

Emergency Preparedness Plan

In Case of Fire:

The Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an actual fire, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once evacuation is complete.

Center staff will evacuate their children as follows:

Infants

The Infant teacher shall put infants in a crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

The Infant teacher is responsible for bringing child rosters and information sheets. The child rosters and information sheets will be in a bright colored folder in the classroom cabinet. For inclement weather, if possible, take appropriate supplies to protect the infants.

Toddler and Preschool

The Toddler teacher and Preschool teachers shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. The Group Leader is also responsible for bringing all child rosters and information sheets. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately. Class rosters and information sheets will be in a bright colored folder in the classroom cabinet. For inclement weather, if possible, take appropriate supplies to protect the children.

Other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

NOTE: Under no circumstances is staff to stop for any of their own or children's personal belongings, including jackets, shoes, purses, etc.

Procedures for Conducting a Fire Drill

1. Inform the staff in advance. The Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and Little Acorns will be evacuated.
 - A. Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant teacher to the designated area.
 - B. Toddlers (walkers) proceed immediately with their teacher to the outside-designated area.
 - C. Teachers will count their children and take emergency information and cell phones with them.
 - D. The Director or designee checks bathrooms, closets, and "hiding places" for "lost children" and for possible sources of smoke or fire during a real alarm.
 - E. The Director retrieves the cell phone.
4. Time the drill. The Director times how long it took to vacate the building.
5. Verify accurate recount of all persons. The Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. The Director or designee gives approval to reenter the building. The Director or designee helps with the infants and toddlers.
7. Document the completed drill. The Director completes written documentation that contains the specifics of the drill: date, time and location of fire and the length of time required to vacate the building.

Fire drill will be practiced at least once a month at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Additional Assignments for Staff:

1. Evacuation supervisor – Director

2. First Aid – PreK aide
3. Communications – Assistant Director
4. Play Space operations – 3 y/o teacher
5. Pick-Up assignments – TK teacher

Evacuation Supervisor: Director
Alternate: Assistant Director

- A. Make sure all children are accounted for.
- B. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
- C. Activate the parent/guardian pick up point assignment. This should be the best location away from the play space areas and first aid station.
- D. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.

KEY MATERIALS: Class rosters and cell phone

First Aid Assignment:

Administer First Aid as necessary

KEY MATERIALS: Complete first aid kit, flashlights, batteries, cell phone, and radio contained in a bright, labeled bag.

Communications Assignment: (Each teacher will contact their own class parents. Communications coordinator, Assistant Director, to give out wording and information to be relayed)

- A. Check with Evacuation Supervisor about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
- B. Discuss with the Evacuation Supervisor the exact wording to offer families whose children have been injured in some way by the event.
- C. Relay information to group leaders of each class.
- D. Confirm all parents/emergency back up contacts have been actually spoken to.

- E. Report back to Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Play Space Assignment: Determine where to set up different groups of children.

- A. If possible, define areas.
- B. Determine the nearest and safest bathroom and arrange for supervision.
- C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

KEY MATERIALS: Prepare Emergency Evacuation Kit including some play materials.

Pick-up Assignment: Establish an area away from the primary play area.

- A. Collect all the attendance sheets to monitor family pick-ups.
- B. Select a staff member to collect children and bring them to the pick-up point.
- C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

KEY MATERIALS: Class rosters, pens and paper, highly visible cap.

Lock Down Procedures:

Danger inside the operation

- A. Ensure staff can hear the lock-down announcement
- B. Call 911
- C. Staff and children stay in their room and move away from the door.
- D. Take attendance and account for all children
- E. Secure windows, close all window coverings and move away from windows when possible
- F. Stay quiet and turn off any light or sound that may indicate your presence
- G. Stay in the secure location until an announcement is made confirming the threat is clear

Danger outside the operation

- A. Ensure staff can hear the lock-down announcement
- B. Lock all entrances to your operation

- C. Staff and children stay in their room and move away from the door.
- D. Take attendance and account for all children
- E. Secure windows, close all window coverings and move away from windows when possible.
- F. Stay in secure location and continue normal activity until an announcement is made confirming the threat is clear.

In Case of Severe Weather

Classes on the preschool side will go to room 105. Classes on the nursery side will go to room 124. Classes will remain in the safe rooms until the all clear is given.

In Case of a Flood

Teachers and children will proceed to the second floor of the building to the Educational Auditorium. Teachers will bring class rosters and emergency contact information. Each teacher will be responsible for their own class. Teachers may bring games or toys with them to keep their class calm.

Parent Communication

In the event of an emergency, all parents and guardians identified on the child's admission form will be notified by phone or email of the operation's status, approximate duration of the emergency and when children will be available for safe pickup.

In Case of Building Becoming Uninhabitable and Relocation is Necessary

All Little Acorns Staff will follow evacuation protocol, ensuring all children are accounted for and Emergency Folders are in hand, as well as cell phones. Should a need for evacuation of the premises occur, the entire student body and staff will relocate to:

Audelia Road Branch Library
10045 Audelia Rd,
Dallas, TX 75238