



# APPLE TREE ACADEMY

Facility Name

## **DISASTER EMERGENCY PREPAREDNESS**

FOR CHILD CARE CENTERS

2810 East McCarty Street, Jefferson City, MO 65101

Facility Address

(573) 893-4712

Facility Phone Number

**Missouri *Disaster and Emergency Preparedness* Rule**

Missouri adopted the *Disaster and Emergency Preparedness* Rule, taking effect October 31, 2011.

Title 19—Department of Health and Senior Services  
Division 30—Division of Regulation and Licensure  
Chapter 62—Licensing Rules for Group Child Care Homes and Child Care Centers

## **Take P.A.R.T. in MISSOURI'S Ready in 3 Emergency Preparedness**

**PREPARATION:** Identify efforts, assign responsibilities, and collaborate with community to avoid risk, reduce loss, or lessen impact.

**ACTION:** Determine action necessary for type of emergency.

**RECOVERY:** Identify needs and implement intervention services, counseling, relocation, rebuilding etc. Evaluate and modify plan if necessary. Return to learning as quickly as possible.

**TRAIN:** Conduct trainings and drills for staff and children on procedures for emergencies.

**READY IN 3: TAKE P.A.R.T.**

### Emergency Phone Numbers

**General Emergency:** 911

**Fire and Police:** 911

**Non-emergency Police:** 573-634-6400

**Non-emergency Fire Department:** 573-635-5258

**State Fire Marshall:** 573-751-2930

**County Health Department:** 573-636-2181

**Hospital/Ambulance:** Capital Region: 573-632-5000

**Local Radio:** KWOS: 573-893-5696

**Local TV:** KRCG: 573-896-5144

**Site One:** 573-635-4007

**Site Two:** 573-761-4998

**Site (Overnight):** 573-761-4998

**Hospital:** St Mary's : 573-761-7011

**Poison Control:** 800-366-8888

**American Red Cross:** 573-635-1132  
**Salvation Army:** 573- 635-1975  
**School Bus Company:** First Student:573-659-3039  
**Child Abuse Hotline:** 800-392-3738  
**Crisis/Suicide:** 800-833-3915  
**Phone Company:** CenturyLink 573-893-2612  
**Water Company:** Public Water Dist. #2 573-893-2848  
**Gas Company:** Capital Energy: 573-635-1592  
**Electric company:** Three Rivers: 573-897-2251  
**Restoration:** ServPro: 573-635-5883  
**MO Center for Emergency Response & Terrorism:** 573-526-4768

**Owner:** Brad and Karen Enterprises, LLC., 573-690-0935  
**Administrative Director:** Karen Werner 573-690-0935  
**Director:** Karen Werner 573-690-0935  
**Assistant Director:** Kay Wagner 573-694-6503  
**Landlord:** BKW Commercial, LLC., 573-680-1505  
**Building Manager:** Brad Werner, 573-680-1505  
**Facility Insurance:** Wall Street 573-636-3222  
**MO Health/Senior Services (DHSS):** 573-751-2891  
**MO Mental Health:** 573-526-6523  
**MO Family Services:** 573-751-4688

## **EMERGENCY NUMBERS**

### **Considerations For Emergency Field Bags - 3 Day Supply Suggested**

- |   |                           |                      |
|---|---------------------------|----------------------|
| _____ Battery-powered/Crank radio, Batteries                              | _____ Bottled Water       | _____ Pen and Paper  |
| _____ Ready to eat food, Can opener, Plastic-ware                         | _____ Hand sanitizer      | _____ Flashlight     |
| _____ Trash bags, Duct Tape   | _____ Cell Phone          | _____ Whistle        |
| _____ Infant Supplies, Formula, Food, Diapers                             | _____ First-aid kit/Guide | _____ Blankets       |
| _____ Medications, Epi-pens, Insulin                                      | _____ Clothes             | _____ Local area map |
| _____ Emergency Phone Numbers   | _____ Extra Money         | _____ Latex gloves   |
| _____ Entertainment (games, toys, books, puzzles)                         | _____ Weather Radio       | _____ Tools          |
| _____ Sanitary Supplies (toilet paper, diapers, wipes, feminine products) | _____                     | _____                |
| _____   | _____                     | _____                |

**Considerations For Preventative Equipment**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Smoke/Heat Detectors       | <input type="checkbox"/> Fire Extinguishers  | <input type="checkbox"/> Exhaust Hood      |
| <input type="checkbox"/> Carbon Monoxide Detectors  | <input type="checkbox"/> Generators          | <input type="checkbox"/> Sprinkler Systems |
| <input type="checkbox"/> Fire/Security Alarm System | <input type="checkbox"/> Secure Entry System | <input type="checkbox"/>                   |

**Fanny Packs For Every Classroom**

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Emergency Contact: staff & children | <input type="checkbox"/> Wipes          | <input type="checkbox"/> Latex gloves |
| <input type="checkbox"/> First Aid Supplies                  | <input type="checkbox"/> Hand Sanitizer | <input type="checkbox"/> Medications  |
| <input type="checkbox"/> Staff Cell Phones/Two-way Radios    | <input type="checkbox"/>                | <input type="checkbox"/>              |

**Vehicle Supplies**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Flag/Warning Reflectors           | <input type="checkbox"/> Battery Operated Radio | <input type="checkbox"/> Cell phone    |
| <input type="checkbox"/> Emergency Contacts/Travel Consent | <input type="checkbox"/> Fire Extinguisher      | <input type="checkbox"/> First Aid Kit |

**EMERGENCY KIT/PREVENTATIVE EQUIPMENT/FIELD BAGS**

**Resources: Death, Loss, Suicide**

**Center of Mental Wellness: Capital Region Medical Center: 573-636-8255**

**Center for Family and Individual Counseling: 573-319-9951**

**Therapists:**

Carole Radon : 573-705-9990

Nancy Ellis-Orway: 573-340-9982

Paula Johnson: 573-833-0987

Peter F Holmes: 573-875-0077

Michael B Kaplan: 573-340-9971



## Loss of a Loved One

### *Should a death occur, do the following:*

- Notify Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- The director will share necessary facts:
  - Funeral arrangements
  - Relationship to the death
- Staff will meet to discuss if/how to talk about the death with the children.
- Director and support staff discuss the death in each class.
- Director decides if the facility will close during the time of mourning/services.
- If the deceased was a staff member or child of the facility, Director contacts family members to discuss gathering of personal belongings.
- Director notes the deceased birth date and anniversary of the death and prepares for those dates to be difficult times in the future.
- Director may organize a memorial keepsake for the family and/or for the facility.

**ORANGE**

**LOSS/SUICIDE**

## **Prevention of Missing or Abducted Child**

A child may be missing due to: wandering away from the group, running away, being abducted, or being left behind.

### **Prevention:**

- Report child abuse and neglect.
- Screen all staff and volunteers.
- Evaluate facility design, make sure office is visible, doors are kept locked, playgrounds are secured with fencing.
- Ensure proper supervision of children; avoid distractions.
- Train staff and children to be alert to visitors/stranger danger.
- Do a frequent roll calls.
- For field trips:
  - Have an adult at the beginning and end of lines on field trips.
  - Research the security of locations for field trips.
  - Secure enough chaperones to properly supervise children.
  - Keep all children in sight.
  - Carry emergency contact information.
  - Check vehicle to ensure all children are off.

## **Missing or Abducted Child**

If a child is not accounted for at any time, the staff member responsible for the child should search the premises for him/her. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.

If the child is not located:

- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Contact the parent/guardian to verify that the child has not been picked up.
- Call 911 (Consider the staff member working with the child will have the best knowledge of what the child was wearing that day, along with other distinctive features.)
- Follow lock down plan. (Staff may be permitted to exit to search outdoors.)
- Staff continues to look in ALL areas, cabinets, closet. outside, etc.
- Director asks police to activate *Amber Alert*.

**YELLOW**

**MISSING/ABDUCTED CHILD**

### **Child Abuse or Neglect**

**Physical abuse**– the result of non accidental physical injury that usually results in bruises, welts, fractures, burns, cuts and/or internal injuries (buttock, lower back, neck, genitals, inner thighs, broken bones; the most recognizable form of abuse.

**Emotional abuse**-takes place when a child is told that he or she is bad, dumb, ugly, or is put down any way; may be done in the form of name calling, excessive demands, put downs, low expectation, or high unrealistic expectations.

**Physical neglect**– when the child’s physical well-being is not cared for properly; may be done in the form of the child not being fed, the food not being adequate or suitable to meet the child’s physical needs, a lack of proper medical care, dirty, or improper clothing, or a lack of supervision.

**Emotional neglect**– extreme lack of attention or stimulation of emotions; may be done in the form of ignoring the child, resisting love from the child, or not showing the child love.

### **Resources:**

[www.childabuseprevention.org](http://www.childabuseprevention.org)

[www.dss.mo.gov](http://www.dss.mo.gov)

## **Child Abuse or Neglect**

### **Detection and reporting of suspected child abuse and neglect:**

All child care providers and employees are state mandated reporters of abuse and neglect to children.

When a staff member has suspicion of physical or emotional abuse or neglect he/she should:

- Remain neutral, do not show shock when you see evidence of abuse; it may scare or shame the child thus preventing him/her from talking about it.
- Have open-ended conversation with the child about what you observe; listen as they share what they choose to.
- Report it to the Director.
- Director will determine if reporting is appropriate.
- If it is determined that a report should be filed, Director will:
  - Call the Child Abuse Hotline: 1-800-397-3738
  - Identify her/himself as a mandated reporter.
  - Give the child's full name, parent's full name, age of the child, address of the child, nature of the suspected abuse or neglect, and identity of the person suspected as the abuser.

***GOLD***

**CHILD ABUSE AND NEGLECT**

### **Suspicious Persons/Acts**

People or behaviors that create potentially dangerous situations such as:

**Intruder**— a person who forces his or her way in, comes in inappropriately, or is an unwanted visitor (examples: non-custodial parent, stranger, escaped prisoner, disgruntled parent, staff member, or neighbor)

**Trespassing**— entering another person's property wrongfully, infringing on another person's property

**Disturbance**— an interruption or intrusion, domestic violence, display of emotional unbalance or disorder

**Community Violence**— homicide, shooting, armed robbery, sexual assault, riot, or gang related violence

**Hostage**— A person held by one party in a conflict as security that specified terms will be met by the opposing party; although considered improbable, a center may be subject to hostage situations either from disgruntled employees, parent guardians, or others

## **Intruder/Child Custody/Disturbance**

### **Tools to reduce the potential for danger:**

- Establish relationships with families, case workers, and state/local agencies.
- Identify convicted sex offenders on the state registry living close to the facility; post pictures for staff awareness.
- Request legal documents and pictures identifying parents with child custody and restraining orders; ensure staff awareness.
- Identify conditions in which children will not be released, including to parents/caregivers who:
  - are under the influence of drugs or alcohol
  - are unauthorized to care for the child
  - display unstable behaviors such as threats or rage
  - are physically or emotionally impaired in any way
  - engage in child abuse or neglect

*If these conditions are observed, request that another adult be called to pick up the child.*

### **Should an intruder enter the premises or cause a disturbance adjacent to the facility:**

- Remain calm and polite.
- Call 911.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Initiate the on-site shelter, or lock down plan according to the circumstances if necessary.
- Follow the intruder or hostage taker's instruction.
- Do not partake in a physical confrontation or try a rescue.
- Pay attention to intruder; try to get details of what he/she wants and accommodate. Get as much information as possible to the police when they arrive.
- Center goes in lock down mode.

**GREEN INTRUDER/CHILD CUSTODY DISPUTE/DISTURBANCE**

## **BOMB/THREAT CHECKLIST**

- When is the bomb going to explode or threat going to happen?
- Where is the bomb or suspicious article?
- What does it look like?
- What kind of bomb or suspicious article is it?
- What will cause it to explode or cause harm?
- Did you place the bomb or suspicious article?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?
- Describe caller's voice:
- Person receiving call:

The person receiving the call will put a tracer on the call after call has ended. Hang up, obtain a dial tone, press \*57, listen for the announcement and follow the instructions. A recording will then indicate the successfulness of the trace process in the phone company switch. The recording will then ask the user to confirm the successful activation of their trace by entering the digit 1



## **Terrorism**

Threat of a bomb or suspicious article may occur by phone, mail, or other means of communication. The federal government implements the National Terrorism Advisory System (NTAS). This system communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

- *Imminent Threat Alert:* Warns of a credible, specific, and impending terrorist threat against the US.
- *Elevated Threat Alert:* Warns of credible terrorist threat against the US.
- *Sunset Provision:* An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

***Should a threat of violent nature be called in or given to the facility, do the following:***

- Whoever receives the call should attempt to keep the caller on the phone as long as possible and complete the *Bomb/Threat Checklist* and tracer above.
- Call 911.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Director notifies owner/landlord and DHSS.
- Beware of any suspicious article, package or letter.
- Do not attempt to move any suspicious article unless instructed to do so by police.
- The director will monitor NTAS updates
- Follow the off-site shelter, on-site shelter, or lock down plan accordingly.

***TEAL***

**TERRORISM: BOMB/SUSPICIOUS ARTICLE/WMD**

### **Extended Power Loss**

In the event of extended power loss to the facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility.

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should:
  - Turn off and drain the following lines in the event of a long term power loss: fire sprinkler system, standpipes, portable water lines, toilets.
  - Add propylene-glycol to drain to prevent traps from freezing.
  - Move equipment that contains fluids that may freeze due to long term exposure to freezing temperatures to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and portable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Location of Electrical Panel: Utility Room

Location of Generator: N/A

Location of Water Shut off: Utility Room

Location of Gas Shut off: Kitchen

## Utility Disruption

### Electrical Power Failure:

- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- If the building has a back-up generator, it should be turned on - manually or automatically.
- If there is no backup generator, access flashlights.
- Contact the electric/gas company.
- If there is danger of fire, follow the off-site shelter plan.
- If an electrical short is suspected, turn off power at the electrical panel.

### Water:

In case of a water main break:

- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Call facility maintenance personnel.
- Shut off the valve at the primary control point.

### Gas leak:

If anyone in the facility smells gas, take action immediately:

- Pull the fire alarm.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Call 911.
- Follow off-site shelter plan.
- Do not turn ON or Off an electrical switch.
- Director notifies owner/landlord.
- The facility should not be entered until the fire department announces "All clear".

*The decision to close the facility or delay opening will be based on the following:*

- The amount of natural light in the facility
- The temperature in the facility
- The ability and necessity of heating food and formula.
- The risk to the health and well being of children and staff.

**BLUE**

**UTILITY DISRUPTION**

## Types of Hazardous Materials

Warning of a hazardous or radioactive materials incident is usually received from the fire or police department or the EMA when an incident occurs close to the facility.

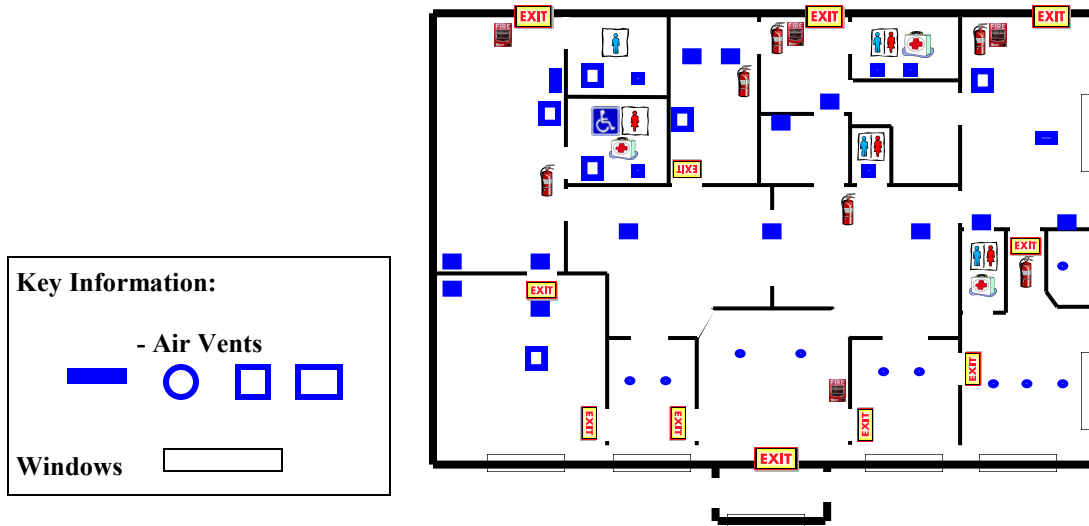
Gas-A leak of natural gas from a pipe or other containment.

Carbon Monoxide-A colorless, odorless, poisonous gas that results from incomplete burning of fuels such as natural gas, propane, oil, wood, coal, and gasoline.

Chemical-A chemical release occurs when hazardous materials escape from their contained environment.

Nuclear Waste-Wastes that contain radioactive material, usually by-products of nuclear power generation and other applications of nuclear fission or nuclear technology. (If your facility is within ten miles of a nuclear power plant or within two miles of a military facility or prison, contact your local government agency to ensure your plan is in accordance to proper emergency planning.)

Hazardous Materials-Substances that are flammable, combustible, explosive, toxic, corrosive, or radioactive such as cleaning products, pesticides, batteries, fluorescent light bulbs, gas, and oil.



## **Gas/Carbon Monoxide/Chemical/Other Hazardous Material Exposure**

### ***Should an off-site hazardous materials release occur, do the following:***

- Call 911.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Director calls appropriate utility if necessary.
- Follow the on-site shelter plan.
- All windows and doors must be closed and remain shut. Stay in the building and disable heating/air vents. (Kitchen exhaust system units are to be off), close off vents and other openings with trash bags and Duct tape.
- Do not proceed outside unless directed by the Director or officials. If required, follow Off-Site Shelter Plan.

### ***Should an on-site hazardous materials release occur, do the following:***

- Call 911.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Follow the off-site shelter plan.
- Do not turn any electrical switches on or off when exiting.
- Persons that come into contact with the material, should be washed off immediately with water.
- Director notifies owner/landlord.
- Do not re-enter building until given an “*All clear*” by officials.
- Contain the spill-*do not* attempt to clean the spill unless trained to do so.

### **Vehicle Evacuation:**

- Evacuate vehicle and move away if in a dangerous position related to area of a hazardous spill or any other position that you feel puts the children in danger.
- Vehicle drills shall be conducted on site and consent to travel should be on file.

***PURPLE***

**HAZARDOUS MATERIALS**

## **Fire/Smoke**

### **Prevention:**

- Establish relationships with local fire department/agencies to have in-services conducted.
- Have emergency evacuation procedures and diagrams identifying exit routes posted in each room.
- Post a list of emergency contacts.
- Have locations of emergency exits and fire equipment clearly posted.
- Ensure fire and smoke detectors are in working order with yearly inspections.
- Conduct training including:
  - Use and response of fire alarms and the use of fire extinguishers.
  - Test, practice and evaluation of roles, routinely.
  - Training of children to *stop, drop and roll* if on fire and *crawl* if smoke is in the room.
- Follow practices that promote preparedness in case of fire such as wearing sturdy shoes and wearing shoes during nap.
- Carry out fire drills as mandated by law.
- Keep evacuation routes clear.

**Location of Fire Alarm Panel:** Utility Room

**Location of Automatic Dialer:** Utility Room

**Location of Automatic Sprinkler Head:** Utility Room

## **Fire or Smoke**

### **When fire or smoke is discovered:**

- Pull fire alarm.
- Call 911.
- Feel closed doors; if hot -do not open!
- Follow off-site shelter plan.
- Director identifies the location and size of the fire and directs fire fighters to the area.
- Isolate the fire if possible by confinement, by closing doors, windows, vents, blinds and noncombustible window coverings in area of fire.
- Only fight the fire if it is small (waste paper basket size) and not spreading to other areas and if it is possible to escape the area by backing up to the nearest exit.
- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- Director notifies owner/landlord and DHSS.
- If conditions permit, director should disconnect utilities including electric and gas.
- Remain outside until Director or authorized personnel announce that it is "*All clear*" to reenter.

### **Vehicle Evacuation:**

- Evacuate if there is any indication that the vehicle is on fire or in danger of catching fire or is nearby any open flame, smoke, or if the vehicle has hot tires or other indication of possible fire on or under the vehicle.
- Move the vehicle if nearby an object in flames, or in danger of catching fire that is close enough to the immobile vehicle or close enough to cause concern.
- Evacuate if the vehicle cannot be moved to a safe position and if it is the path of other motor vehicles, trains. The vehicle should be in a position over a hill or around a curve where visibility is limited.
- Vehicle drills shall be conducted on site and consent to travel should be on file.

***RED***

**FIRE/SMOKE**

## Natural Disaster

### **THUNDERSTORMS AND LIGHTING:**

- Shutter windows and secure unlocked doors. Close all window shades, blinds, curtains.
- Keep telephone lines open for emergencies only.
- Unplug appliances and electrical items such as computers and air conditioners.
- If in vehicle, find shelter on the side of road or in a covered area, underpass or bridge. Stay if vehicle during thunderstorm. Children are safer on the bus than outside of it.
- If storms are forecasted:
  - Brace and trip dead or rotting trees.
  - Secure outdoor objects that could blow away or cause damage.

### **FLOOD:**

- If outdoors:
  - Climb to high ground and stay there.
  - Avoid walking or driving through flood water.

### **EARTHQUAKE:**

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Leave doors to rooms open to prevent jamming.

### **TORNADO:**

- Monitor all tornado watch, warnings.
  - Tornado Watch:* means that a tornado is likely over a large area
  - Tornado Warning:* means that a tornado has been sighted in a specific area

### **EXTREME HEAT:**

- Stay indoors.
- If there is no air conditioning:
  - Stay on the lowest level.
  - Drink plenty of water.

### **BLIZZARD/ SNOW /EXTREME COLD:**

- Stay indoors.
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows.
  - Eat and drink to provide the body with energy and heat and prevent dehydration.
  - Wear layers of loose-fitting, light-weight, warm clothing, if available.



## Natural Disasters

A natural disaster is the effect of a natural hazard.

Notification of a natural disaster may come from a warning issued by sirens or other means.

### When notified of any natural disaster:

- Notify the Director; director notifies staff emergency coordinators; coordinators notify all other personnel.
- The facility director or designee will monitor radio, TV, or weather radio for weather updates.
- Cease outdoor activities and seek inside shelter IMMEDIATELY!
- Follow on-site or off-site shelter plan if ordered to do so by the weather radio.
- Monitor weather conditions as best and safely as possible.
- The Director and other emergency management personal will keep all building occupants aware of situation.
- Conduct training including:
  - Use and response of fire alarms and the use of fire extinguishers.
  - Test, practice and evaluation of roles, routinely.
  - Training of children to *“Tuck, Duck, and Cover”*.
- Director notifies owner/landlord and DHSS if warranted.

### Vehicle Evacuation:

- Evacuate if in a dangerous position related to water or any other position that you feel puts the children in danger.
- Pull over away from large trees, electrical lines, telephone and utility poles and buildings.
- Evacuate at least 100 feet away from vehicle but do not cross the road unless it is a must.
- Determine safest position for shelter from the emergency situation.
- Remain in vehicle during blizzard if conditions allow.
- Find lower ground, example, ditch or an embankment away from the bus during a tornado.
- Locate the highest ground possible during danger of flooding.
- Vehicle drills shall be conducted on site and consent to travel should be on file.

**PINK**

**SEVERE WEATHER/NATURAL DISASTERS**

## MEDICAL EMERGENCIES

### **BUG BITE, STING OR TOXIC POISON REACTION:**

- Examine skin for stinger or toxin, remove by scraping off, clean with soap and water.
- If the child has no memory of being stung before, cool the site and observe child for 30 minutes.
- Watch for reactions: swelling without itching, headache, stomach pain, diarrhea, fever, drowsiness, faintness, unconsciousness, muscle spasm, convulsions, generalized itching, hives, anxiety, constricted feeling in chest, sneezing, vomiting, dizziness, labored breathing, difficulty in swallowing, and hoarseness or thickened speech.
- Try to identify the insect or toxin.

### **BREATHING DIFFICULTIES-ASTHMA:**

- Evaluate the breathing: take shirt off to see breathing, count number of breaths they are taking every 15 seconds, then multiple by 4 to get breathes per minute.
- Use emergency inhaler if child has one.

### **SEIZURES:**

- Lower the victim to the floor.
- Push away nearby objects and loosen tight clothing around the neck.
- Protect the victim's head, but do not put a pillow or soft object under their head until conscious.
- Turn the victim to the left side.
- Do not put anything in the victim's mouth.
- Do not restrict the victim's movements.
- When the person awakens, be reassuring and provide a resting place away from others.

### **FOODALLERGIES-HIVES:**

- Know and post children's food allergies. All staff members should be aware of those allergies.
- Administer Epi Pen or allergy medications if the child has them.

### **DIABETES:**

- Watch for insulin reactions: Blood sugar is *low* due to excess insulin, skipped or inadequate meal, extra exertion, or illness.
  - *Appearance:* Irritable, shaky, excited, nervous, drowsy, or unconscious
  - *Symptoms:* moist skin, eyeballs firm, face pale, no odor to breath, tongue moist, normal, shallow or rapid breathing, blood pressure normal to low, pulse normal
- Immediately administer concentrated forms of sugar at first sign of reaction.

### **DIABETIC COMA:**

- Causes: Blood sugar is *high* due to skipped medication, dietary discretion, and lack of expected amount of exercise  
OR Blood sugar is *low* due to excess insulin, skipped or inadequate meal, extra exertion, or illness.
  - *Appearance:* Appears ill-stupor to coma
  - *Symptoms:* dry skin, eyeballs soft, face flushed, fruity odor to breath, tongue dry, labored, prolonged breathing, blood pressure lowed and rapid pulse
- Try to identify the cause based on when and what was eaten, if medications were taken, and amount of exercise.

## Medical Emergencies

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health such as injury to the neck or back, broken bones, loss of consciousness, severe bleeding, unequal pupils, repeated vomiting, abdominal pain, shock, vomiting blood, clear drainage from nose/ears after a blow to head, or a widespread disease outbreak.

Ensure all children enrolled are up to date on immunizations, effective the first day of attendance.

### **PERSON FINDING INJURED OR ILL PERSON SHALL:**

- Remain calm.
- Follow procedures identified above.
- Notify Director.
- Director determines the nature and extent of illness or injury.
- Director or emergency coordinator contacts the parent; informs parent of plan of action.
- If necessary, Director or emergency coordinator contacts doctor or emergency vehicle or calls 911.
- If necessary, Director or emergency coordinator contacts appropriate emergency contact agency; phone numbers are posted by the phone.

(The 911 emergency number will be used if a serious life threatening emergency exists. Stay on line with the dispatcher and provide information as requested.)

- Director assigns an individual to meet emergency medical personnel to guide them to the location.
- Director assigns an individual to pull the medical release form from the files and provide it to the emergency medical personnel upon arrival or take the child's emergency medical information form with you to the medical facility.
- Director assigns a staff member to accompany the patient to the hospital.
- Accompanying staff member ensures that appropriate paperwork is completed.
- Director maintains communications with accompanying staff member for progress reports.
- Director reports to the local county health department for the following: HIV, Campylobacter Enteritis, Chicken Pox, Diphtheria-Pharyngeal, E-Coli, Giardiasis, Hepatitis A/B, Measles, Aseptic Meningitis/Meningitis, Meningococcal Disease, Mumps, Influenza/Upper Respiratory Influenza, Pertussis, Salmonellosis, Shigellosis, or Tuberculosis.
- Director should refer to "Prevention and Control of Communicable Diseases"-*A guide for School Administrators, Nurses, Teachers and Child Care Providers*, published by The Missouri Department of Health.

**CREAM**

**MEDICAL EMERGENCIES**

## **On-Site Shelter Plan**

***On-Site Shelter Plan:*** Keeping children and staff members in the facility but moved to a secure designated area for the emergency at hand.

### **Circumstances warranting use of the *On-Site Shelter Plan*:**

- Intruder/Child Custody Dispute/Disturbance
- Terrorism, Hazardous Materials
- Natural Disaster

### **Preparation:**

- Designate a secure area in the building for staff and children to go in case of an emergency.
- Designate a route to the secure area and post.
- Have a state or local agency review your plan and secure area.
- Have field bags prepared and located in a convenient location to grab.
- Conduct training for staff on proper emergency procedures.
- Establish means of communication with staff in case of emergency.
- Conduct drills, practicing moving to the location according to the procedures listed, using code words.
- Establish relationships with local agencies for education and practice for such emergencies.

## Procedure for On-Site Shelter Plan

If advised of an intruder, child custody dispute, disturbance, act of terrorism, hazardous materials, or a natural disaster:

- Stay calm.
- Notify Director.
- Director assesses situation.
- Director announces, using designated code: “On-Site, color”. (State color word corresponding with the emergency at hand.)
- Director and emergency coordinators secure the facility.
- Director or an emergency coordinator call 911 if warranted.
- Director shuts off any electrical or gas operated appliances if warranted.
- Director covers vents and openings with plastic and Duct tape if warranted.
- Teachers grab fanny packs, field bags, medications, and cell phones.
- Teachers do roll call prior to moving children.
  - Teachers move children to designated area's) **inside** the building, away from windows, doors, and outside walls. *\*Secure areas are labeled on the On-site Shelter, Off-Site Shelter, Lock Down and Evacuation Plan located in each classroom.*
- Teachers direct children and adults to take cover under tables and heavy furniture, cover heads and move from under light fixtures and other suspended objects.
- If outside and threat is inside (such as bomb threat or intruder), take cover outdoors in low lying areas, behind trees, structures, etc.).
- Teachers do roll call once children are in secure area.
- Teachers administer first aid as necessary.
- Director monitors situation, communicate information with police, update emergency coordinators; coordinators will inform other personnel.
- Director and/or emergency coordinators use weather radio in case of natural disaster, update emergency coordinators; coordinators will inform other personnel.
- Teachers do quiet time activities with children.
- All remain in secure area until Director or authorized personnel announce “*All clear.*”
- Teachers contact parents to inform them of the need for the on-site shelter.

**ON-SITE SHELTER PLAN**

## Off-Site Shelter Plan

**Off-Site Shelter Plan:** Movement of all children and staff members off of the premises and relocated to another designated location.

### Circumstances warranting use of the *Off-Site Shelter Plan*:

- Fire/Smoke
- Terrorism
- Utility Disruption
- Hazardous Materials
- Natural Disaster

### Preparation:

- Designate two locations for staff and children to go in case of an emergency. (Depending on the size of facility premises, one location may be just off of the perimeter of the property and the other location further out.)
- Designate a route to the locations and post.
- Have an agreement with the owner of the designated adjacent property.
- Have emergency transportation permission forms for leaving the premises. (For overnight care, permission must be granted for children to be transported by personal vehicle to designated off-site shelter.)
- Communicate designated pick-up locations with parents/guardians ahead of time.
- Have a state or local agency review your plan and secure area.
- Have field bags prepared and located in a convenient location to grab.
- Conduct training for staff on proper emergency procedures.
- Establish means of communication with staff in case of emergency.
- Conduct drills, practice moving to the location, follow procedures listed, using code words.
- Conduct vehicle evacuation drills in case of: *fire, natural disasters, or hazardous materials*.
  - Move 100 feet away from the vehicle.
  - Do not cross roadway unless necessary.
  - In case of tornado, move to a low lying area out of the vehicle.
  - Driver conducts a check of vehicle to ensure all have evacuated.
  - Remain in vehicle in case of a blizzard.
- Determine responsibility and method for movement:
  - Infants & Non ambulatory children:* put up to four non-mobile babies/children in evacuation crib and/or push in wheelchair—lock wheels upon arrival.
  - Physically & mentally capable children:* gather in group and supervise orderly evacuation to the designated off-site shelter location.
  - Special needs children:* specific staff members trained and assigned to assist them will evacuate children.
- Establish relationships with local agencies for education and practice for such emergencies.

## Procedure for Off-Site Shelter Plan

If advised of fire/smoke, act of terrorism, utility disruption, hazardous materials, or a natural disaster:

- Stay calm.
- Notify Director.
- Director assesses situation.
- Director contacts transportation company, if applicable.
- Director announces, using designated code: “Off-Site, Location *number*, *color*”. (State location number 1 or 2 and color word corresponding with the emergency at hand.)
- \*Location 1: 7-Up & Dr. Pepper Bottling, 2808 E. McCarty St. JC MO (just outside of premises)
- \*Location 2: Show Me Child Care, 2701 E. McCarty St., JC MO (off premises)
- \*Location for overnight: Show Me Child Care, 2701 E. McCarty St. JC MO (off premises)
- Color: *see colors listed on cover of plan*
- \*In most cases, Location 1 will be the first plan of action; once all are at that location, the decision may be made to move to Location 2; that location will be notified of time of arrival.
- Teachers take children to the designated location adhering to predetermined routes; if designated route is unsafe, teacher should alter route accordingly.
- Director or an emergency coordinator calls 911 if warranted.
- Director shuts off any electrical or gas operated appliances if warranted.
- Teachers grab fanny packs, field bags, medications, and cell phones.
- Teachers do roll call prior to moving children.
- Teachers should scan the room for suspicious or unusual looking objects.
- Teachers move children to designated location.
- Teachers do roll call once children are in secure area; if child is missing, notify Director or authorized personnel.
- Teachers administer first aid as necessary.
- Director conducts a walk-thru of facility to ensure all persons have exited the building; if missing children are not located, authorities are informed.
- Teachers do quiet time activities with children.
- Director notifies owner of the facility.
- Director monitors situation, communicate information with police, update emergency coordinators; coordinators will inform other personnel.
- Director and/or emergency coordinators use weather radio in case of natural disaster, update emergency coordinators; coordinators will inform other personnel.
- All remain in off-site shelter location until Director or authorized personnel announce “*All clear*” to return to facility.
- If able to return to the facility, teachers contact parents to inform them of the need for the off-site shelter plan.
- If unable to return to the facility, teachers contact parents to inform them to go to designated pick-up location; children are signed out only with authorized representatives.

## OFF-SITE SHELTER PLAN

## **Facility Lock-Down Plan**

***On-Site Shelter Plan:*** Keeping children and staff members in the facility and securing the facility for immediate emergency.

### **Circumstances warranting use of the *Lock-Down Plan*:**

- Missing/Abducted Child
- Intruder/Child Custody Dispute/Disturbance
- Terrorism: Bomb/Suspicious Article/WMD

### **Preparation:**

- Have field bags prepared and located in the classrooms.
- Have materials readily available to cover windows - Interior & Exterior.
- Conduct training for staff on proper emergency procedures.
- Establish means of communication with staff in case of emergency.
- Conduct drills, practicing lock-down procedures listed, using code words.
- Establish relationships with local agencies for education and practice for such emergencies.



## **Procedure For Facility Lock-Down**

If advised of a missing or abducted child, intruder, child custody dispute, or disturbance, act of terrorism: bomb, suspicious article or weapon of mass destruction:

- Stay calm.
- Notify Director.
- Director assesses situation.
- Director announce, using designated code: “Lock-Down, color.” (State color word corresponding with the emergency at hand.)
- Director and emergency coordinators secure the facility—lock all windows and doors.
- Teachers keep all children in their rooms and close door.
- Director and teachers permit no one to leave or enter the building except authorized personnel.
- Director or an emergency coordinator will call 911 if warranted.
- Director and/or emergency coordinators cover vents and openings with plastic and Duct tape if warranted.
- Teachers and other staff cover windows.
- Teachers turn out lights.
- Teachers do roll call frequently.
- Teachers move children away from windows and doors.
- Teachers direct children to take cover under or behind tables and heavy furniture, and cover heads.
- Teachers administer first aid as necessary.
- Director monitors situation, communicate information with police, update emergency coordinators; coordinators will inform other personnel.
- Teachers may do quiet time activities with children.
- All will remain in lock-down until Director or authorized personnel announce “*All clear.*”
- Teachers contact parents to inform them of the need for the lock-down procedure.

**LOCK-DOWN**

### **Location of Items**

Location of Emergency Plans: Posted in classrooms used for child care and by each phone.  
Attendance Records: Food Program charts located in classrooms, and Parent sign-in binder in lobby.  
Parent/Guardian Contact Numbers: Fanny pack bags, classroom binders located in classrooms and office files located in office.  
Staff contact Numbers: Fanny packs located in classrooms and office files located in office.  
Emergency supplies: Located in field bags in classrooms.  
Fanny Packs and Field bags (including emergency contacts): Located in classrooms.  
Location of important records & documents: In office.

### **Location of On-Site Shelter & Off-Site Shelter (Routes Posted)**

Off-site location 1: Seven Up-Dr. Pepper RC Bottling  
Address: 2808 East McCarty Street, Jefferson City, MO 65101  
Phone: 573-635-4007

Off-site location 2: Show Me Child Care  
Address: 2702 East McCarty Street, Jefferson City, MO 65101  
Phone: 573-761-9998

Off-site location for overnight care: Show Me Child Care  
Address: 2702 East McCarty Street, Jefferson City, MO 65101  
Phone: 573-761-9998

Transportation Company: N/A  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

On-site secure areas: See On-site Shelter, Off-Site Shelter, Lock Down and Evacuation Plan posted in classrooms.

### **Communication During Emergency**

Means of communication among employees:  
staff call list intercom shout out text alarm 2-way radios other: \_\_\_\_\_

Means of communication with parents:  
automatic dialer phone call text email social networking web site

Director or teacher will attempt to contact parent/guardian:

- any time on-site or off-site shelter or lock-down is followed
- when a child is missing
- during a utility disruption
- when a child has a medical emergency

## Assignment of Responsibilities

**Emergency Manager/ Director:** Karen Werner Alternate: Kay Wagner

### Emergency Coordinators:

**Infants:** Mary Kempker

Alternate: Michelle Gibson

**Preschool:** Cheri Power

Alternate: Carol Fick

**Pre-K/ School-age:** Ashley Nshunju

Alternate: Alex Ruessler

**Assistants to mentally/physically challenged:** Lead Teacher of the Class

## *Take P.A.R.T. in Missouri Ready in 3*

### Preparation:

- Director and/or emergency coordinators review emergency plan and keep parents and staff informed of changes.
- Director and/or emergency coordinators replace/replenish emergency supplies and field bags. Teachers keep contact information on all children up to date.
- Director or building manager periodically conduct safety checks of physical facility and vehicles.
- Director ensures that emergency coordinators know where all shut-off valves are.
- Director communicates to parents conditions in which facility will be closed.

### Action At time of Emergency:

- Director grabs office copy of teacher and child contact information and business records.
- Teachers grab field bags and medications.
- Emergency coordinators work to keep all staff calm and on task.
- Director and/or an emergency coordinator will stay at the facility for follow-up after an emergency or in case of delayed child pick-ups.
- Teachers call parents of children in their group when required by plan.
- In case of emergency during overnight care, teacher in charge contacts Director, Director initiates proper emergency plan. (For overnight care, permission must be granted for children to be transported by personal vehicle to designated off-site shelter.)

### Recovery:

- Director or emergency personnel announce, “*All clear*” when it is safe to reenter.
- Director decides if an emergency warrants closing the facility and when the facility will reopen.
- Director initiates communication of the decision to close or reopen to staff and parents.
- Director/owner decides if a temporary location to conduct child care services is warranted and feasible; Director and local officials determine appropriate location; Director, owner and emergency coordinators implement alterations and back up services as necessary. Teachers revise curriculum.
- Director coordinates repairs.
- Director and/or emergency coordinators initiate appropriate counsel for children.

### Training:

- Director provides ongoing training and drills for staff and children, including emergency training, CPR, and first aid.

## LOCATION OF ITEMS/SHELTERS/COMMUNICATIONS/RESPONSIBILITIES

## Review of Supplies & Disaster Drill Procedures with Staff & Children

Date plan was prepared: October 31, 2011

Date reviewed: December 28, 2011

Date Supplies & Bags replenished & Contacts updated: December 28, 2011

Date of training for staff: December 28, 2011 Date of training for children: December 30, 2011

Signature: Karen Werner

Date reviewed: \_\_\_\_\_

Date Supplies & Bags replenished & Contacts updated: \_\_\_\_\_

Date of training for staff: \_\_\_\_\_ Date of training for children: \_\_\_\_\_

Signature: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

Date Supplies & Bags replenished & Contacts updated: \_\_\_\_\_

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Date of training for staff: \_\_\_\_\_ Date of training for children: \_\_\_\_\_

Signature: \_\_\_\_\_

# On-site Shelter, Off-site Shelters, Lock Down, and Evacuation Plan

**Key Information:**

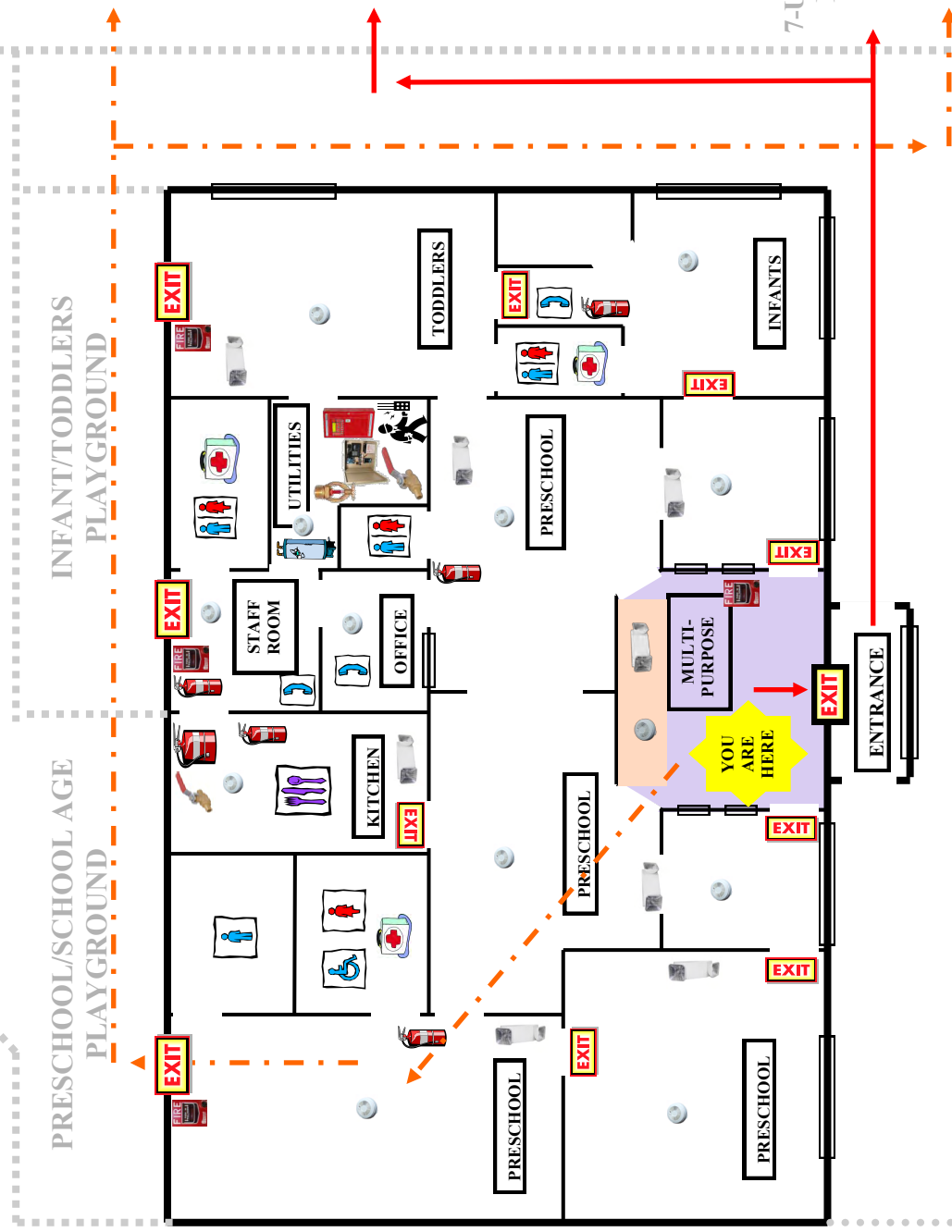
- First Aid Kit
- Fire Extinguisher
- Fire Pull Station
- Fire Control Panel
- Fire Sprinkler
- Smoke/Carbon/Heat Detectors
- Battery Backup
- Automatic Dialer
- Telephone
- Restroom
- Kitchen
- Window
- Water Heater
- Furnace (on roof top)
- Electrical Box
- Gas/Water Shut Off
- Primary Evacuation
- Secondary Evacuation Route
- On-Site Shelter
- Off-Site Shelter #1
- Off-Site Shelter #2
- Lockdown

**7-UP - DR. PEPPER RC BOTTLING**  
 2808 E. McCarty St.  
 Jefferson City, MO 65101  
 573-635-4007

7-UP & DR. PEPPER  
 PARKING LOT

**SHOW-ME CHILD CARE**  
 2702 E. McCarty St.  
 Jefferson City, MO 65101  
 573-761-9998

SHOW-ME  
 PARKING LOT

























PARKING LOT

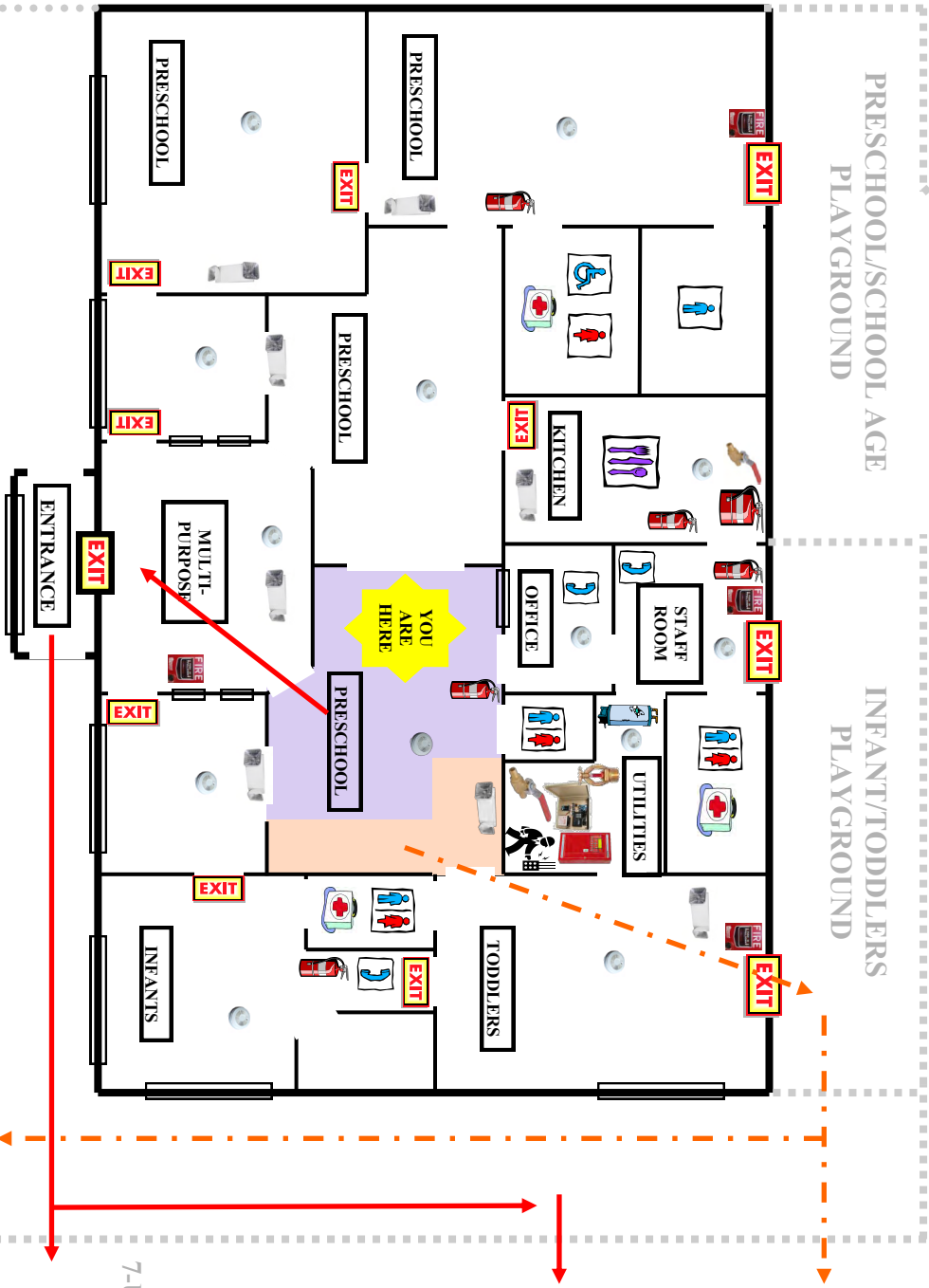
Emergency Field Bag  
 Located in each classroom

## REVIEW/EXIT ROUTES

# On-site Shelter, Off-site Shelters, Lock Down, and Evacuation Plan

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PARKING LOT

ENTRANCE

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**7-UP & DR. PEPPER PARKING LOT**

**SHOW-ME CHILDCARE**  
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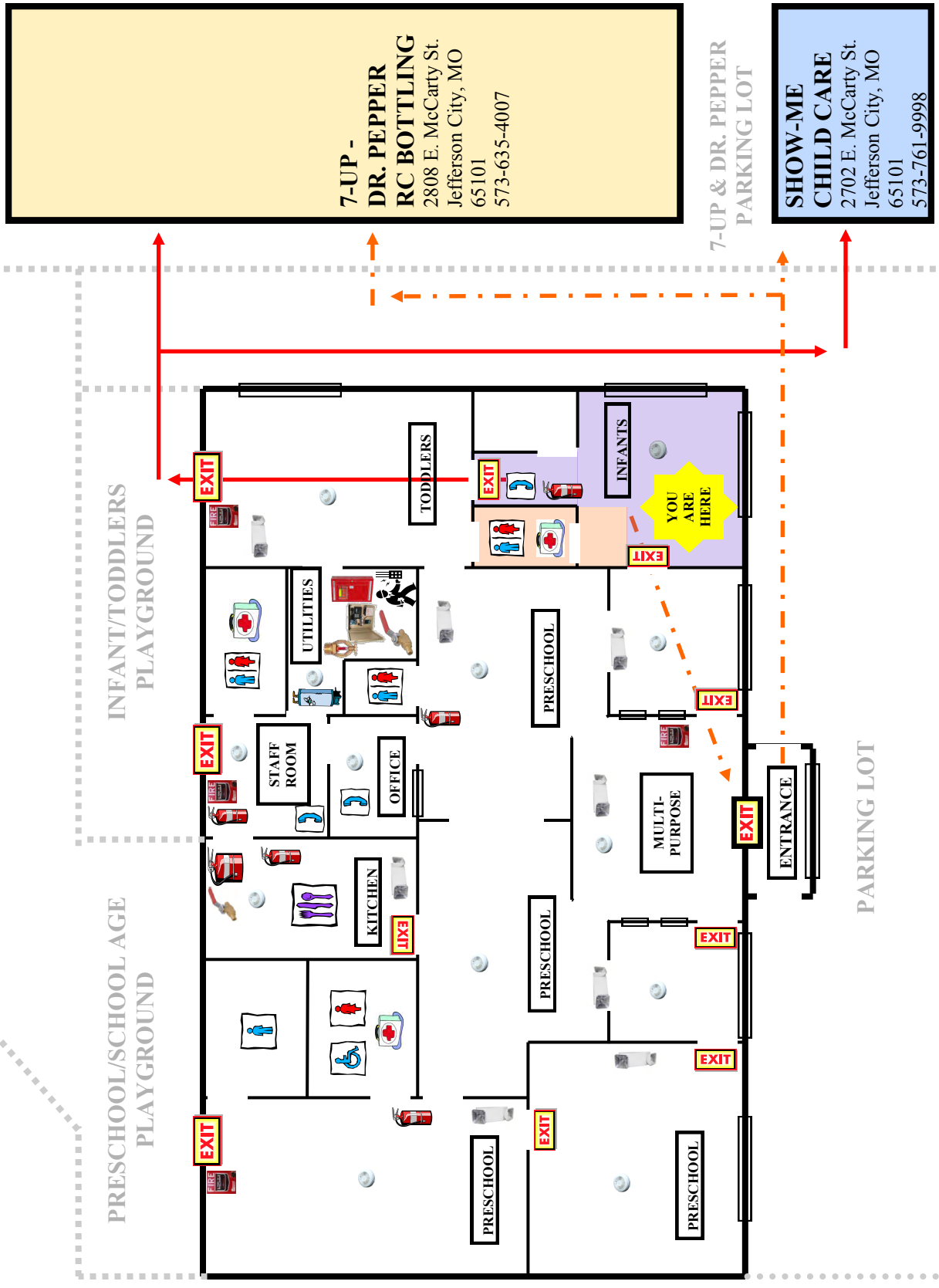
**Emergency Field Bag**  
 Located in each classroom

**SHOW-ME PARKING LOT**

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**7-UP & DR. PEPPER  
PARKING LOT**

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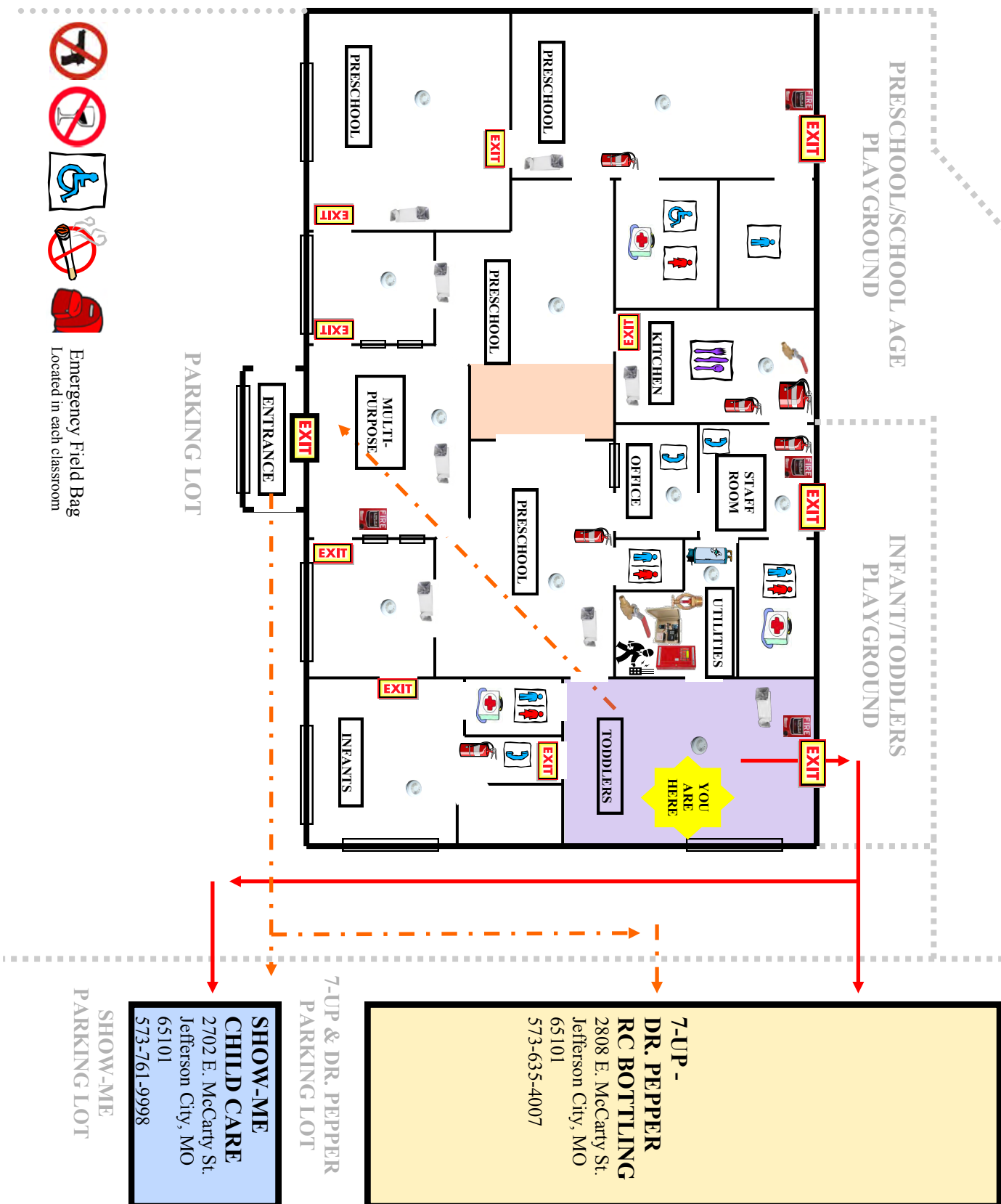
**SHOW-ME  
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**SHOW-ME CHILD CARE**  
 PARKING LOT



**Emergency Field Bag**  
 Located in each classroom



# On-site Shelter, Off-site Shelters, Lock Down, and Evacuation Plan

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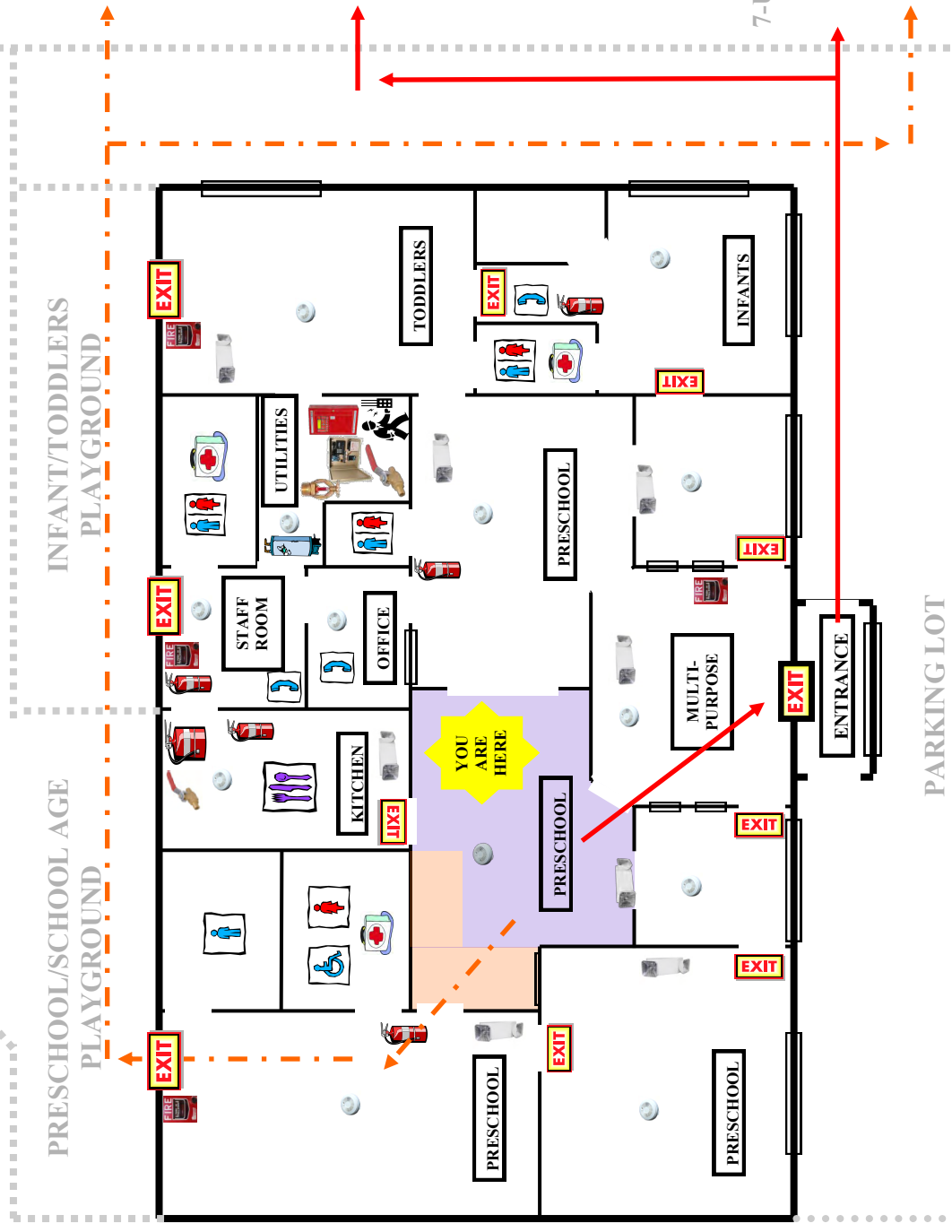
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**SHOW-ME  
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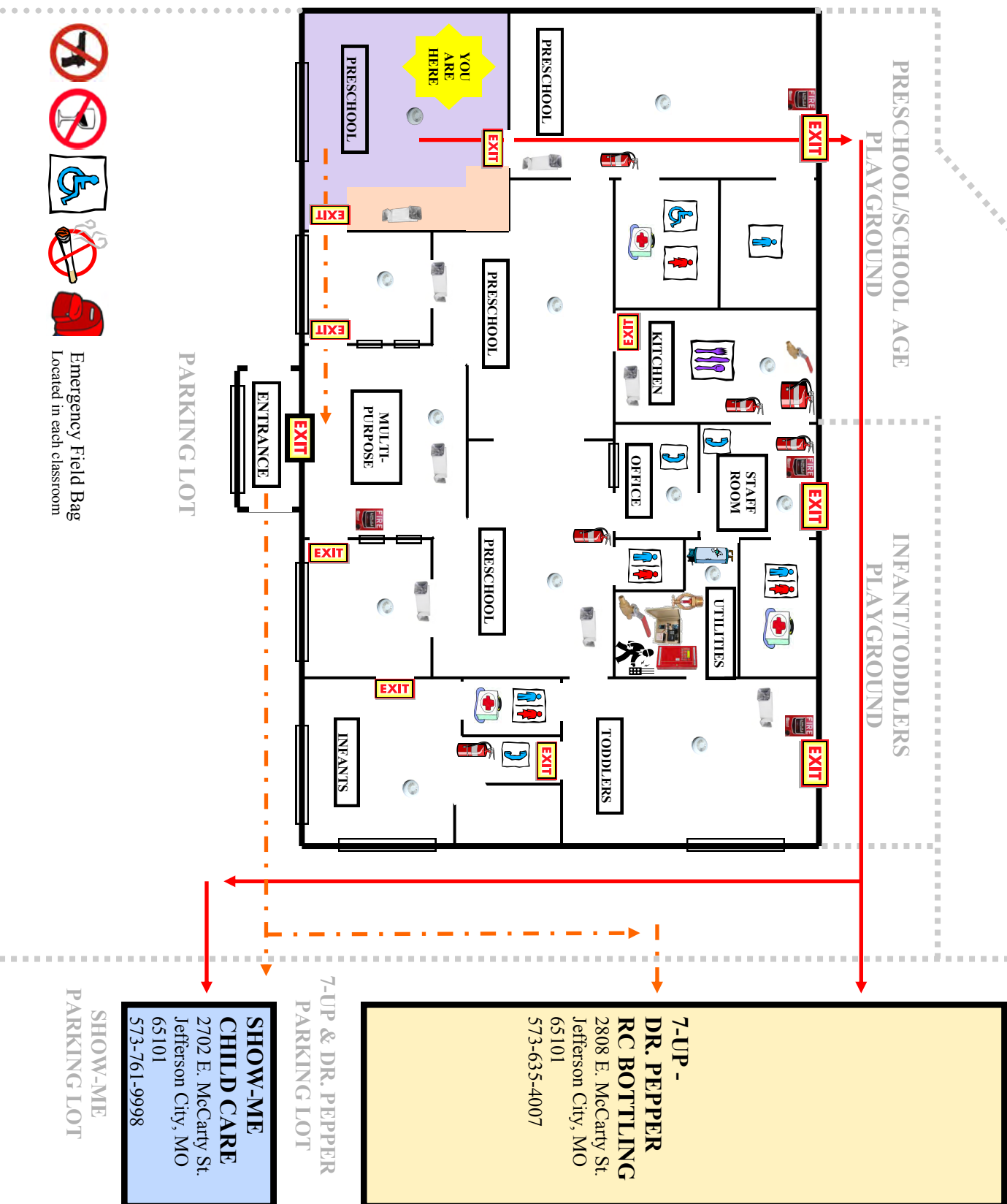


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Emergency Field Bag  
Located in each classroom

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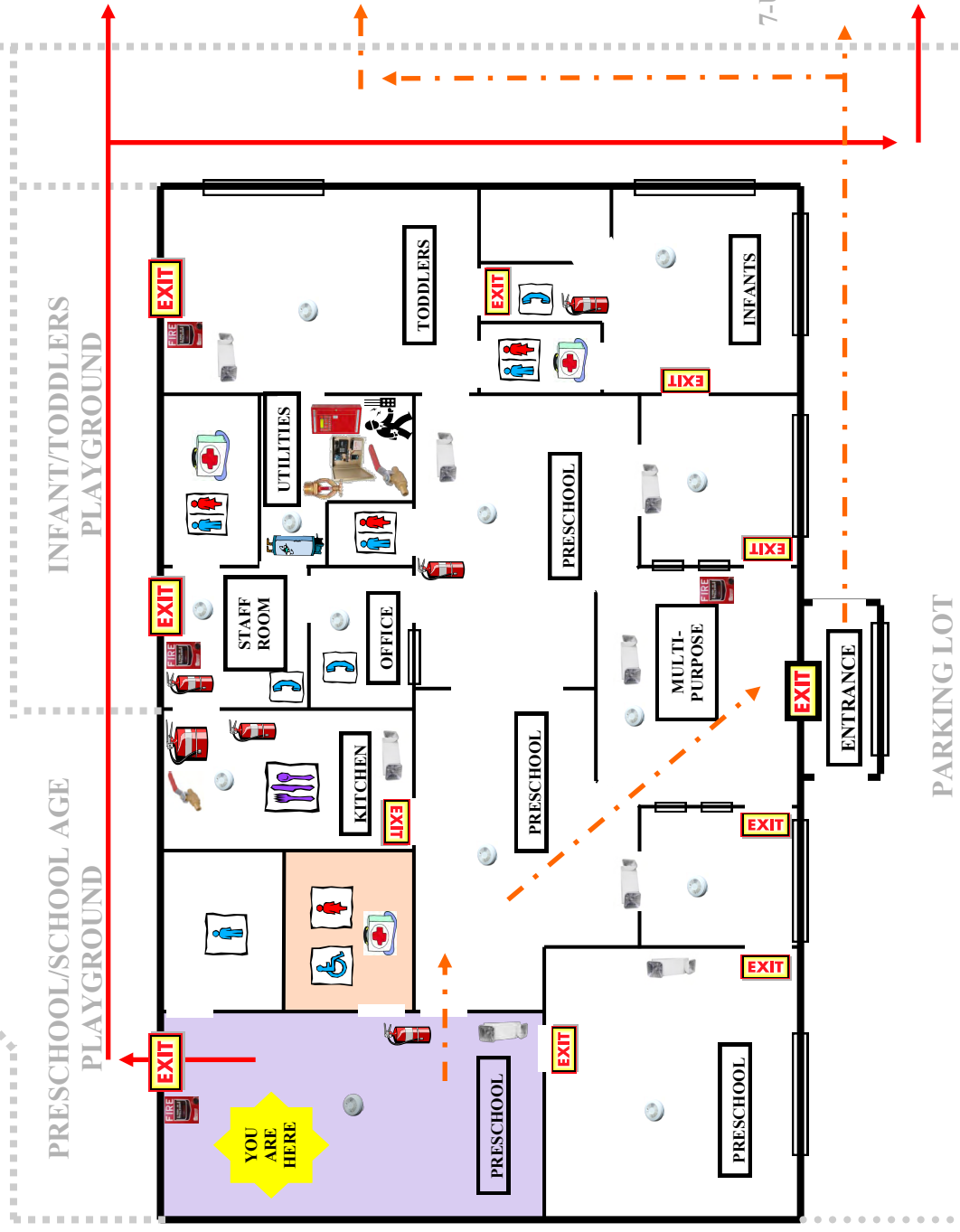
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**SHOW-ME  
PARKING LOT**



Emergency Field Bag  
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