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Approved By:	LLC Management	Revision Date:		Supersedes:	All Previous

## **1201.2(d) – SPECIAL NEEDS CHILDREN**

Each child who has special needs is unique; therefore, each child should have his or her own emergency plan. This plan will be written by a combined effort from the parents, teachers, and if necessary health care professionals. A copy of the plan should be kept in the child’s file, as well as in the child’s classroom. Teachers and staff are to do carry out these plans in best possible means in the event of an emergency.

## **1201 - EMERGENCY EVACUATION PLAN**

### Introduction

This Emergency Evacuation Plan is developed and implemented to ensure the safety and health of the staff and children of Legacy Learning (LLC). The consequences of an emergency such as a fire can be catastrophic to LLC, the staff and the community. A fire can involve loss of life, damage to or a complete loss of property, disruptions to daily childcare, damage to the environment, and even present a major threat to LLC survival.

### Purpose

The basic objective of this plan is to safely evacuate all individuals (staff, children and visitors) from LLC in the event of an emergency. This emergency evacuation procedure will be used during fires, bomb threats, and other emergencies where it is necessary for the building to be evacuated.

## **Emergency Evacuation Procedures**

### Alert and Alarms

Any teacher or LLC administrator may call for an evacuation. **The alarm is a verbal notification initiated by the Director or their designee through walkie talkies.**

This notification, given in English, will be: “This is an emergency – Please evacuate the building immediately”

In the event of discovering the need for an evacuation, the following actions are to be followed:

1. Teachers will calmly talk to children, remove the daily attendance sheet and emergency backpack to be taken with them.
2. Gather children by their classroom door and assure all children are accounted for.

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3. Teachers will lead the children to the nearest exit as quickly and safely as possible and lead them to the evacuation area – which shall be going out the closet exit door to across the street from the building. Children will stay in their groups with their teacher until an all clear or further evacuation instructions.
4. Teachers will check the roll again to ensure all children are evacuated.
5. INFANTS: Infants will be evacuated by putting up to four (4) non-mobile infants in an evacuation crib and move them to the designated evacuation area.
  - a. Take attendance sheets, child rosters, and information sheets.
  - b. If there is time, you may grab supplies needed to protect infants/children from the weather.
6. The director or designee will grab the evacuation pack. The evacuation pack must be readily accessible, and all staff shall know the location it is kept.
7. The director or designee will make sure that all teachers and volunteers have been evacuated.

Fire or Emergency Medical Personnel, or other Medical Care Givers should evaluate injuries as soon as possible.

Any teacher realizing that another teacher or child is unaccounted for shall immediately relate the name of the missing person/child to the Director or designated representative.

### 1201.7 - Evacuation Pack- Kept in LLC Supply Room

The evacuation shall have at minimum the following items:

- a. List of emergency numbers
- b. List of all emergency and contact information for all children
- c. List of all emergency and contact information for all staff
- d. First aid kit with extra gloves, which shall include at a minimum the following:
  - i. Adhesive band aids (various sizes)
  - ii. Sterile gauze squares
  - iii. Adhesive tape
  - iv. Roll of gauze bandages
  - v. Antiseptic
  - vi. Thermometer
  - vii. Scissors
  - viii. Disposable gloves
  - ix. Tweezers
- e. Tissue
- f. Battery powered flashlight with extra batteries
- g. Battery powered radio and extra batteries
- h. Hand sanitizer
- i. Notepad and pens/pencils
- j. Whistle
- k. Disposable cups
- l. Wet wipes
- m. Emergency survival blanket

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## Evacuation Assembly Area

All teachers will take children and assemble across the street. Do not leave the immediate area. If an off-site evacuation is necessary, all personnel/children will be taken to a location TBD. Do not block the driveway to allow for entrance and exit of emergency vehicles. Fire/emergency medical personnel or other medical care givers should evaluate injured person/children soon as possible.

## Site Sweep

The LLC Director will conduct a site sweep for persons/children unaware of the evacuation notification. This will be done in each room and restroom(s) as the personnel/children for that area move toward their designated exit. All efforts will be conducted so that there is no additional danger to any person/child.

## ALL CLEAR SIGNAL - NOTIFICATION

This signal is used to end a drill or signify that an emergency no longer exists. DO NOT reenter the building for any reason until the all-clear notification has been given. Teachers and children should return to their classrooms and resume normal activities. Teachers should account for all children in class.

**The all-clear notification is a verbal announcement that will be given by the LLC Director or designated representative.**

## 1201 – FIRE EMERGENCIES

All staff members are to familiarize themselves with the fire emergency procedure. All staff members are to maintain their areas and make sure they are free from accumulation of combustible materials.

Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits and paths to exits are always unobstructed. Fire drills will be held on a monthly basis.

### Fire/Smoke:

- If fire/smoke is discovered, immediately activate the nearest pull station, call 911, and begin evacuation per the evacuation procedure.
- If the fire is small (i.e., wastepaper basket size) and can be done safely, extinguish the fire by using water, a blanket, fire extinguisher, etc. When dealing with the fire – your personal safety and that of the children MUST come first.
- If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area immediately by following the evacuation plan.
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## 1201 – SEVERE WEATHER PROCEDURE

### Severe Weather

The severe weather alarm shall be sounded upon the notification by the city of Conway. Upon the issuance of a severe weather warning for this area, the city severe weather alarm will be sounded. The alarm consists of a long siren that will alert people in the area of a severe weather. *NOTE: The system is tested every Wednesday at Noon. Employees should be made aware of this in the event of a real severe weather alert.*

The “Shelter signal” will be utilized for severe weather, earthquake and other emergencies where it is necessary for students to take shelter immediately. **The signal to take shelter is a verbal notification initiated by the Director or their designee.** This notification, given in English, will be: “This is an emergency – Please go to the nearest shelter immediately”

#### Survival Procedure - General

In the event of severe weather, the following actions are to be followed:

1. Teachers will calmly talk to children, remove the daily attendance sheet and emergency backpack to be taken with them.
2. Gather children by their classroom door and assure all children are accounted for.
3. Report to designated shelter area.
  - a. Infants – hallway in a port-a-crib – cover with mattress, teacher should squat down beside crib and cover your neck and the back of your head with your hands and arms.
  - b. Toddlers – hallway in port-a-crib - cover with mattress, teacher should squat down beside crib and cover your neck and the back of your head with your hands and arms.
  - c. Two-year-olds and up – hallway.
    - i. Once in the shelter, instruct children to squat down and cover their neck and the back of their head with their hands and arms.
  - d. Teachers shall check and double check that all children are accounted for, then they should squat down and cover their neck and back of their head with their hands and arms.
  - e. The LLC Director or designee will make sure all staff and volunteers are in the hallway.
  - f. The LLC Director or designee will grab the evacuation pack and keep it with them.



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- g. Be prepared to follow the evacuation plan if necessary, to leave the building after the severe weather.

### Absence of Shelter

If you cannot reach a shelter, do the following:

1. Get under a heavy table, desk or other object, preferably an object that is bolted to the floor.
2. Squat down and cover your neck and the back of your head with your hands and arms.
3. Do not raise your head until the LLC Director or their designated representative has given the all-clear notification.

### All Clear Notification

DO NOT leave the shelter for any reason until the all-clear notification has been given. The all-clear notification is a verbal announcement given by the LLC Director or designated representative.

### **FLOOD EMERGENCIES**

Flash floods can happen quickly. In the case of flash floods at LLC, teachers shall move their children to the second floor of the building.

The LLC Director or designee will call the proper authorities to arrange for help and maintenance.

The LLC Director or designee will call parents to arrange pick up.

If parents are unable to pick up children due to flooding, the emergency supplies shall be used for up 72 hours. Staff will not be allowed to leave unless the teacher to child ratio is met.

### **911 SYSTEM**

In case of injuries, notify the 9-1-1 services for Conway, Arkansas. Make sure to give as complete and accurate information as possible. If already evacuated, then use a cell phone to make the call – DO NOT re-enter the building for any reason until an all clear has been given.

Example:

This is (your name) at the Legacy Learning. We are located at 2012 Martin Street in Conway.

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1. Give the approximate number of injuries
2. Give the operator a chance to ask questions
3. HANG UP LAST

### **1201.5 - Drills**

Fire and Tornado drills shall be practiced monthly. The following guidelines shall be followed for drills:

1. Fire and tornado drills shall be practiced on separate days and at different times of the day.
2. All personnel at the LLC, including all programs (i.e., infant, toddler, preschool, school age, visitors, etc.) at the time of the drill shall participate in the drill.
3. Staff, including volunteers and substitutes, shall be trained in the emergency drill procedures.
4. All evacuation or shelter procedures must be followed as if it were an actual emergency.

The Director or their designated representative will conduct the drill to ensure all employees are knowledgeable of the plan and know and use the proper evacuation routes and exits.

### **Media Correspondence**

All correspondence with the media, emergency service providers, or any other interested party is to be conducted only by the Director or their designated representative.

### **1201.2(a)(b)(c) RELOCATION OF CHILDREN**

1. In the event that it is necessary to leave the premises, the children will be taken by van or personal vehicles to location 201 Donaghey Ave #4985, Conway, Arkansas. The appropriate number of teachers to children shall be maintained during transportation.
2. (1201.2(a)) The route to be taken to location TBD shall be as follows:
  - a.
3. (1201.2(b)) Parents will be notified as soon as practical upon arrival at location. All notification will be in the evacuation pack so that teachers and staff will have emergency numbers for each child.
4. (1201.2(c)) Children will remain at location until they are picked up by guardian or designated person by guardian.

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## **MEDICAL EMERGENCIES**

In the event that a staff member or child is found to be in a life-threatening situation, the following shall be carried out:

1. Remain calm, render first aid, announce loudly to another staff member that help is needed. Do not remove the injured or sick person unless his/her safety and health are at risk.
2. Call 911 for emergency medical services and report the incident or request another staff member to call. Stay on the line with the dispatcher and provide information as requested.
3. The LLC Director or designee will do the following:
  - a. Assign an individual to meet the emergency medical personnel to guide them to the location
  - b. Pull the medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival.
  - c. Assign a staff member to accompany the patient to the hospital.
  - d. Inform the child's parents or emergency contact person
  - e. Complete the required paperwork.
  - f. Maintain communications with staff member assigned to stay with the patient for progress reports.

## **POISONING RESPONSE**

If you believe that a child has come in contact or has swallowed something harmful to them, the following should be followed:

1. Stay CALM - assess the child, if you believe the child's life is in immediate danger, take the child with you to the nearest phone and call 911. (If you call 911, the Medical Emergencies policy in the document must be followed)
2. If the child does not seem to have immediate life-threatening symptoms, take the child and poison with you to the nearest phone and contact the poison control center (800-222-1222). Be ready to provide them the following:
  - a. Name of child
  - b. Age of child
  - c. Approximate weight of child
  - d. What the child was exposed to
  - e. The dosage the child most likely took
  - f. Any immediate effects that the child is having

The person at the poison control center is trained to get the information needed to make a proper assessment of what care should be given to the child. Pay close attention to what they say and follow their direction exactly. Do not hang up until the issue is resolved. Report the incident to the LLC Director.

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### **1201.8 - UTILITY OUTAGE**

In the event of an electrical outage, teachers – remain calm, get your flashlight and sit children in circle time. Using your class list and make sure that all children are accounted for.

In the event of a water outage, teachers – remain calm and make the LLC Director or designee aware of the issue as soon as possible. The LLC Director or Designee shall provide potable water and hand sanitizer to teachers as soon as possible. The LLC Director or designee shall call the utility company. If the utility cannot be restored within an hour, parents will be notified to pick up children as soon as possible.

The LLC Director or their designee shall immediately notify the Licensing Unit of any extended utility outages or significant damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.

### **INCLEMENT WEATHER**

The LLC will follow the Conway Public Schools inclement weather closings. If snow or ice occurs while at LLC, the Director or designee will call parents and inform them that they need to come pick up their children as soon as possible. The child to student ratio will remain in effect, therefore, teachers are not allowed to leave until the Director or designee releases them from their classroom.

### **1201.9 – CHILD PRODUCT RECALLS**

The LLC Director will maintain a log of all child product recalls and safety notices issued by CPSC or distributed by the Attorney General’s Office. The web site cpsc.gov will be checked routinely and any new items added to the maintained log. As notices of recalls are made, this information will be posted on the parent bulletin board for their review.

The LLC Director will certify on an annual basis, that these notices have been maintained and reviewed on an annual basis. If it found that any of the recalled items are at LLC, they will be removed immediately.

### **CIVIL DISTURBANCE (Intruder on the Premises)**



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A Civil Disturbance occurs when there is an intruder on the premises that is thought to be a threat to either the staff and/or children.

### Intruder Signal:

The intruder for “Civil-Disturbance” is a verbal notification from director or their designee.

The “intruder signal” will be used where there is a disturbance and/or threat on the premises, and it is necessary for the children to remain their classrooms until directed leave. If disturbance occurs while children are not in the classroom, teachers will need to direct children to their class immediately.

Upon a Civil Disturbance, the following actions should be followed:

1. Teachers stay calm
2. Teachers will immediately lock door.
3. Calmly bring your children to circle time along an inside wall away from windows or doors – out of harm's way.
4. Get “RED” Intruder folder
5. Account for all children
  - a. If all children are accounted for and unharmed, slide GREEN piece of paper under door with teacher’s name on it. If you have an extra child – write “+ and the child's name”.
  - b. If all children are accounted for, but a child is mildly hurt and can wait for attention, slide the YELLOW piece of paper under door with teacher’s name, which child needs attention and why.
  - c. If a child is missing or needs immediate medical attention, slide RED piece of paper under the door with teacher’s name, child’s name.
6. Keep children in circle time until the All Clear Signal is heard.

### **1201 – 10 thru 19 APPLIED SAFETY**

The following is an additional set of safety rules that must be adhered to at LLC:

1. There shall be no alcoholic beverages in any part of the facility during hours of care.
2. Illegal drugs/paraphernalia shall not be in any part of the facility or on the premises regardless if children are present or not.
3. All medications and poisonous substances shall be kept in separately locked areas.
4. All detergents and cleaning supplies shall be kept out of the reach of children. (This does not include hand soap in children’s or staff bathrooms)
5. Supplies used for children’s activities shall be carefully supervised.

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6. All bags belonging to children shall be checked on arrival to eliminate possible hazards. Purses and bags belonging to staff shall be stored out of reach of children.
7. Electrical outlets shall be guarded.
8. Balloon use shall be carefully supervised.
  - a. 1202 – Balloon is strictly forbidden in infant and toddler areas.
9. Staff shall be instructed in the use of fire extinguishers.
10. The facility shall maintain smoke detectors/fire extinguishers as required by the fire department. Smoke detectors shall be kept in working order at all times.

### **1201.2(e)(f) - TRAINING**

LLC will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of the day care center. Staff covered by the plan must review the plan at the following times:

1. when the plan is developed
2. when the employee's responsibilities or designated actions under the plan change
3. whenever the plan is changed
4. and at least annually

Upon initial assignment LLC shall review with each employee the parts of the plan which the employee must know to protect him/her and the children in the event of an emergency.

### **1201.6 - RECORDKEEPING**

The written Emergency Evacuation Plan must be kept in the Director's office and made available for employees to review.

A record of the following must be kept with the plan in the Director's office.

1. 1201.2(e) Record of annual training
2. 1201.3 There will be a record of coordination with local emergency management officials to plan for emergencies.
3. 1201.6 Record of emergency drills – to include:
  - a. Date of drill
  - b. Type of drill
  - c. Time of day
  - d. Number of Children participating in the drill
  - e. Length of time taken to reach safety