



FIRST YEARS CHILDREN'S CENTER

EMERGENCY PREPAREDNESS PLAN

First Years Children's Center

Emergency Preparedness Plan



I. Mission Statement

The First Years Emergency Preparedness Plan prioritizes the safety and accountability of every child and staff member during all emergency situations. A structured plan will be implemented to ensure access to safe shelter, food, water, and first aid for all. Every effort will be made to contact parents with updates on their child's well-being and the situation. Our team will provide care, comfort, and reassurance to each child until they can be safely reunited with their loved ones.

II. Activate Disaster Plan

If a severe emergency occurs that will affect the livelihood of those at *First Years Children Center* (FYCC), the First Years Disaster Plan will be activated as determined by the Executive Director, Director, or acting Director – and 9-1-1 is to be called immediately.

An event that may cause this plan to be activated may include fire, earthquake, severe weather, prolonged power outages, or any other event as determined by the Executive Director.

The first phase of the Disaster plan is for the Executive Director to quickly assess the emergency and which disaster plan should be followed and decide whether to evacuate the building. All children and staff will then be accounted for, and any necessary first aid administered. The next phase of the plan will be to establish support stations that will provide shelter, first aid, water, food, and sanitation. A communication & information station will be established and headed by the Executive Director or appointed staff member. The communication & information station will be considered the "command center" for the duration of the emergency, and all decisions, actions, and information will be coordinated there.

FYCC will provide emergency supplies adequate to last for 3 days. After 3 days, FYCC will follow the community emergency protocol set forth by Bainbridge Prepares and all children will be walked over to Bainbridge High School for the remainder of the emergency. Once there, Bainbridge Prepares will be the point of contact from

III. Evacuation

- In the event of a fire, the audible fire alarm will sound indicating immediate evacuation of the building is needed.
- If the emergency is not fire-related and the audible fire alarm does not go off, the Executive Director will determine if evacuation of the facility is necessary or safe. If the decision is made to evacuate, the Executive Director will verbally alert by overhead intercom to all staff to immediately begin the evacuation procedure for their room or area and/or the emergency whistle will be blown (separate Evacuation Procedures are posted in every room).

- For children with special needs, or possible life-threatening health conditions, who require medication or supplies on a regular basis or on an “as-needed basis, those medications and supplies will be brought out as part of the evacuation.

IV. Accountability

Using a combination of the Daily Roll-Call sheets and the Tadpoles program on classroom iPads, as well as the office iPads, the Executive Director, or appointed staff member, will ensure that all children and staff are accounted for.

- If there is any discrepancy, or if it is felt that a child or staff member is not accounted for, the Executive Director will immediately assemble a search team of two staff members who will try and locate the missing person/people. At no time should this include returning to the facility if an evacuation has been ordered. 9-1-1 will be notified to request emergency personnel to come and aid in the search.
- Daily Roll Call sheets will remain with the staff members who are responsible for the group of children.
- Office iPads with Tadpoles accounting for the day’s rollcall will go to the “information station” to be used for further accountability and for signing out the child when they are picked up.
- Staff assigned to stay with children will remain with them to ensure ratios are followed.

IV. Support Stations

If the building has been evacuated, and only after all children and staff have been accounted for, staff members will be assigned to oversee the set-up and implementation of the support stations. All supplies for the support stations will be stored in the Emergency Supplies Shed located on the south side of the building. The supplies will be in adequate amounts to last for 3 days for 101 children and 40 staff. If evacuation is not required, the support stations will be set up within the facility in the classrooms.

The following support stations will be set up by the staff member indicated, or as assigned by the Director.

A. Create Shelter: Preschool 2 Lead Teacher(s)

1. Select a location that is accessible by all children and staff (refer to map).
2. Tents will be set up in a location that is clear of any potential hazards (e.g. trees, power lines, buildings).
3. The First Years bus will be moved, if on site, to a location near the tent so that it may also be used as a shelter.
4. Tarps will be used to create shelter when possible and/or laid on the ground to provide areas for children to sit. Staff vehicles in good shape may be used, too.

B. First Aid: Office Manager and Office Assistant

1. Select a location that is accessible by all children and staff (refer to map).
2. The first aid kit located in the white cabinet should be brought out, as well as the kit that is located in the shed.
3. Set up a table or tarp.
4. Check with the "information station" for any special medications needed by children or staff.
5. Administer first aid as needed for any individual. Refer to the First Aid book if needed.
6. Use Incident/Accident forms to record all injuries.
7. Call 9-1-1 when necessary.

C. Water: Infant Room Lead Teacher(s)

1. Select a location that is accessible by all children and staff (refer to map).
2. The water pouches are located in the shed and will be too heavy to move.
3. Distribute water as needed to individuals and other Support Stations.

D. Food Preparation: Cook & Pre-K lead(s)

1. Select a location that is accessible by all children and staff (refer to map).
2. Set up camp stove for use.
3. Boil a pan of water to be used to reconstitute formula.
4. Make a pan of hot water that may be used to warm bottles.
5. Prepare and distribute food as requested by the Director.

E. Toilets (Child & Adult): Toddler 3 and Preschool Lead(s)

1. Select a location that is accessible by all children and staff (refer to map).
2. The location **should not** be located near the food preparation station.
3. Line each bucket with a disposable garbage bag.
4. Assist children with diaper changes and when using the buckets.

F. Information & Communication (Executive Director and Family Enrollment Director)

1. Select a location that is readily visible by the other support stations and is accessible by all children and staff.
2. One staff member will remain at this station at all times.
3. Obtain the Daily Sign In/Out sheets and the Emergency Information notebook from the Executive Director.
4. When possible, begin to call emergency contacts of the children using the information in the Emergency Information Notebook.
5. Use the Parent Sign In/Out forms to sign-out children whenever necessary.
6. Keep an overall count of how many children and staff members are present.
7. Monitor radio broadcasts and social media for information updates.

G. Miscellaneous Tasks and Supply Distribution: Director

1. The Director will distribute supplies, oversee and manage staff assignments and may assign tasks as needed.
2. Infant 2/Toddler 1/Toddler 2 Leads, and all assistants, will help supervise the children while the support stations are being set-up and managed.

V. Initiate Emergency Contacts

First Years Children Center will continue to care for all the children during an emergency situation until they are picked up by a parent, guardian, or other authorized adult within a 3 day period.

The Emergency Information notebook will be used as our resource to make contact with parents, or other authorized adults. This notebook contains a printed page of all emergency contacts (names & phone numbers) for each child enrolled at the Center and is updated annually, as well as is needed.

The parents will be the first to be contacted. If no contact is made, we will proceed to the next contact indicated on the child's emergency contact list. The person who comes to pick-up a child will sign the child out.

VI. After 3 Days

After the 3rd day, all children not picked up will be walked up to Bainbridge High School, located across the street, following the emergency preparedness protocol set by Bainbridge Prepares. All information sheets, medications, and personal items will go with them at that time.

First Years Children's Center

Emergency Preparedness: Fire



In the event of a containable fire:

If a fire has been detected in the daycare, use the following fire procedure:

1. Pull the nearest fire alarm, if it hasn't gone off yet. Use a whistle if no alarm is provided.
2. Evacuate the building according to the posted evacuation map in each classroom.
3. Account for children using the Daily Roll Call sheets and/or Tadpoles on iPad.
4. If practical, fight the fire with a portable fire extinguisher. Only extinguish trashcan-sized or smaller fires. Never put yourself in danger.

Communication:

- Office Assistant and Office Manager will account for all classrooms evacuating
- Executive Director or Director will report to 9-1-1
- All parents will be notified of updates when safe to do so via Tadpoles emergency text alerts.

In the Event of a Fire Evacuation:

• Stay Calm

Instruct children to walk briskly and stay calm while leaving the room in an orderly manner. Check to ensure no child is hiding or left behind.

• Assist Those Who Need It:

Ensure children with disabilities or special needs are assisted carefully during evacuation.

• Close Doors:

Close doors as you leave the building to help slow the spread of fire and smoke.

• Take Emergency Kits:

If applicable, grab any emergency kits with you.

• Don't Re-enter:

Do not re-enter the building until the fire department says it's safe to do so.

3. After Evacuation:

• Designated Meeting Point:

Meet at the predetermined assembly point on your evacuation map that is a safe distance from the building where everyone can gather.

- Check Attendance:
Conduct a head count to ensure that all children, staff, and visitors are accounted for at the assembly point.
- Fire Fighters:
The Executive Director or Director will inform fire fighters of occupants' status.
- Supervise Children:
Supervise the children at the assembly point.
- Contact Parents:
The Executive Director and Director will contact parents to inform them of the situation and arrange for pick-up if necessary.
- Administer First Aid:
Have first aid personnel check the health status of the staff and children to record minor injuries and call out immediate health assistance for major ones.
- Await Further Instructions:
Follow the instructions of the fire department and emergency responders.

First Years Children's Center
Emergency Preparedness Plan:
Inclement Weather



Snow Policy

In the event of snow or other inclement weather, we follow the guidance of the Bainbridge School District regarding closure, late start or early closing. You will be notified via email and text message for closure/late start/early pickup information. If snow starts to fall during school hours, please be prepared to come for your child ASAP.

We may need to make our own call if there is a shortage of staff who can make it in safely, there is no BISD in session to make a call, or if we see no need to close (i.e. snow melt; power outages - we remain open with our generator).

Wind Policy

In the event of a windstorm, children will remain inside until safe to play outside as announced by the Executive Director.

Power Outage and Heat Policy

In the event of a power outage, First Years has a generator that should run the entire building. In the unlikely event the generator runs out of propane, the Center will have to close within 2 hours of shutting down, or if the temperature in the classrooms drops below 68* before the two-hour limit. At any time, the building must not get any colder than 68* following Washington State law for childcare centers.

Air Pollution Policy

In the event of heavy air pollution, children will remain inside until it clears up. We will follow the advice given on <https://www.airnow.gov>

**Please note there are no refunds or vacation credit given for days lost due to inclement weather. Please reach out to the Executive Director if a closure caused you a financial hardship to apply for a scholarship.

First Years Children's Center
Emergency Preparedness Plan:
Shelter in Place & Lockdown



In the event of a Shelter in Place:

In a shelter in place, all children outside must go indoors, and shades drawn. Doors and windows are to remain closed. No staff or family will be allowed in or out until cleared by police.

In the event of a Lockdown:

In a lockdown, staff should lock the classroom doors with the Ada-lock hanging by their door, pull down black out shades on all windows – including the classroom door, move children to a secure, designated area, away from windows and doors (i.e. bathroom, back by changing tables), and silence devices, while keeping children calm and out of sight.

Communication:

- The Executive Director or the Director will announce a lockdown, signaling an immediate threat.
- All parents will be notified of updates when safe to do so via Tadpoles emergency texts alerts.

Gather Children:

- One staff member will quickly and calmly take the children to a designated safe area, away from the windows and doors (i.e. bathroom area or behind a changing table).

Secure the Area:

- The other staff member will –
 - Lock the hall door with the Ada-Lock hanging by the door
 - Turn off the lights
 - Close curtains and drop the black-out curtains on all windows, including the classroom door window.

Clear the Hallways:

- Office staff will sweep hallways that cannot be secure.

Outside:

- If you are outside, return inside immediately for a threat outside of the Center.
- If the threat is inside the building while you're outside, remain outside and shelter in a safe area away from the building (in between the cars, behind a shed, etc.).

All Clear:

- Remain sheltered in place until an "all clear" is announced by police.

First Years Children's Center
Emergency Preparedness Plan:
Tornado



In the event of a Tornado Watch:

Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter and remain inside for play until there is no longer a concern.

In the event of a Tornado Warning:

Imminent threat - A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

- Calmly guide children into the hallways, sitting close together on the floor
- Stay away from doors, windows, shelves, and outside walls
- Avoid corners because they attract debris
- Once the warning has ended, take head count for staff and children using Tadpoles on your iPad and/or paper roll call, and follow disaster plan to parking lot when directed by Executive Director or Director.

Communication:

- All parents will be notified of updates when safe to do so via Tadpoles emergency text alerts.



CHILD REUNIFICATION EMERGENCY PLAN

SO THAT ALL ORGANIZATIONS KNOW YOUR CHILD IS SAFE, PLEASE:

Parents/Guardians: Ensure the 10 adults listed on your school's Emergency Release form are within walking distance of your child's school and know they are on your approved list.

WHEN THE EARTHQUAKE OCCURS...

Parents/Guardians: Sign your child out with staff before leaving campus.
Students age 18+: Sign the emergency student release form before leaving campus.

IMPORTANT

Make sure your children know who is permitted to pick them up.



DURING SCHOOL HOURS:

Within 24 hours of event

Pick up your children at school.

Within 25-48 hours of event

Pick up your friends' and neighbors' children from the closest school.



DURING EXTRACURRICULAR HOURS:

Within 24 hours of event

Pick up your children at their field/program/center.

Within 25-48 hours of event

Pick up your friends' and neighbors' children from the nearest field/program/center. Individual organizations will provide information about where to collect children at this stage.



After 49 hours

Children will be relocated to the Child Reunification Center:
#100 Building at Bainbridge High School (9330 High School Rd NE).