency contact person and call the physician shown on the child's emergency transportation permission form.
9. The teacher or the assistant director will stay with the child until the parents arrive.
10. The child will be noted that they are out of the building on the attendance sheet.
11. The teacher in charge of the child must fill out an accident report within 24 hours. File it in the child's folder. Give parents a copy and log it in the central log book.
12. **The Department of Early Education and Care will be notified any time a child receives professional medical treatment**.

PROTECTIVE ACTION (EVACUATION AND SHELTER-IN-PLACE

Evacuation

In the event of an emergency requiring an evacuation, the center director or assistant director will contact the appropriate authorities by phone to assess each situation. If the phone lines to the center are down, the center cell phone will be used.

1. Everyone must leave the building by groups. Children with disabilities will be helped accordingly to individual needs.
2. Children are counted as they are assembled.
3. The groups proceed to the designated area on the playground or in front of the

building.

4. The children are counted again once assembled at the designated areas.
5. The teachers maintain daily attendance records and keep them accessible. Standard attendance sheets already have who is in attendance, time of arrival and departure, and initials of person dropping off and picking up the child. Therefore daily attendance sheets are appropriate for an evacuation.
6. Daily attendance sheets and emergency cards are taken by designated personnel from each class during evacuation procedures.
7. Emergency cribs are located closest to the door and labeled.
8. Three infants per crib allowed during evacuation.
9. The assistant director goes immediately to the infant class to assist.
10. The director and remaining assistants will close doors and check all bathrooms and classrooms.
11. The director will take emergency information to designated areas.
12. In the event that the playground area must be evacuated, all children must file through the end gate and proceed to the empty field next to the center.
13. In the event that the children must be evacuated to a secondary site due to an emergency such as an earthquake, hurricane, etc. the local fire department and transportation company will be called, and the secondary site will be notified of our pending arrival. The children will be transported to our secondary evacuation site by bus
14. Staff will follow the "Organizational Chart" to insure that staff follow roles and responsibilities and that all medications, evacuation bags, cell phones, etc. are included in the evacuation.
15. Once at the secondary site, children will be counted again as they leave the busses and once again as they enter and are settled in the secure location.

Parents will be notified by cell phone after the children have all been accounted for.

All evacuations must be completely documented. Accurate attendance sheets and documentation of who picked up each child at departure must be kept in the evacuation report. Staff will remain in place until all of the children have been picked up. The director and assistant directors are ultimately responsible for the overall safety of the evacuation and for assisting the needs of all children in the evacuation process with special attention to the infants, toddlers and children with disabilities.

Shelter-In-Place

In the event of an emergency which requires that we shelter-in-place, as directed by the local emergency personnel, all staff and children would be required to remain indoors for safety. The local fire department would be called and they would direct child care staff as to necessary 'next steps'. Items to be considered:

1. Staff must be prepared to be in 'lock down' mode until the 'all clear' is given by emergency personnel. This means that children and/or parents will not be allowed to come into or leave the building unless permitted by emergency personnel.

2. Electricity, water, gas and ventilation systems will be turned off as directed by the local safety personnel.
3. Parents will be notified of the emergency and the shelter-in-place status by phone. They will also be directed as to the procedures identified by emergency personnel for coming to take their children from the child care center.
4. Once the 'all clear' is given by the emergency personnel, staff will dismiss children to the designated family members. All children must be signed out on the class attendance sheet.
5. Complete documentation of the emergency must be kept along with all attendance sheets for the day.

Recovery and Restoration of Operations

Following an emergency or disaster in which the children and staff of the child care site were relocated to secondary site, Creative World will take all necessary steps to restore operations as quickly as possible. Recovery and restoration will proceed in the following stages after an emergency:

1. The director or administrator on site will contact the local emergency providers (fire and/or police) to get an "all clear" for the area around our child care center.

2. If it is determined by safety personnel that the area is safe to return to the general area, one administrator will return to the child care site to determine if there are any visible damages due to the emergency including, but not limited to, structural impact, utility stoppage, or debris in the near vicinity of the child care center.

3. If there is NO impact to the building and/or surrounding area and all utilities are functioning, the children will be transported back to the center if there is at least 3 hours left in the day. Parents will be contacted to let them know of our return to the center.

4. If there is any impact to the child care center and/or near vicinity, the proper authorities will be contacted to insure safety. (ex: The Easton Water Department if there was any disruption to the water systems.) All systems will be checked by the proper authorities before any child or staff will be allowed back into the building. If there is structural damage to the building or near the grounds, the insurance company will also be contacted. A determination will be made by each of the proper authorities about the need/possibility of repair and the expected length of time those repairs will take.

5. If repairs to the building are expected to take more than 48 hours, every effort will be made with helping parents find alternate care for their child(ren). A call to our sister center will be made and the local EEC office will be contacted to determine which local centers remain open and may have potential child care space available. Parents will be given a list of contacts and appropriate information for this purpose. Parents will be informed with the on-going repair work.