

EMERGENCY PROCEDURES

The following sample emergency procedures **may be used as a guide** in establishing your own procedures. You may modify these procedures in any way necessary to adapt them to your particular situation.

It is a good idea to keep, next to the telephone, a listing of the facility's exact location, including the address, cross streets and other reference points, to assist emergency personnel in finding your location. Do not count on your or your staff's memory to properly guide the authorities to your facility. History has proven that people can react very unpredictably in emergency situations; at times forgetting their own addresses and telephone numbers.

Remember that a simple emergency evacuation diagram alone does not comply with the Child Care Licensing Rules. It is also the responsibility of the facility to keep all staff members, including any part-time and volunteer staff, informed of their individual duties and responsibilities in the event of an emergency.

Three steps are recommended:

- a) An emergency evacuation diagram.
- b) A complete detailed procedure, in writing, outlining each staff member's individual responsibilities in the event of an emergency.
- c) A synopsis of the written procedures, including the exact directions to your center, posted near the telephone.

Do not wait until an emergency occurs to prepare yourself and your staff.

Discuss your emergency procedures with your licensing consultant prior to opening your facility.

In many counties, the Department of Civil Defense will assist you with the procedures your facility should follow in the event of inclement weather.

Fire department personnel will usually be happy to help you with your evacuation procedures. If you are a new facility, don't forget to let the fire department know. It will help them respond promptly in a fire emergency.

Emergency medical personnel can sometimes visit your facility and ease the fears of children prior to a medical emergency by letting them become familiar with the various pieces of equipment and even with the ambulance itself. Contact your local emergency medical services to see if this service is available. If these resources are available to you, we urge you to use them. They can make interesting and potentially life-saving presentations at your facility.

SAMPLE WRITTEN EMERGENCY PROCEDURES

Written emergency procedures are an effective technique in child care facilities. Written procedures are required in child care centers and child care homes. The following procedures should be practiced monthly during all staff shifts.

All staff, including part-time and volunteer staff, must become fully aware of their individual duties and responsibilities in the event of any emergency. Each teacher's aid will be made aware of his/her assigned *Aid Number*, e.g., AID # 1, AID # 2, AID # 3, etc., in order for them to effectively carry out their duties as outlined in these procedures.

FIRE EMERGENCY

1. Fire drills will be held (fill in desired frequency. Monthly is recommended but quarterly should be considered the minimum frequency). All fire drills will be documented in the fire drill log which will be kept available at the facility.
2. Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded.

NOTE: The electrical fire alarm in this building is not monitored by the fire department. It is strictly a local alarm only. The fire department must be summoned by telephone. (This statement should be included only if applicable. Not all facilities have a fire alarm system - some only have a manual fire alarm device and some are monitored by an outside third party central station.)

3. Upon hearing the fire alarm, staff members will immediately react as follows:

All children will be instructed to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.

THE TEACHER in charge of the class will immediately take the children, along with the daily attendance log, out through the closest approved exit. Our designated meeting place will be **(fill in your desired location, e.g., the large oak tree at the north end of the parking lot)**.

Although this tree is located 100 feet away from the building (a minimum of 50-feet is recommended), if it becomes necessary to move farther away due to excessive heat, fire department activities or any other reason, all children will be moved **(fill in your desired location, e.g., across the street to the north of the parking lot)**. Again, all children must be instructed to form a single file line and hold hands with the child immediately in front and the child immediately behind.

Once at the designated meeting place, the teacher will instruct the children to sit down quietly and proceed to take roll using the daily attendance log. If any child is unaccounted for, the fire department personnel must be advised of this immediately upon their arrival. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON. RE-ENTERING A BURNING BUILDING IS STRONGLY DISCOURAGED.**

The teacher will reassure the children and make every effort to maintain good composure at all times.

Once all children have been accounted for, arrangements have been made with **(fill in the applicable location, e.g., the home owners at 12347, 12348 and 12349 E. Main Street)** to take the children into their homes and out of the weather and other dangerous elements during the emergency.

Do not separate the children. Keep them all together and stay with them at all times. Do not release children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

AID # 1 Will immediately call 911 and report the fire.

Our exact address is: **(fill in your actual street address, etc.)**

XYZ Church
12345 E. Main St.
Anytown, MI

Telephone: 123-4567

Nearest Cross Street is Michigan Ave.

We are located on the north side of Main Street, across from K-Mart.

After contacting the fire department, AID #1 will assist AID #2 in checking the facility for any children that might have hidden or have been inadvertently left behind.

Quickly search in lavatories, closets, room corners, under desks, behind curtains or draperies, anywhere where a scared child might have hidden. Once the facility has been checked or conditions warrant your immediate evacuation, proceed to the designated meeting place and assist the Teacher in keeping all children reassured, calm and quiet.

AID # 2 Will immediately begin a systematic search of the facility.

Quickly search in lavatories, closets, room corners, under desks, behind curtains or draperies, anywhere where a scared child might have hidden. Once the facility has been checked or conditions warrant your immediate evacuation, proceed to the designated meeting place and assist the Teacher in keeping all children reassured, calm and quiet.

TORNADO

This facility takes every potential emergency situation very seriously. These procedures have been established and must be adhered to in every instance of tornado watches or tornado warnings. All staff members must become familiar with these procedures. Tornado drills must be held at least once per month during the tornado season.

In accordance with the instructions of our local Civil Defense authorities, we have devised this plan and designated the safest location within our building in the event of a tornado emergency.

TORNADO WATCH

Upon learning of a tornado watch in the area, the **Teacher** will immediately turn on the radio to a local weather station. The weather conditions will be monitored until such time as the facility is closed and all children have left with their parents or the weather watch is canceled.

TORNADO WARNING

Should weather conditions deteriorate and a tornado warning is issued, the **Teacher** will immediately initiate the following procedures, which must be followed without delay.

Sound the tornado alarm.

(The tornado alarm must be distinctly different from the fire alarm. We do not want anyone reacting by leaving the building to the out-of-doors.)

Upon hearing the tornado alarm, staff members will immediately react as follows:

THE TEACHER will instruct all children to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.

The teacher will take all of the children, and the daily attendance log, to (**insert your desired location, e.g., the corridor in front of the “All Purpose Room”**). Once in this corridor, the children will be instructed to sit down (**insert desired location, e.g., along the west wall of the corridor with their legs crossed**). They will be instructed to keep calm and quiet while the teacher takes roll.

The children will remain in this corridor until such time as the tornado warning is canceled.

Do not separate the children. Keep them all together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

AID # 1 Immediately upon hearing the tornado alarm, AID # 1 will begin a systematic search of the facility to make certain that all children will go to the designated location.

The systematic search of the facility will include lavatories, closets, under desks, behind curtains, etc., where a frightened child might have hidden.

Once the search is completed, or conditions warrant taking immediate shelter, AID # 1 will proceed to the designated location (**insert your desired location**) and assist the teacher in keeping the children reassured, calm and quiet.

AID # 2 Immediately upon hearing the tornado alarm, AID # 2 will bring the radio to the designated location (**insert your desired location**). AID # 2 will then assist the Teacher in keeping the children reassured, calm and quiet.

SAMPLE

SERIOUS ACCIDENT OR ILLNESS

In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed:

THE TEACHER will remain with the sick or injured child. Emergency first aid is to be administered as necessary:

- A) Ensure and maintain an open airway.
- B) Control any bleeding with direct pressure.
- C) Ensure proper circulation as necessary (CPR).

Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care.

If the Teacher has to accompany the child to the hospital, Aid # 1 will remain in charge of the facility and will assist AID # 2 with the remaining children until the Teacher can return.

AID # 1 Will immediately call 911 and report the emergency.

Our exact address is: **(fill in your actual street address, etc.)**

XYZ Church
12345 E. Main St.
Anytown, MI

Telephone: 123-4567

Nearest cross street is Michigan Avenue.

We are located on the north side of Main Street, across from K-Mart.

Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child must be immediately notified. (See child's enrollment form for proper emergency contacts and telephone numbers). If conditions do not warrant immediate notification of emergency personnel, the parents will be contacted immediately and notified of the situation.

It will be the responsibility of AID # 1 to make certain that all emergency medical personnel are properly directed to the injured or sick child.

If the Teacher has to accompany the child to the hospital, AID # 1 will remain in charge of the facility and will assist AID # 2 with the remaining children until the Teacher can return.

AID # 2

It will be the responsibility of AID # 2 to stay with the remaining children. Reassure them and keep them occupied until the teacher can return.

SAMPLE

SAMPLE EMERGENCY POSTER

To be posted next to the telephone.

This is a synopsis of the detailed procedures and is used as a quick reference guide.

IMPORTANT **EMERGENCY PROCEDURES**

FIRE:

1. Sound fire alarm.
2. **TEACHER:** Take all children and attendance record to the predetermined meeting place take roll to account for all children in attendance keep children calm and quiet
3. **AID # 1** Contact fire department.
Assist Aid # 2 with search.
4. **AID # 2** Check center for children - lavatories, closets, under desks, behind curtains, etc.
5. **AID # 1 & 2** Proceed to predetermined meeting place and help teacher keep children calm and quiet.

TORNADO

1. Sound tornado alarm.
2. **TEACHER** Take all children and attendance record to the predetermined location. Take roll to account for all children in attendance. Keep children calm and quiet.
3. **AID # 1** Check facility for children - lavatories, closets, under desks, behind curtains, etc.
4. **AID # 2** Bring radio to predetermined location for weather monitoring. Then assist Aid # 1 with building search
5. **AID # 1 & 2** Proceed to predetermined location and help teacher keep children calm and quiet.

SERIOUS ACCIDENT OR ILLNESS

1. **TEACHER** Stay with injured child - help child stay calm and quiet. Administer first aid as necessary.
2. **AID # 1** Contact emergency medical personnel, if necessary.
Contact parent or guardian.
Direct emergency personnel to sick or injured child, if called.
3. **AID # 2** Stay with remaining children - reassure them and keep them preoccupied.

OUR ADDRESS:

XYZ CHURCH
12345 E. Main Street
Anytown, MI
Telephone: 123-4567

Nearest cross street is Michigan Avenue.

Point of reference: Across the street from K-mart on north side of Main Street.

(An accurate floor plan diagram should also be posted in a conspicuous location in each child use room or area.)

SAMPLE