

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Child Care or Before and After School Program Template

PLAN DEVELOPED BY: Cathy Kazmerzak Nelson DATE: 9-06-2016

PROGRAM INFORMATION:

PROGRAM NAME: Kids First LICENSE NUMBER: 011-515-687
 PROGRAM ADDRESS: 300 First Street, Lake Preston SD PROGRAM PHONE NUMBER: 605-847-4464
 EMAIL: cathy.nelson@k12.sd.us
 DIRECTOR NAME: Cathy Kazmerzak Nelson DIRECTOR PHONE NUMBER: 847-4455/861-9970
 EMERGENCY CONTACT: Tim Casper EMERGENCY CONTACT NUMBER: 847-4455
 NUMBER OF CHILDREN ENROLLED: 46 NUMBER OF STAFF EMPLOYED: 6

EMERGENCY CONTACT INFORMATION:

| Program | Name | Phone | E-mail |
|---------------------------------|----------------------------------|------------------------|----------|
| Medical Emergency | Lake Preston Clinic | 911 | 847-4484 |
| Police | Sheriff 854-3339 | 911 | |
| Fire | | 911 | |
| Hospital | | | |
| Poison Control | | 1-800-222-1222 | |
| Insurance | | | |
| Out-of-area contact person | | | |
| Near evacuation site contact | Lake Preston Lutheran Church | 847-4587 | |
| Far evacuation site contact | | | |
| Child care licensing specialist | Rachel Busmann | 1-866-267-5228 ext 208 | |
| Child Protection Services | | 1-877-244-0864 | |
| Local Emergency Management | Civil Defense - Kingsbury County | 854-3711 | |
| Electric/gas company | Maintenance: Joel Gerlman | 940-7973 | |
| Water company | Luke Holland - City | 860-1145 | |
| Building inspector | | | |
| Plumber | Maintenance: Joel Gerlman | 940-7973 | |

LOCATION OF EMERGENCY ITEMS

- Daily list of children attending the program: Classroom: table on South wall
- Children’s emergency contact information: Classroom: binder on teacher desk
- Emergency supplies: Cabinet top shelf
- Location of building water shut off: Kitchen: West wall
- Location of building electrical/gas shut off: Electrical: boiler room / Gas: outside boiler room wall

EVACUATION PLAN

An evacuation plan is developed to assist staff in evacuating in an efficient manner and should include:

- Roles and responsibilities of staff members in evacuating children and keeping them safe
- Location of exit doors
- Directions for exiting the building
- Items staff should take with them when evacuating (emergency phone numbers; list of children present; etc.)
- Location where staff and children are to meet once outside

The program evacuation plan includes the following: Teachers walk with students to evacuation location.

Teachers take with them: radio, personal phone, dialy attendance sheet, emergency contact binder.

ACCOMMODATIONS OF VULNERABLE PERSONS

A child care or school age program is responsible for many persons who may not be able to evacuate on their own. Preplanning for more vulnerable persons helps ensure everyone is evacuated safely. Special consideration should be pre-planned for:

Infants and toddlers (as applicable): _____

Children or staff with a disability: _____

Children or staff with a chronic medical condition: _____

ALTERNATIVE LOCATIONS

A major piece of an emergency plan is having a safe place to take the children should the building become unsafe. Choose two alternative locations; one location should be within the community that children and staff can walk to. The other should be outside the community should that immediate area be unsafe.

- South of Highway
- Evacuation Site – Near (within walking distance of the program):
 - Name of facility Lake Preston Lutheran Church
 - Address or location of facility 209 Spring Ave. S., Lake Preston
 - Contact person(s) Brad Sanderson
 - Site phone number 847-4587 Cell phone number 860-0478
 - Have you reviewed the licensing checklist to ensure the facility is safe for children? _____

- North of Highway
- Evacuation Site – Far (outside the program community)
 - Name of facility United Church of Christ
 - Address or location of facility Main Street
 - Contact person(s) Teresa Whetsel
 - Phone number 983-5471 Cell phone number 203-3011
 - Has facility been reviewed using licensing checklist to ensure it's safe for children? _____

SHELTER-IN-PLACE

At times when children and staff are unable to leave the facility, such as a tornado, the program needs a plan to shelter-in-place. The space used for sheltering-in-place should have access to a restroom; limited access to the outside; locks on all windows and doors; protection over windows; and access to emergency supplies.

- The shelter-in-place room is located: North Stage Locker Room - lower level - (junior high girls locker room)
 - Emergency supplies are located: _____
 - The process for sheltering-in-place is: Line students up and walk to shelter - teacher brings radio, personal phone, Daily attendance sheet, emergency contact binder
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EMERGENCY SUPPLIES

Programs will need to be prepared to accommodate several children in a small space that is often away from the items used to meet the needs of children in care on a daily basis. The emergency supplies are kept in the following location _____, and include, but may not be limited to, the following suggested items (as applicable):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> infant formula | <input type="checkbox"/> bottled water | <input type="checkbox"/> weather radio with batteries | <input type="checkbox"/> parent contact information |
| <input type="checkbox"/> toilet paper | <input type="checkbox"/> paper towels | <input type="checkbox"/> relocation site agreements | <input type="checkbox"/> hand sanitizers |
| <input type="checkbox"/> disposable cups | <input type="checkbox"/> first aid kit | <input type="checkbox"/> non-perishable food items | <input type="checkbox"/> flashlight and batteries |
| <input type="checkbox"/> diapers and wipes | <input type="checkbox"/> plastic bags | <input type="checkbox"/> extra children’s clothing | <input type="checkbox"/> medical releases for children |

LOCK-DOWN PROCEDURES

In the event of a situation that may result in harm to persons inside the program, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director or public safety personnel, the center is to have plans for a lock-down. A lockdown drill means a drill in which the occupants of a building are restricted to the interior of the building and the building doors and windows are secured to ensure no one enters or leaves the facility until it is safe to do so.

- The program procedures for lock-down include: _____
- weight room - no windows if threat is outside
- classroom - lockdown if threat is within
-
-

COMMUNICATION PLAN

During an emergency, accommodating the needs of the children in care is the priority for staff. Communicating the emergency plan to parents, staff, and local emergency managers prior to an emergency; and pre-planning how to notify parents when an emergency arrives, allows staff to concentrate on the children during an emergency.

- Parents will be notified by (phone tree, social media, an auto text or email, etc.): _____
 - The emergency plan is shared with parents (how, when, how often): _____
 - All staff are trained on the emergency plan (how, when, how often): _____
 - The emergency plan is practiced with staff and children (how, when, how often): _____
 - Plan is shared with: (local emergency managers, fire department or local Red Cross): _____
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REUNIFICATION OF CHILDREN WITH FAMILIES

After an emergency, the program will do the following to assist in reuniting children and their parents: _____

Emergency phone numbers are located at the evacuation site and teachers will take enrollment info/binder with them
in the case of an emergency. Parents will be called individually.

RE-OPENING AFTER AN EMERGENCY

Items to consider or actions taken prior to re-opening the program after an emergency include:

- Have a professional inspection of the facility and repair any damage.
- Restore meal service
- Contact the licensing specialist to conduct a review of the facility to ensure all regulations are met.

The plan for re-opening after an emergency includes: _____

Inspection of the facility by appropriate professionals that my include: in-house maintenance, city of Lake Preston,
gas company

**Documentation of Emergency Preparedness Drills
and Staff Training/Review of Plan**

Current Year 2016-17 School Year

Emergency Preparedness Plan Annual Review Date: 09-06-2016

Four Fire Drill Dates: 09-06-2016 _____

Annual Tornado Drill Date: 09-06-2016

Current Year _____

Emergency Preparedness Plan Annual Review Date: _____

Four Fire Drill Dates: _____

Annual Tornado Drill Date: _____