

AAK EMERGENCY PLAN (PART ONE)

– **Fire Emergency** - Fire drills will be done once every quarter.

- Upon discovery of a fire in the home, all childcare staff will quickly gather all of the children and provide instructions to safely exit the building.
- Taylor will grab my cell phone, attendance log and the emergency bag.
- Juli will get all the children outside and to our evacuation location (Pole Barn at back of property) and Taylor will check the facility for any children who may have hidden.
- Once children are evacuated, Taylor will call 911.
- Once children and staff are at the designated location, staff will instruct the children to sit patiently while we take attendance again. Any children unaccounted for will be reported to fire department personnel immediately.
- Children will never be left unattended.

– **Tornado Emergency** - Tornado drills will be done twice each year.

- Upon learning of a **tornado watch** in the area, Juli will immediately turn on the radio to a local weather station.
- Taylor will monitor weather conditions until the weather watch is canceled or until the facility is closed and all children are picked up.
- If a **tornado warning** is issued, all staff will immediately take children, attendance log, cell phone, supplies, and emergency bag to the designated shelter (North East room in basement).
- Children will never be left unattended.
- Taylor will instruct children where to sit and take attendance.
- Activities will be provided to keep children quiet and occupied.
- Juli will send a group text to all families notifying them of the emergency and plans for pick-up or relocation if necessary.

– **Serious Accident/Injury**

- Taylor will immediately call 911 and report the emergency as needed.
- Juli will remain with the sick/injured child and administer emergency first aid if needed.
 - Ensure and maintain open airway
 - Control any bleeding with direct pressure
 - Ensure proper circulation as necessary (CPR)
 - Reassure child and keep him calm and quiet until emergency medical personnel take over child's care.

– **Crisis Management**

- In the event of an intruder or active shooter, I will call 911 and report the emergency.
- Juli will shut and lock all doors and windows, if not already done.
- Taylor will take attendance log, a cell phone, the emergency bag and supplies to safe location (North East room in basement).
- Taylor will reassure the children and keep them quiet and calm until the emergency has passed.
- Taylor will make sure everyone is safe and uninjured and notify local authorities if there is a physical threat inside the home or if someone is injured.
- Juli will send a group text to all families notifying them of the emergency.

AAK EMERGENCY PLAN (PART TWO)

— **Bomb Threats** - In the event of receiving a bomb threat call, Taylor will engage the caller in a conversation to get as much information as possible.

- Ask what time the bomb is to go off.
- Ask questions regarding the location of the bomb.
- Ask about the appearance of the bomb package.
- Listen for background noise; radio, other people, traffic sounds, etc.
- Was the caller hysterical?
- Was the caller's voice young or old?

- Juli will notify authorities and call 911 to report the bomb threat.
- Juli will follow relocation plans for safely evacuating and relocating children.

— **Power Outage**

- Upon discovery of power outage, Taylor will determine why the power is out, check the circuit breaker, and contact the local power company.

- If compliance with licensing rules cannot be maintained, Taylor will contact parents letting them know they must pick up their children within the hour.

— **Suspicious Package**

- Taylor will notify authors and call 911 to report the package to police.
- Juli will keep everyone away from the suspicious package.
- Juli will follow relocation plans for safely evacuation and relocating children.

— **Gas Leak**

- If there is a gas leak detected in or near the home, Taylor will immediately evacuate according to the evacuation/relocation plan.

-If the gas leak is in the vicinity of the home, Taylor will contact the gas company to determine if there is a need to go to the relocation site following the shelter in place plan.

— **Water Main Break**

-If there is a water main break in or near the home, or total loss of water for any reason, the facility must close because compliance with licensing rules cannot be maintained, such as running water, flushable toilets, etc. Taylor will contact parents letting them know they must pick up their children within the hour.

— **Winter Storm**

- Should a winter storm occur or be predicted while children are present, Taylor will determine if the facility can stay open or if it must close. If the facility must close, parents will be called to inform them that children need to be picked up and/or call parents of children scheduled to arrive to inform them not to come.

Evacuation/Relocation Plan - In the event children need to be relocated, staff members will safely walk children to pole barn on back of property. Parents will be called for pick up.

Shelter In-Place - North East Corner Room in basement/Pole Barn on back of property.

Immediately when safe, children with special needs/medical conditions will be accommodated to the best of our ability. Infants/toddlers will be placed in a secure play yard with toys/activities.