

January 2010

LOUISIANA MODEL DAYCARE EMERGENCY PLAN

EMERGENCY OPERATIONS PLAN OF THE

_____ **FACILITY**

**DATED _____ HAS BEEN FORWARDED TO THE
PARISH OFFICE OF EMERGENCY PREPAREDNESS
AND THE STATE DEPARTMENT OF SOCIAL SERVICES
OFFICE IN _____ PARISH**

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STEPS TO FOLLOW TO COMPLETE THE EMERGENCY PLAN:

1. *Follow this Model Plan, adapting it to your center's situation and needs. The contents of the Model Plan are in plain type, and comments and instructions are in italics for your convenience.*
2. *Consider the hazards that affect your area. A daycare center in South Louisiana may need to consider the danger of hurricanes. A center in North Louisiana may need to consider winter ice storms. Depending on your area, you could be subject to flooding. There could be hazardous materials releases from industrial plants or rail, barge or trucking accidents. All areas of Louisiana are at risk from severe storms and tornadoes, and all centers can be subject to fires or criminal acts.*
3. *Make sure that all of your employees are trained in the provisions of this plan so that they can act in an emergency. Hold a drill to rehearse emergency procedures at least once a month and document these drills for licensing purposes. Make sure parents and guardians are informed of the provisions of this plan and know how to reunite with their children following an emergency*
4. *Coordinate your plan with the Parish Office of Emergency Preparedness (OEP) and furnish a copy of the plan to the OEP as soon as it is completed, and whenever it is changed. Review the plan at least once a year and after each actual emergency. Request your local Fire Department and Police Department to assist you in creating or practicing exit drills, facility lock downs or sheltering in place. Coordination, planning and practice will help make everyone involved informed and prepared should an emergency arise.*
5. *This plan should be used as a guide, thoughtful planning and careful consideration must be used to develop a sound plan to cover your unique facility needs. It is important to remember despite successful completion of All hazards plan, planning is never "final" it will require your vigilance to make them better and more efficient every year.*

EASYGOING DAYCARE CENTER EMERGENCY PLAN

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I. GENERAL:

1. Emergencies happen; it is this facilities job to plan and practice for all types of hazards that could affect its occupants. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from safe from harm. The safety and well being of children and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.
3. The plan will be reviewed and updated at least annually, and after every actual emergency. Fire Drills shall be conducted monthly in accordance with the fire code, and other all hazard drills shall be conducted annually.
4. All staff will be given a copy of the plan and will be trained to follow it in an emergency. Upon inspection by the Fire Marshall this plan shall be reviewed by same and staff could be required to demonstrate the plan to show that it is effective.
5. Quick response guides are attached to this plan as Tab A. They explain what to do in each type of emergency.
6. A list of emergency telephone numbers is attached to Tab A.

II. SITUATION:

1. This daycare center is located at the corner of Easy Street and Toddler Avenue. A map showing the location is attached as Tab B.

Describe the center's location, and show whether there is more than one building. Include a sketch map that shows the neighborhood and main streets. Also point out any other large landmarks that might help quickly identify your building in relation to the surrounding area.

2. The daycare center has two buildings. A floor plan is attached as Tab C.

Include a sketch floor plan of the building(s) with exits marked. The floor plan must show the office, utility spaces and any hazardous materials

storage. It is recommended that for each type of hazard a separate map should be included and labeled to show what hazard it provides guidance for. For Example a map for Fire Drills, Sheltering in Place, or Building Lock Down maps should detail where staff and children will proceed and meet during these events.

3. This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents on Interstate 10.

List the major hazards that could affect the center. Include natural hazards such as floods and severe storms, and technological hazards such as businesses that handle hazardous materials and are within two miles of the center. Indicate any highways, railroads and waterways that have hazardous materials traffic within two miles of the center.

4. A list of the staff is attached at Tab D. The average number of children who are at the center most days is 47. A roll with all the students that are present for the day should be included to conduct accountability checks after the plan has been executed.
5. A list of contact numbers for parents and guardians is attached at Tab E.

III. CONCEPT OF OPERATIONS:

1. The owner, Mrs. Easygoing, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person will be assigned to listen for alerts on the radio and check on the status of the emergency.
2. Depending on the type of emergency, Mrs. Easygoing will enact the appropriate emergency operations plan. Mrs. Easygoing will work with First Responders to ensure the safety and security of all staff and children until they can be reunited with their parent or guardian. In the following sections of this plan each type of disaster that could affect the facility will be listed and the plan for response will be provided. The plans list range for evacuation of the building or entire facility to sheltering in place or even facility security lock down. Due to specific regulations a separate plan for fires and floods are provided as well.

A. *Evacuate:*

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the center's building(s), rising floodwaters or an evacuation order issued by the police, fire department or other governmental authority. The person in charge will order an evacuation. If the emergency is

limited to a single building or area, staff and children will be moved to a safe distance. If the entire center has to be evacuated staff and children will be moved to a predestinated evacuation site at least two miles from the center. Staff will notify parents and guardians to come get their children at the evacuation site. In any evacuation children will be accounted for at the start, and again, at the completion. It is important for staff members to plan for and train on the procedure and guidelines set up to reunite children with the proper parent or guardian following an evacuation.

B. Shelter In Place:

Shelter in Place means that the staff and the children in the daycare center will remain in the center's building(s). Sheltering can be used in emergencies such as severe storms, tornados, or hazard materials conditions in the area. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Storm shutters, if available, will be closed. If a storm gets very strong, and windows are threatened, children and staff will be moved to interior rooms and hallways. In the event of a tornado warning, children and staff will be moved to interior hallways. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of doors. The center will stay in Shelter until the authorities give an all clear.

C. Facility Security Lock Down:

Facility Security Lock Down means that the staff and the children at the daycare center will remain in the center's building(s) with all doors and windows locked. Facility Security Lock Down can be used in emergencies escaped prisoners, criminals being chased by police, threat made by a parent or other unknown person or any other event that threatens the safety of the staff and children. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Children and staff will be moved out of hallways and placed in rooms that can be locked and secured. The center will remain in lock down until the authorities give an all clear. Each facility should review this plan carefully and ensure that doors are strong and have the ability to fend off someone that is attempting to gain access to the facility. It is recommended that this plan call for all children and staff to be

secured behind at least two locked doors. (Main entrance door and interior room door.)

3. All actions shall be taken carefully and quickly to ensure that children and staff are protected from harm.
4. Depending on the type of emergency, the staff will follow the steps listed in the attached hazard guides. The emergency actions will be in three phases; Alert, Action and Recovery.

IV. ASSIGNMENT OF RESPONSIBILITIES:

1. Mrs. Easygoing is responsible for everything that happens to the children. She will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.
2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency.
3. Mrs. Easygoing will update the plan as needed and will hold at least one practice drill every year, in addition to any drills that may be required by fire regulations and State licensing

V. SIGNATURE:

Mrs. Emaline Easygoing

Date

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TAB A QUICK RESPONSE GUIDES

EVACUATIONS

ALERT PHASE

1. What is the Threat?
 - A. FIRE: Move children to fire exits and out of the building.
 - B. GAS SMELL: Move children to fire exits and out of the building.
 - D. WATER LEAK INSIDE: Move children away from the leak and ensure power is shut off to the affected area.
 - E. WATER RISING OUTSIDE: If time permits, evacuate building and area ahead of the water. If water rises too fast, stay in building and call for help. **MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.**
 - F. HAZARDOUS MATERIALS RELEASE: If time permits, move children to a far evacuation site. If evacuation is not an option, **SHELTER IN PLACE.**
 - G. BUILDING DAMAGE: Determine severity and evacuate if needed.
 - H. BOMB THREAT: Notify authorities, evacuate children quickly. Check area you are evacuating to for packages or unusual items, if you see something suspicious move to another location.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. Move children quickly and quietly to assembly areas inside or outside depending on the type of emergency.
 - B. Account for all children and staff.
 - C. Check for injuries.
 - D. Pick up emergency information manual and take during evacuation.
 - E. If an area evacuation is required, secure transportation and notify parent or guardian of reunification location.
2. SECONDARY STAFF FUNCTIONS:

- A. Close windows.
- B. Call 911
- C. When possible leave a staff person behind in a safe place to meet with first responders.

RECOVERY PHASE

1. After evacuation does a danger exist in the building?
 - A. If yes, do not allow staff or children go back in to the building.
2. Is the area dangerous, with flood waters, live wires, ect.?
 - A. If yes, do not allow staff or children go back in to the area.
3. Who should you contact to find out when it is safe to return to the area?
 - A. Call the local Police or Fire Department non- emergency number. If you don't know, then don't go.
4. Should children be brought back to the center after evacuation?
 - A. If the event was serious enough to evacuate then it should be evaluated for safety prior to return of the children and staff.
 - B. Enact reunification plans, have parents or guardians pick up children at predesigned pick up point.

FIRE

ALERT PHASE

1. Do you hear smoke detectors?
 - A. If yes, Evacuated immediately.
2. Do you see smoke?
 - A. If yes, Evacuated immediately.
3. Do you see flames?
 - A. If yes, Evacuated immediately. Assist handicapped people out of the building.
4. Is the main exit blocked?
 - A. If yes, use your second exit. Always know 2 ways out.
 - B. If unable to evacuate in a multi-story building, go to a safe location near and window. Hang something out the window to alert firemen that you need help.
5. Should you call the fire department from the facility?
 - A. If any of the above applies, then evacuate first call for help from a safe location.

ACTION PHASE

1. Account for all children and staff. Ensure everyone is out of the Fire Departments way.
2. Once everyone is outside stay there, remembering “Get out and Stay out”.
3. If the fire is small, you may be able to put it out with a fire extinguisher. Only do so if you are trained to use it. Remember keep the exit door behind you and never let the fire get between you and the exit. Don’t be a hero if the fire is too big for one extinguisher get out, the fire department will be there soon.
4. Remember these safety tips:
 - A. Always crawl low to the floor in smoke.
 - B. Feel each door for heat before opening it.

- C. If your clothing catches fire: STOP, TO THE FLOOR, AND COVER YOUR FACE WITH YOUR HANDS AND ROLL UNTIL THE FIRE IS PUT OUT.

RECOVERY PHASE

1. Be Ready to answer the Fire Departments questions:
 - A. Is anyone still in the building?
 - B. Is anyone injured?
 - C. Where did the fire start?
 - D. Is there anything in the building that could be dangerous to firefighters such as: GASOLINE, CHEMICALS, PROPANE, PAINT, ETC.?
 - E. How long has the fire been burning?
2. Do not go inside the building until the fire Department says it's safe to do so.

FLOOD

ALERT PHASE

1. Is there severe weather or a weather warning?
 - A. If yes, turn on the radio or TV to get up to date weather information.
3. Is there a Flash Flood or a Flood Warning?
 - A. If yes, turn on the radio or TV to get up to date weather information.
4. Is the Facility in a flood prone area?
 - A. If yes, turn on the radio or TV to get up to date weather information. Follow instructions from local authorities.
 - B. Advise staff to remain alert.
5. Is water coming in to the building?
 - A. If yes, attempt to seal up areas where water is entering. If unable to evacuate move children to the highest part of the building or place them on top of desks. Call 911 for help. DO NOT move children out of the building or in to flooded areas, the water could be moving very fast.

ACTION PHASE

1. PRIMARY STAFF ACTIONS IF FACILITY IS IN FLOOD AREA
 - A. Use sand bags to secure areas where water can enter.
 - B. Check nearby multi-story buildings for shelter.
 - C. Have first aid kit ready if needed.
 - D. Review responsibilities with staff.
 - E. Preplan evacuation routes prior to emergency and use them when needed.
 - F. Follow evacuation orders from First Responders.
2. SECONDARY STAFF ACTIONS:
 - A. Protect equipment and files from water by placing them in plastic bags or moving them to higher ground.
 - B. Turn off utilities before leaving to reduce fire hazard.

- C. Enact reunification plan so parents and guardians know where to meet their children.
- D. If it is safe to do so leave a staff member behind to inform responders and parents where their children have been moved to.

RECOVERY PHASE

1. Has the severe weather watch/warning been lifted?
 - A. If sheltered in place, return to normal.
 - B. If evacuated, begin return preparations.
2. Is the building damaged?
 - A. If yes, see building damaged checklist.
3. Is everybody accounted for?
 - A. Resume normal operations as soon as possible.

SHELTER IN PLACE

ALERT PHASE

1. What is the threat?
 - A. Severe weather or tornado: get information from the radio, tv or phone.
 - B. Hazardous materials release: get all children and staff inside. Close and seal all doors, windows and vents. Turn off air conditioning/heating and fans. Turn off or extinguish any open flame device. Keep radio and tv on to get bulletins.

Action phase

1. Primary staff actions if you shelter in place:
 - A. Call 911 and tell them you are sheltering in place.
 - B. Move to interior of the building locate an area that is safe and secure such as interior hall ways bathrooms or small rooms located in the center of the facility.
 - C. Seal off the room where you are sheltering with tape, blankets, plastic bags, etc only if hazmat condition exists.
 - D. If it's a tornado have children and staff get next to the wall in the center of the building and tell them about the tornado tuck position.
 - E. Make sure you have a radio, TV, phone, water and a first aid kit in the shelter area.
 - F. Do not leave the building until the authorities give an all clear notice.
2. Secondary staff actions:
 - A. Have diapers, toys, games, and bottles in sealed area.
 - B. Remove and discard any clothing exposed to the hazardous material.
 - C. If skin is exposed to hazardous material, wash with soap and water. Use a lot of water.

Recovery phase

1. Have you received an all clear from the authorities?
 - A. Return center to normal operations.
2. Are there still questionable areas but no obvious clues or has the building sustained damage that requires evacuation?
3.
 - A. Call authorities and request assistance.

Facility lock down

Alert phase

1. Has there been a threat of criminal action against the facility, or any other type of criminal action in the area?
 - A. If yes, call the proper authorities immediately.
 - B. If yes, account for all children and staff, and then move everyone inside the building.
 - C. If yes, have staff look for any suspicious persons near the center.
 - D. Lock all exterior doors and windows.

2. Is a criminal or mentally unstable person present in the facility, threatening some type of action?
 - A. If yes, find out whether he or she is within reach of any children or has harmed anybody.
 - B. If yes, try to get children and staff out of reach of the person. Place them behind a locked door.
 - C. If yes, call for assistance from 911 or law enforcement.

Action phase

1. Primary staff actions:
 - A. If a person is threatening or committing criminal acts, get children and staff away from the person attempt to lock all exterior doors and call 911.
 - B. When possible move children to one room where a second door can be locked. If you cannot lock the door, place object in front of the door so that it is hard to open.
 - C. If the person has harmed anybody, get to the injured person and perform first aid.

2. Secondary staff actions:
 - A. Account for all children and staff.
 - B. Keep other people away from the facility if possible.
 - C. Have a staff member meet law enforcement responders outside the center and brief them on the situation if possible otherwise stay on the phone until responders arrive.
 - D. Stand by to assist responders to locate the person, get a good description of the person.

Recovery phase

1. Make sure that authorities have issued an all clear, that the person or danger has been removed or otherwise rendered safe.
2. Return to normal activities as soon as possible.

Include a tab B with a map of the property that includes side streets and surrounding areas.

Include a tab C with Building Floor plan with Fire escape plan on it.

Include a tab D with emergency contact numbers on it Fire, Police, Poison Control, Office of Emergency Preparedness, State Fire Marshal, Department of Social Services, Power Company, Water Company, Gas Company, ECT..

Include a tab E with staff members contact numbers and other emergency numbers that could be needed. Also include parent or guardian contact numbers on it.