

New Life Child Development Center Disaster Plan

Updated: May 16, 2007

Personnel guide:

Director

The director shall become responsible for the overall direction of disaster procedures at the child care site. During school hours (8:30-3) the director will take direction from the principal of Eagle View Christian School.

Teachers and classroom aides

Lead teachers shall be directly responsible for the supervision of the children in their care and will remain with the children until directed otherwise.

Lead teachers will direct any assistants or parent volunteers for help during any disaster.

Teachers will direct evacuation of children in their care to inside or outside assembly areas in accordance with alarms or direction from the director.

Teachers will give the DROP- TAKE COVER AND HOLD command during earthquake, a surprise attack or when deemed necessary.

Teachers will render first aid when necessary.

Teachers MUST take roll when the class relocates in an assembly area as soon as possible.

Teachers report missing students and staff to Mical Gaynor, director.

Teachers assist as directed by the director, or school principal.

Kitchen Staff

Any kitchen staff shall immediately assist the infant room teacher and children.

Whenever the feeding of staff or children becomes necessary during a disaster the kitchen staff should prepare and serve on a rationed basis food and water supplies.

Office Staff

Any office staff shall immediately assist the toddler room teachers and children unless directed otherwise by the director.

Natural Disasters

Severe windstorm

- A. If high winds develop during childcare hours, the following emergency actions will take place:
1. Implement action: DROP- TAKE COVER AND HOLD
 2. Children and staff should be assembled inside buildings.
 3. Close windows and blinds.
 4. Remain near an inside wall if possible.
 5. Evacuate into the middle room if your side of the building bears full force of the wind.
 6. School office will notify utility companies of break in the utility service.
 7. Take roll.

Earthquake

- A. Inside the building:
1. The teacher or staff in authority will implement action DROP- TAKE COVER AND HOLD.
 2. Try to avoid glass and falling objects, areas where there are large panels of glass.
 3. Implement action LEAVE BUILDING (by fire alarm or word of mouth) when, in the judgement of the staff member, the earthquake is over and tremors have subsided. Go to an open area away from trees and power poles.
 4. Maintain control of students. Under NO circumstances will anyone be permitted in the building until deemed safe.
 5. Avoid touching electrical wires and metal objects such as chain link fences.
 6. Render first Aid if necessary.
 7. Take roll.

Explosion or threat of explosion

1. Explosion:
 - A. Command DROP- TAKE COVER.
 - B. If the explosion occurred within the building or threatens the building, the staff should immediately implement action LEAVE BUILDING.
 - C. Sound the school fire alarm.
 - D. Move to an area of safety as far away from any structure as possible and maintain control of students.
 - E. Render first aid as necessary.
 - F. Office will immediately notify Law enforcement by 911.

- G. Use fire extinguisher if appropriate.
- H. Take roll.
- I. The director will direct further action as required.
- J. Children and staff should not return to the building until fire department officials declare the area safe.

Bomb threat procedure

- 1. Warning: Usually an anonymous phone call.
- 2. Action:
 - A. Director will call law enforcement personell; possibly fire department.
 - B. Director will order evacuation of the building. Staff will be told “this is any emergency evacuation. Please take coats.”
 - C. No one will return to the building until all clear is announced.

Note: If there was a possible bomb threat, no cell phones should be used. Be aware that wrist watches, pagers, flashlights, cell phones, and anything with a battery could detonate a bomb.

Actions we may take during disasters, defined.

Action- GO HOME, given by director only or appointed staff member, if director is unavailable.

Children will be held at center until an authorized adult picks them up.

Action GO HOME may be appropriate for, but not limited to:

- 1. Flood,
- 2. Severe windstorm,
- 3. Fire.

Action LEAVE BUILDING.

The ringing of the usual fire alarm shall be the warning signal for action LEAVE BUILDING. If the fire alarm is unavailable word of mouth will be used.

Action LEAVE BUILDING consists of:

- 1. Fire,
- 2. Bomb threat,
- 3. Chemical accident,
- 4. Explosion or threat of one,
- 5. Post earthquake or,
- 6. other similar occurrences which make school buildings uninhabitable.

Action EMERGENCY LOCK DOWN

There is no way to predict when an emergency situation might occur or what type of emergency it might be.

EMERGENCY LOCK DOWN will consist of teacher shutting and locking windows. All outside doors will be locked and director will make communication to the upstairs staff to do the same. Children should remain with their teacher and not leave the room until deemed safe.

Action: DROP- TAKE COVER AND HOLD

This action is appropriate for, but not limited to:

1. Earthquake,
2. Explosion,
3. Surprise nuclear attack.

Inside building:

1. Command, DROP- TAKE COVER AND HOLD is given.
2. Children and staff immediately duck under a table and with both hands, hold onto the knees and bury head into arms. Staff should hold tight to table legs. Try to stay on your knees at all times when the table is moving to keep your face off the floor. Infant teacher and kitchen staff
3. After all movement and noise stop, evacuate outside to designated area.

Outside building:

1. Command DROP TAKE COVER AND HOLD is given.
2. Move away from buildings, trees, fences and power lines.
3. Drop to your knees.
4. Clasp both hands behind your neck.
5. Bury face in arms.
6. Make your body as small as possible.
7. Stay away from trees, fences and power lines.

In the event that the Red Cross has establishes schools in the district as emergency shelters, if parents cannot pick up their children within three hours after the ACTION GO HOME command has been established the children will be relocated to the Red Cross Shelter at Yelm Middle School.

Every attempt will be made to relocate the children with the parents or designated adults following a disaster.

How we will care for children during disasters:

Children will be under the direct care of their teacher(s) and will remain in care until released to an authorized adult or until the situation is deemed safe and normal daily activities resume. Each classroom has an emergency kit which contains activities to occupy the children's time should we be out of the classroom for any length of time. Teachers are responsible to take this kit with them during any drills or actual disasters. If children remain in care for one or more days, the center has food, water, blankets to meet the needs of the children.

Children with special needs will be cared for by their direct care provider and every attempt will be made to keep the level of care at the same standard as daily implemented at the facility.

Phone number to call during time of disaster.

We have provided an out of state number that you may call in the event of a disaster when land lines and cell phones are out of commission. Director will call this number and report "all children are safe and accounted for" or any other direction and parents may call the number and receive information. If land lines are in order calling the center's regular business number is best. 360-458-2290

Phone Number: 1-540-972-7373

Transportation arrangements:

Staff and qualified volunteers will transport students in case of a disaster requiring we leave the property to Yelm Middle School.