

● 1715 West Malcolm X Street
Lansing, MI 48915-1010
phone: 517-485-6825
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ec3kids.org

EC3 Emergency Response Plan

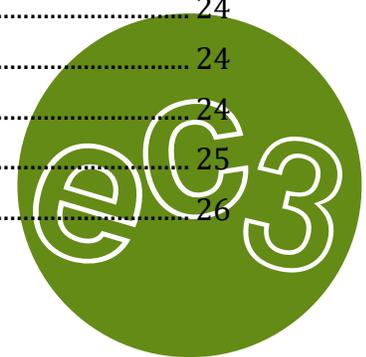
Updated June 2021

educational child care center • an exceptional place for young children • learn, laugh, grow



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Introduction

The intent of this plan is to (1) assist EC3's management and staff in responding to emergency situations, (2) provide information that can be used with family members concerning emergency planning, and (3) provide a basis for restoration of services. The management and staff of EC3 are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials and families/guardians.

UPDATES AND DISTRIBUTION

The Emergency Response Plan shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The Emergency Response Plan shall be controlled by the CEO/Executive Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be distributed to the following:

- EC3 office
- Each EC3 classroom
- EC3 staff handbook
- EC3 website

VULNERABILITY

EC3 is situated near I-496 in downtown Lansing, Michigan, and is susceptible to severe weather, utility emergencies, hazardous material incidents, and violent incidents. If a disaster were to occur onsite, the primary concerns are possible injury to children and adults, loss of equipment and supplies, and loss of vital records.

EC3 is also susceptible to outbreaks of disease, given that it is typically populated with 100+ children and 30+ staff members—all of whom live in the greater Lansing community. If a pandemic or other mass illness were to occur in the community, the primary concerns are possible infection of children and adults. However, since such outbreaks are unlikely to happen with the immediacy of a natural or manmade disaster, they will only receive cursory review in this document.

The following situations will be covered by this policy:

- Serious accident or illness
- Fire/smoke
- Tornado/threatening weather
- Other natural or man-made disaster
- Utility disruption (HVAC, electricity, water)
- Hazardous materials
- Threatening call, letter, or message
- Suspicious articles/packages

- Potentially dangerous situations
- Missing child

NOTE: An individual plan for a child or staff member with **special needs** or **chronic medical conditions** will be developed to meet that individual's needs.

Emergency Team Roles & Responsibilities

In the event of an emergency situation, the CEO/Executive Director shall declare an emergency situation and institute the appropriate response actions. In the event that the CEO/Executive Director is not available, the Program Director shall assume the responsibilities.

EMERGENCY RESPONSE DIRECTOR

CEO/Executive Director

- Authorize and endorse the emergency response plan.
- Work with local emergency agencies to arrange in advance for evacuation locations and transportation away from EC3.
- Familiarize all staff with the emergency response plan and ensure effective implementation.
- Ensure that EC3's practice drill program is implemented and documented, and that supplies and equipment are present and checked at least monthly.¹
- Appoint personnel to perform emergency tasks.
- Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
- Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
- Notify local authorities of an onsite emergency or disaster situation.
- Notify media outlets of an onsite emergency or disaster situation, including children's status and location.
- Notify families of children's status and location.
- Maintain contact with local authorities to inform EC3 of potential or existing crisis/emergency situations.
- Arrange for debris clearance and site clean-up as necessary.
- Authorize damage inspection and site re-entry recommendations.

EMERGENCY RESPONSE SITE COORDINATORS

Program Director, Office Admin Staff

- Be familiar with the Emergency Response Plan; participate in plan review and updates.
- Provide complete crisis/emergency response training to employees on a regular basis and updates as necessary.
- Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
- Work with the CEO/Executive Director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
- See that all injuries and issues are attended to immediately and referred to the CEO/Executive Director to determine if contact with authorities is necessary.
- Coordinate a regular plan to inspect work areas for unsafe conditions and work practices.
- Ensure that emergency medical care is given to injured persons (as necessary and possible).

¹ See sample "EC3 Emergency Equipment/Supplies Review & Drill Logs" located in this plan.

- Maintain a written record of all events that occur, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. Assist with the preparation of other reports as necessary.
- Collect and compile health/medical disaster information.
- Act as Emergency Response Director in a crisis/emergency situation when the CEO/Executive Director is not available. Identify the emergency situation and determine the course of action.

EMERGENCY RESPONSE UNIT COORDINATORS

On-Duty Classroom Staff

- Become familiar with the Emergency Response Plan; participate in plan review and updates.
- Notify the CEO/Executive Director of emergency situations as they become aware of them.
- Follow emergency procedures as outlined and directed by the person in charge.
- Provide for the safety and well-being of the children in their care.
- Account for all children at the evacuation assembly area(s) or in protective shelters.
- Assist with disaster assessment and response as necessary.

Emergency Phone Numbers

Emergency (fire, police, ambulance)	911
Police (non-emergency)	(517) 483-4800
Hospital (Sparrow)	(517) 364-1000
Hospital (McLaren)	(517) 975-6000
Child Protective Services	(855) 444-3911
Consumers Energy (gas emergency: shut-off in boiler room)	(800) 477-5050
Board of Water & Light (electric emergency: shut-off in boiler room)	(877) 295-5001
Board of Water & Light (water emergency: shut-off in boiler room)	(517) 702-6490
Evacuation site (Montessori Children's House, 2100 W. Saint Joseph Street)	(517) 482-9191

An EC3 staff directory is included in each classroom emergency binder. Classroom staff should include admin team contact information in their cell phones for emergencies.

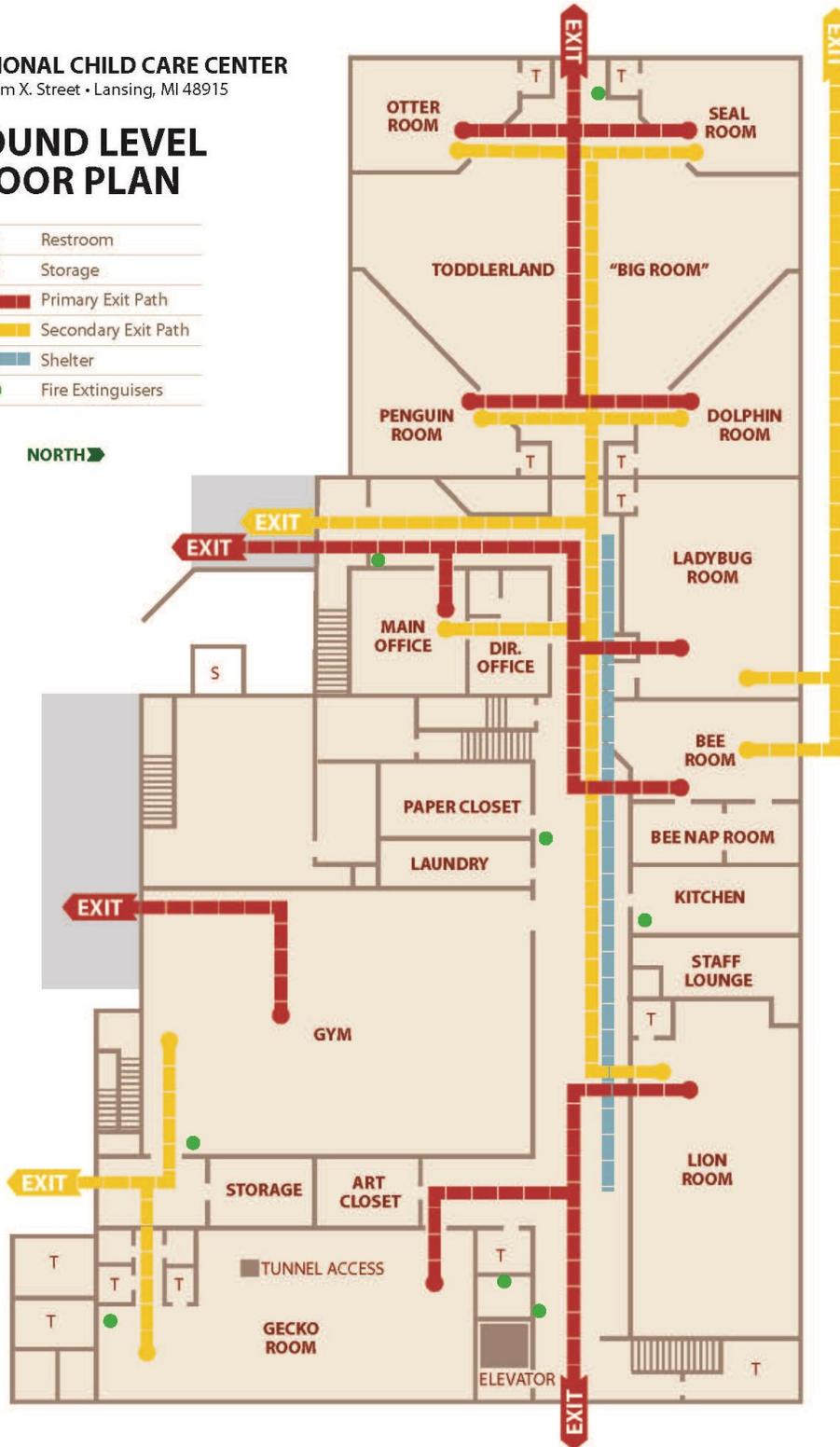
EC3 Building Evacuation Map: First Floor

EC3 – EDUCATIONAL CHILD CARE CENTER
 1715 Malcolm X. Street • Lansing, MI 48915

GROUND LEVEL FLOOR PLAN

T	Restroom
S	Storage
	Primary Exit Path
	Secondary Exit Path
	Shelter
	Fire Extinguishers

NORTH ➔



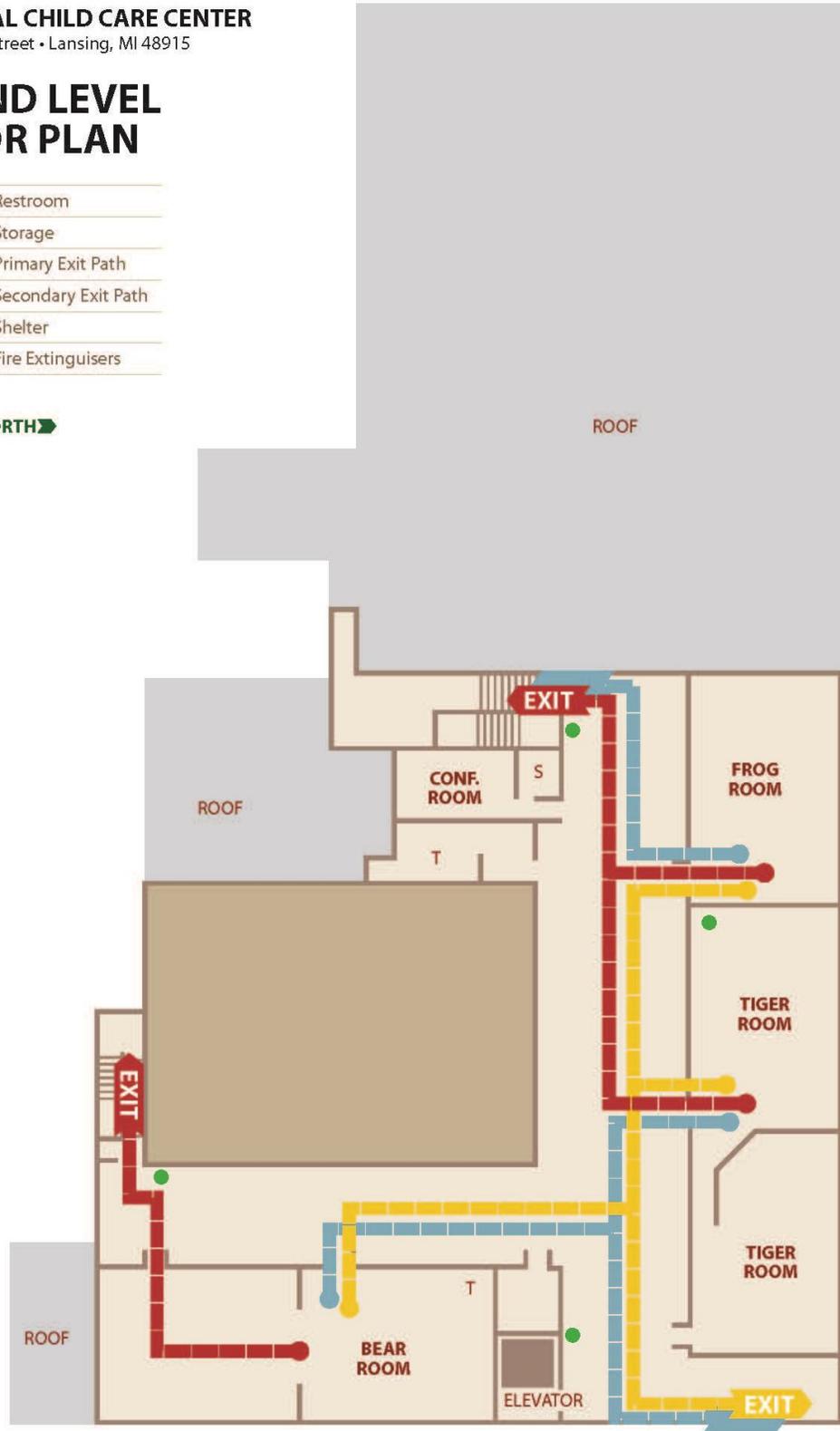
EC3 Building Evacuation Map: Second Floor

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SECOND LEVEL FLOOR PLAN

T	Restroom
S	Storage
	Primary Exit Path
	Secondary Exit Path
	Shelter
	Fire Extinguishers

NORTH ➔



EC3 Off-Site Evacuation Route

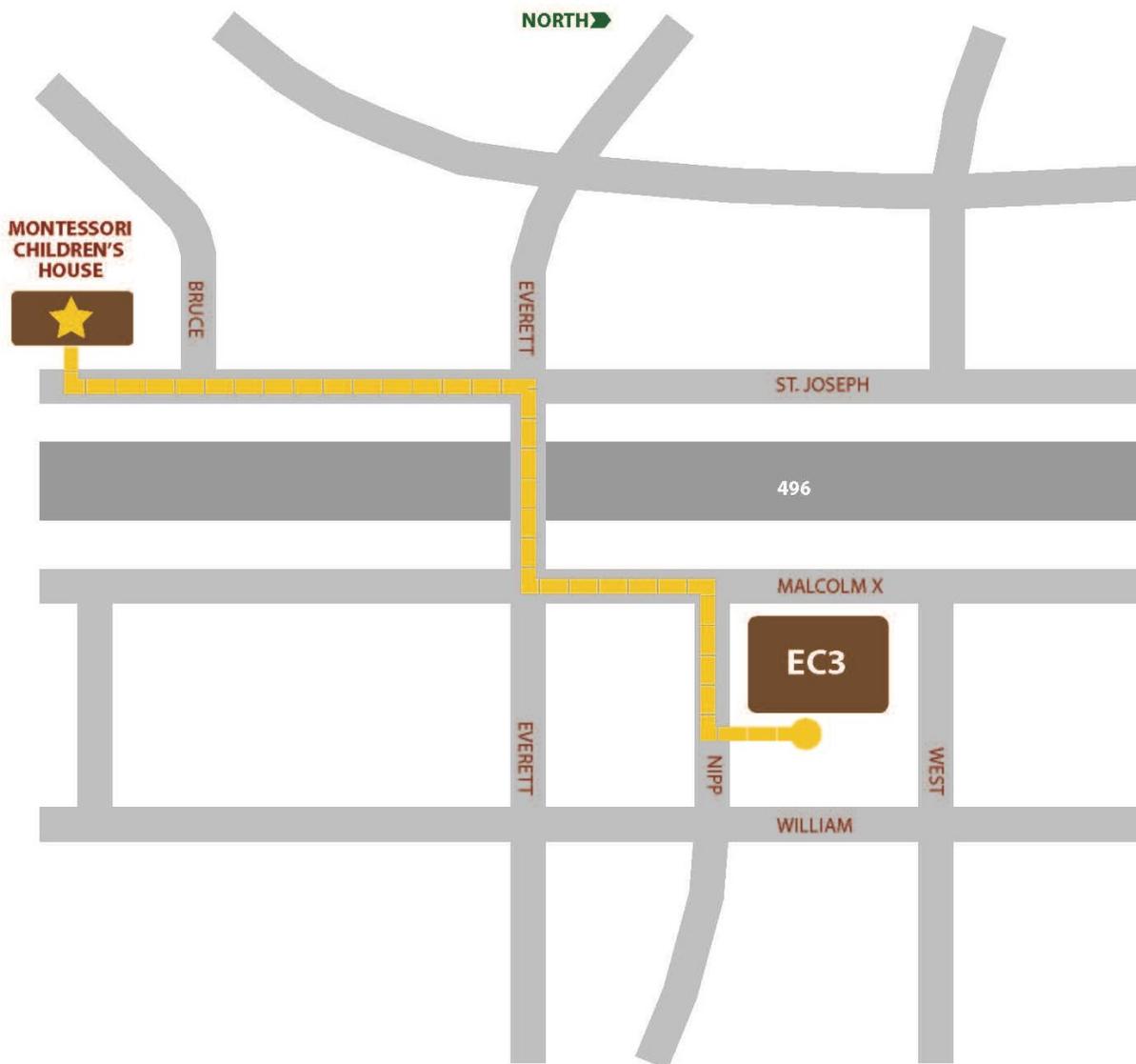
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1715 Malcolm X. Street • Lansing, MI 48915

OFF-SITE EVACUATION ROUTE

DESTINATION:

Montessori Children's House
2100 W Saint Joseph St.
Lansing, MI 48915
(517) 482-9191

WALKING PATH



EC3 On-Site Evacuation Route

EC3 – EDUCATIONAL CHILD CARE CENTER

1715 Malcolm X Street • Lansing, MI 48915

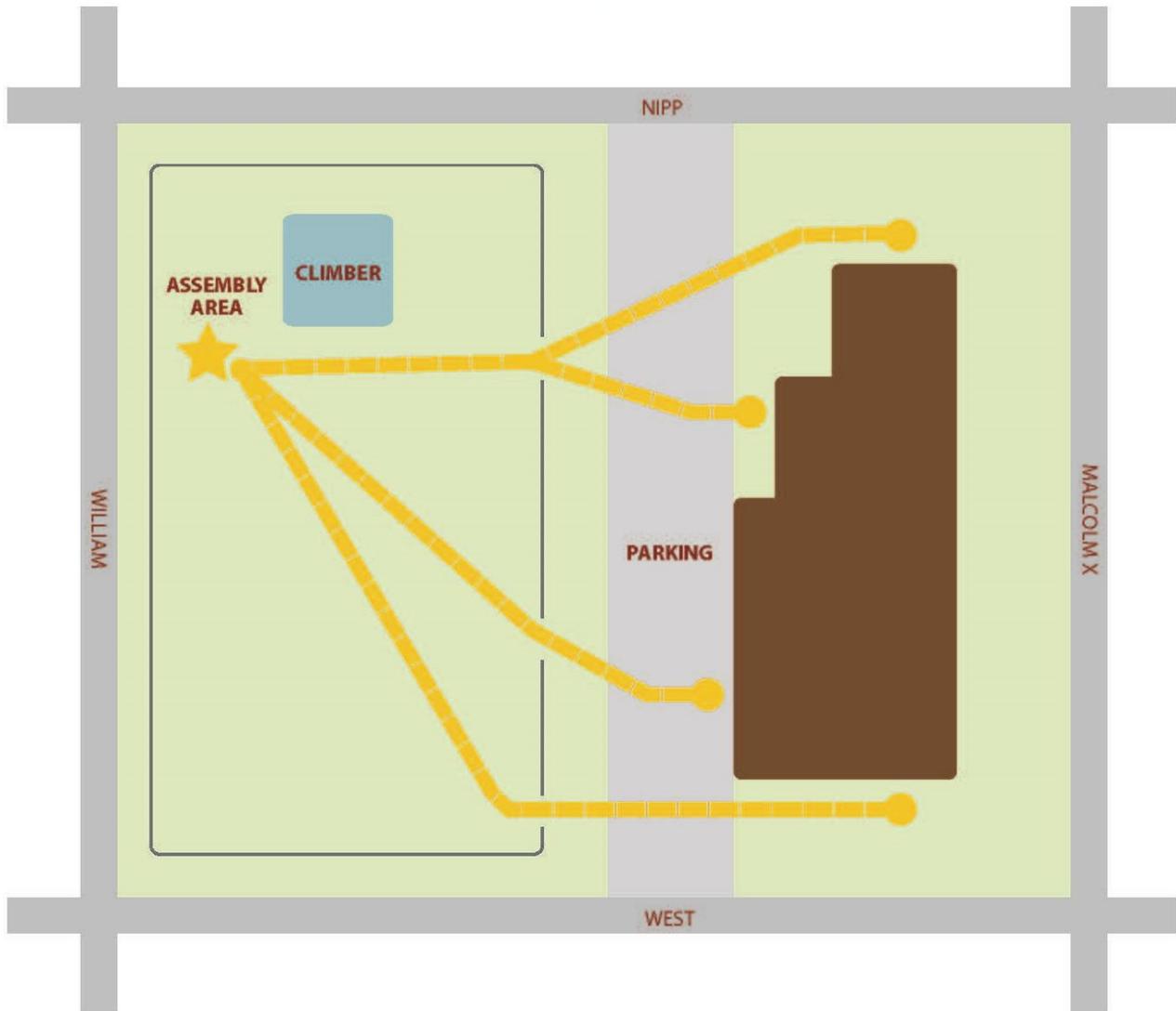
ON-SITE EVACUATION ROUTE

DESTINATION:

South of Preschool Climber

WALKING PATH

NORTH



EC3 Emergency Training and Drills

EC3's staff members are trained on emergency procedures upon hire, and at required training sessions at least twice per year. These trainings are documented in each employee's training record.

Michigan's child care licensing requires evacuation drills quarterly, and sheltering drills at least twice between March and November. It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. It is important that drills are conducted at different times throughout the day (including nap time) so that each child will experience a practice drill. EC3 adheres to these guidelines and maintains documentation on all drills.²

² See sample "EC3 Emergency Equipment/Supplies Review & Drill Logs" located in this plan.

Emergency Materials

- **First Aid Kit:** Each classroom is equipped with a first aid kit. This kit should accompany the class whenever they leave the classroom, including recess, field trips or gym time. The kit should include the following items (Antiseptics, burn creams or medications are not allowed.)
 - 1 box adhesive bandages
 - 1 roll gauze
 - 1 box sterile gauze pads
 - 1 roll elastic bandage
 - 2 pair non-latex gloves
 - 1 roll adhesive tape
 - baking soda
 - instant ice pack
 - scissors
 - plastic bag
 - hand sanitizer
 - CPR mouthguard
- **Emergency Medications:** Medications such as inhalers and EpiPens must be stored in a labeled bag with an emergency plan signed by both parents, doctor and teachers. These medications must move with the child whenever he or she leaves the classroom. All members of the classroom team must receive training on the emergency use of these medications.
- **Emergency Binder:** Each class has a binder that contains the Child Information Form for each child enrolled in their class. It is the responsibility of classroom teachers to update the Emergency Binder as children transition in and out of their classroom. This binder must accompany the class during any emergency situation or drill.
- **Classroom Attendance Sheet (Sign-In Sheet):** This clipboard must accompany the class whenever they leave the classroom. It is used to both do periodic name-to-face checks of students in attendance, and to assure all students are accounted for during an emergency or drill.
- **Backpack:** Each class has a red backpack in which to store the First Aid Kit, Emergency Binder, and any emergency medications such as EpiPens or inhalers

Emergency Responses

An emergency can be defined as any situation that abruptly upsets the normal function or operation of EC3's regular activities and services. Multiple responses may be necessary for any given crisis. Examples are provided here for specific emergency situations that may require the given response.

- Evacuation (on-site and off-site)
- Shelter-in-place
- Lockdown
- Contact director/wait for instructions

Anyone in the building is authorized to make the first declaration of an emergency when one arises; whoever spots a fire should pull the nearest alarm, whoever sees a funnel cloud should notify the office.

EVACUATION ON-SITE

Evacuating the building while remaining on the EC3 grounds is the emergency response for an immediate area threat (i.e., fire, flood, other major building problem, etc.). EC3 staff members are to leave the building with the children, emergency binders, and emergency kits, and gather on the southwest corner of EC3's property (inside the fence, behind the playground climber). Staff members should account for all children, staff, and visitors.

NOTE: For specific actions in the event of a fire, see **Fire/Smoke** in the section on specific procedures.

Response Director Duties:

The CEO/Executive Director is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants. The CEO/Executive Director and any other EC3 employees not counted in ratio will assist in all duties and responsibilities as designated by the CEO/Executive Director. (If the CEO/Executive Director is off-site when an emergency occurs, he/she will be notified as soon as practical by the person acting as Response Director.)

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system.
- Report to the designated assembly area.
- Ensure accountability of building occupants through the reports of the site and unit coordinators.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the city emergency response personnel as needed.

Site Coordinator Duties:

The Site Coordinator's primary responsibility is to ensure that all EC3 occupants are evacuated when necessary and accountability is reported to the Response Director.

- Maintain order during the evacuation.
- Ensure the Unit Coordinators perform their duties as assigned.
- Provide accountability for all occupants in their assigned areas and report results to the Response Director.
- Stay with the evacuated group until notified by emergency response personnel.

Unit Coordinator Evacuation Duties:

- Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of occupants (details below, by developmental level). **Note:** Under no circumstances are staff to stop for any of their own or the children’s personal belongings, including, jackets, shoes, etc.

Infants

Put up to four non-mobile babies in an evacuation crib and move children to the evacuation assembly area. Take attendance sheets, emergency kit, and emergency binder. For inclement weather, if possible, take appropriate supplies to protect the infants.

Toddlers, Preschoolers, and Special Needs Children

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Younger toddlers and any disabled children should be placed into buggies or wagons, if available, to hasten departure. Take attendance sheets, emergency kit, and emergency binder. For inclement weather, if possible, take appropriate supplies to protect the children.

EVACUATION OFF-SITE

Evacuating the building and leaving EC3 grounds is the emergency response for a more widespread threat (i.e., bomb threat, chemical spill, etc.). EC3 staff members are to leave the building with the children and all emergency materials, and walk to the Montessori Children’s House four blocks away. Infants, toddlers, and any disabled children should be transported using cribs and/or buggies to hasten evacuation. Staff members should account for all children, staff, and visitors.

There are five essential jobs during an evacuation away from EC3:

- Evacuation chief
- First aid
- Communications
- Play space operations
- Child pick-up point

Before an emergency occurs, a person and alternate should be assigned to each of these jobs.

Evacuation Chief Assignment: Response Director

- Make sure all children are accounted for.
- 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.

- Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
- Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point. When possible, the Response Director should be the one to make contact with those families whose children are injured as a result of the event.
- Update the authorities and parents of your circumstances as soon as you are able.

First Aid Assignment: Site Coordinator(s)

- Administer first aid as necessary to evacuated children and adults.
- Key materials: complete first aid kit, flashlights, batteries, cell phone, and radio, contained in a bright, labeled bag.

Communications Assignment: Unit Coordinator(s)

- Check with Evacuation Chief about exact information to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
- Locate nearest phone and collect the emergency information from the Evacuation Chief with family phone numbers.
- Discuss with the Evacuation Chief the exact wording to offer families whose children have been injured in some way by the event.
- Report back to Evacuation Chief with updates, needs, and problems during his/her rounds.

Play Space Assignment: Unit Coordinator(s)

- Determine where to set up different groups of children.
- If possible, use blankets, tables, and chairs to define areas.
- Determine the nearest and safest bathroom and arrange for supervision.
- Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.
- Key materials: prepared emergency evacuation kit, including snacks and some play materials.

Pick-Up Assignment: Site Coordinator(s)

- Establish an area away from the primary play area and first aid areas to control access.
- Collect all the sign-in sheets to monitor family pick-ups.
- Select a staff member to collect children and bring them to the pick-up point.
- Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.
- Key materials: Sign-in sheets; marker/pens and paper; highly visible cap.

SHELTER-IN-PLACE

Sheltering-in-place is conducted in response to tornadoes and severe storms; it also is conducted in response to hazardous materials incidents that occur outside EC3's building. Sheltering-in-place is defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required.

EC3's shelter-in-place designated area is the main hallway on the first floor, between the office and the men's bathroom.

NOTE: For specific actions in the event of a tornado, see **Tornado/Threatening Weather** in the section on specific procedures.

Staff will be notified of a shelter-in-place situation in one of the following ways:

- Intercom announcement specifying a particular incident, such as “We are under a tornado warning; please take shelter.”
- Other staff shouting “tornado warning” or “shelter in place” in the hallways.

Upon notification of shelter-in-place, all employees should begin assisting with the orderly sheltering of occupants (details below, by developmental level). **Note:** Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, etc.

A staff member from each classroom should conduct a thorough search of assigned areas when occupants have moved to the shelter site, reporting findings to the Site Coordinator. Where possible, employees not assigned to a classroom should be assigned this responsibility.

Infants

Put up to four non-mobile babies in an evacuation crib and move children to the shelter assembly area (main hallway, across from office). Take attendance sheets, emergency kit, and emergency binder.

Toddlers, Preschoolers, and Special Needs Children

Upon hearing a shelter-in-place command, staff members in the classroom should instruct children to remain calm and form a single-file line. Younger toddlers and any disabled children should be carried or placed into buggies or wagons, if available, to hasten departure. One of the teachers should begin taking all the children to the main hallway “shelter” on the first floor; bring the daily sign-in sheet and classroom emergency kit. The other teacher should immediately begin a systematic approach of the classroom and surrounding area to make certain that all children will go to the designated location. Make sure to include all bathrooms, closets, under desks, behind curtains, etc. where a scared child might have hidden.

Once in the shelter area, the teachers should instruct the children to sit down and remain calm and quiet. Teachers must take attendance after arriving at the shelter area, without separating the children, and stay with them at all times.

All staff and children should remain in the shelter areas until the “All Clear” is given. Nobody should leave the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

LOCKDOWN FOR IMMINENT DANGER

Lockdown for imminent danger is conducted in response to intrusion by a dangerous individual or group, or unrest on the EC3 grounds that includes weapons.

Staff will be notified of a lockdown situation in one of the following ways:

- Intercom announcement using the code phrase, “All staff please report to the cafeteria.”
- Intercom announcement, “Lockdown!”
- Open intercom so that office or entryway commotion can be heard.
- Other staff shouting “Lockdown” in the hallways.

Immediately upon notification of a lockdown, EC3 classroom staff should gather all children into the classroom and instruct them to remain calm and quiet, and then conduct name-to-face identification. One of the teachers should huddle the children together on the ground, away from all windows and doors. If there is a structure in the room to provide cover, such as a loft or large table, they should gather underneath it. The teacher should stay on the periphery of the gathered children, not in their midst, and she should remain calm and sing songs quietly so the children remain calm. Any disabled children will be assigned a designated caregiver, who will remain with the child(ren) throughout the situation.

The other teacher should lock the hallway door with the key hanging up high by the doorway in the classroom. He/she should then gather the daily sign-in sheet and classroom emergency kit, if it is practical to do so.

Both teachers should get their cell phones, if it is practical to do so. The phone(s) should be on silent/vibrate mode so children won’t be startled if/when it rings. No outbound calls should be made unless commanded by the Response Director.

In a lockdown situation, staff members and children should not go near the door or windows, nor make any unnecessary movements or sounds. They should remain in formation in the classroom until the “all-clear” signal or other instructions are given.

LOCKDOWN FOR MISSING CHILD

If someone discovers that a child is missing from a classroom or the center, it is crucial that all staff gather their children into a close group, similar to how they would do it for a lockdown. Upon the discovery, the staff member must contact office immediately, briefly stating what they know about the child.

If the incident occurs close to drop-off or pick-up hours, the Response Director may instruct the Site Coordinator to rapidly contact the family to determine whether the child has been picked up. Staff will be notified of a missing child situation in the following way:

- Intercom announcement using the code phrase, “Code red!” The announcement will include the child’s name, gender, age, where he/she was last seen, and what he/she was wearing.
- Each classroom gathers its children, similar to the procedure in a lockdown, and one of the teachers completes a name-to-face head count using the attendance sheet.

- The other teacher in each classroom begins searching their designated area, as follows:

Staff	Search Area
Bears	Elevator room (second floor), including elevator and Emergency stairway by Bear's room
Bees	Exit the Bee's back door and search to the right in front of the building, kitchen and staff lounge
Dolphins	Paper closet and laundry room
Frogs	Girl's bathroom (second floor), conference room
Geckos	Boy's bathroom (first floor), east stairway, elevator room (first floor), including elevator
Ladybugs	Gym and storage area off gym
Lions	Outside, east side of the building (near Gecko/Lion room)
Penguins	Big Room and Otter room
Seals	Toddlerland playground
Tigers	Boy's bathroom, West stairway by Frog's room
Office	Preschool playground, parking lot, outside bathroom
Kitchen	Boiler room

- After each teacher has completed a search of the designated area, he/she will use the intercom to call the office and clearly report if the child was found, "Bears: YES!" or "Bears: NO!"
 - If the child is found, "ALL CLEAR" will be announced over the intercom.
 - If the child is NOT found, "CONTINUE CODE RED" will be announced over the intercom and the entire routine will be repeated, including the child name-to-face count and a repeated search of designated areas.
- If the child is NOT found, the Response Director will call 911. The search will continue until the child is found.

CONTACT DIRECTOR, WAIT FOR INSTRUCTIONS

The most common emergency may be the type that presents little possibility of immediate harm but requires swift decision-making and communication. Typically, the Response Director will communicate with staff at the outset of the emergency, such as a power outage, to convey an initial determination. In certain emergency situations, such as an intoxicated or otherwise incoherent parent picking up a child, staff members must contact the office quickly and make the emergency known. Many emergencies require the Response Director to command either evacuation, sheltering, or lockdown.

The following specific examples of emergencies to be handled in this manner can be found in the following section on specific procedures:

- Serious accident or illness
- Other natural or manmade disaster
- Utility disruption
- Hazardous materials
- Threatening call, letter, or message
- Suspicious articles/packages
- Potentially dangerous situations
- Intoxicated/impaired parent

Specific Procedures for Common Emergencies

SERIOUS ACCIDENT OR ILLNESS

In the event that any child is seriously injured or becomes ill while in attendance at the center, including seizure or emergency allergic reaction, the following procedures will be followed:

Teacher #1:

- Remain with the sick or injured child. Comfort child and check for extent of injury/illness.
- Do not move the child.
- Emergency first aid is to be administered as necessary:
 - Ensure and maintain an open airway.
 - Control any bleeding with direct pressure.
 - Ensure proper circulation as necessary (CPR).

Teacher #2:

- Immediately call 911 for emergency assistance and inform office staff immediately of the situation.
- Return to the classroom and assist in removing other children from immediate area, assuring them that things are okay and engage them in an activity, e.g. song, story, game. Attend to special needs children according to their disability.

Other available staff:

- Remove other children in classroom from immediate area. Assure them that everything is okay and engage them in an activity, e.g. song, story, game.
- Office staff will contact parents (or emergency contacts as noted on their child information records) immediately and notify them of the situation.
- Office staff will make certain that all emergency medical personnel are properly directed to the injured or sick child.

After the emergency, classroom staff will write up an accident report for the office staff. Office staff will submit the report to the licensing and accreditation authorities as necessary.

FIRE/SMOKE

- Immediately upon discovery of any kind of fire in the building, pull the nearest fire alarm. *Office staff will call 911 to verify that the fire alarm was received.*
- Upon hearing the fire alarm, staff members will react immediately as follows:

Teacher #1:

- Immediately leave the building with the children via the established evacuation route; bring the daily sign-in sheet and classroom emergency kit. EC3's designated meeting place will be the southwest section of the preschool playground.
- Once at the meeting place, 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.
- Do not leave the rest of the children unattended for any reason.
- Do not re-enter a burning building.

If weather demands, staff will accompany children directly to:

- Montessori Children’s House of Lansing, 2100 West St. Joseph, Phone # (517)482-9191

Teacher #2 and any other available staff:

- Immediately begin a systematic approach of the classroom and surrounding facility.
 - Quickly search in bathrooms, closets, room corners, under desks, behind curtains, anywhere 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. Attend to special needs children according to their disability.
 - 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 noted on their records.
- Teachers and children may return to the center only after receiving the “all clear” either by phone or messenger.
 - Staff will take head count after returning to their classrooms.

TORNADO/THREATENING WEATHER

These procedures have been established and must be adhered to in every instance of tornado watch or warning, or warning of significantly threatening weather. All EC3 staff members must be familiar with these procedures.

Tornado/Severe Weather Watch

Upon learning of a tornado watch or other serious weather watch in the area, the office staff 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 departed with their parents or the weather watch is cancelled.

Tornado/Severe Weather Warning

Upon learning that a tornado or severe weather warning has been issued, office staff will immediately make an announcement over the P.A. system that EC3 is under a Tornado or Severe Weather Warning.

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

Teacher #1:

- Instruct children to remain calm and form a single-file line.
- Take all the children to the main hallway “shelter” on the first floor; bring the daily sign-in sheet and classroom emergency kit.
- Once in the shelter area, instruct the children to sit down and remain calm and quiet.
- Take attendance after arriving at the shelter area.
- 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 noted on their records.

Teacher #2:

- Immediately begin a systematic approach of the classroom and surrounding facility to make certain that all children will go to the designated location.
 - Make sure to include all bathrooms, closets, under desks, behind curtains, etc. where a scared child might have hidden.
 - Once the search is completed, or conditions warrant taking immediate shelter, proceed to the designated shelter location and assist the teacher in keeping the children reassured, calm, and quiet. Attend to special needs children according to their disability.
- All persons remain in the shelter areas until the “All Clear” is given.
 - Do not leave the building. However, if parents insist on taking their children out of the building, they may do so.
 - Office staff will monitor the radio information to determine when the “All Clear” is given.

OTHER NATURAL OR MAN-MADE DISASTER

Any other natural or man-made disaster (i.e., terrorist attack) may be cause for a selective evacuation procedure and/or a selective lockdown, enabling large numbers of children and staff to move out of harm’s way. The Director should contact the authorities for further instructions and make the evacuation or lockdown decision according to the situation. The Site Coordinator(s) or Unit Coordinator(s) should alert others in the building.

UTILITY DISRUPTION (HVAC, ELECTRICITY, WATER)

If utilities are disrupted at EC3, the center will make every effort to remain open. The decision to close EC3 or delay its opening will be based on the following factors:

- The amount of natural light available in the classrooms at the time (close if the natural light is diminished to the point that children and staff are at risk);
- The temperature in the classrooms (close if the temperature on classroom thermometers registers 64° or below, or 85° or higher for one hour, with no expectation of HVAC restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing;
- The ability and necessity of heating food and formula (close if the nutritional needs of the children cannot be met); and
- The risk to the health and well-being of children and staff (close if there are live wires down or there is a loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than one hour).

Upon discovery of the disruption, the Director will contact the appropriate authorities for information on the cause and expected duration of the disruption, while the Site Coordinator(s) will alert the staff by going classroom to classroom. If the Director decides to close EC3, the Site Coordinator(s) will alert the staff while the Director notifies the families of enrolled children according to the communications protocol.

HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, or radioactive. If a hazardous materials accident occurs within or in close proximity of

EC3, the Director will notify the authorities and follow safety directions. The Director will initiate the evacuation or shelter-in-place order, depending on the type and location of accident.

THREATENING CALL, LETTER, OR MESSAGE

Calls or other communications of a threatening nature (including bomb threats) should be saved or recorded as accurately as possible and reported immediately to the Director, who will then contact the proper authorities. Depending on the nature of the communication, appropriate action should be taken to protect lives and property, including evacuation or lockdown.

SUSPICIOUS ARTICLES/PACKAGES

Evidence of a suspicious article, package, or letter should be reported immediately to the Director, who will then contact the proper authorities. Nobody should touch or attempt to move the article unless instructed to do so by police or other authorities. Follow advice of authorities to determine appropriate procedures to take in such a situation.

POTENTIALLY DANGEROUS SITUATIONS

A potentially dangerous situation (i.e., hostage situation, disgruntled person, unstable custody situation, impaired parent) may be cause for a selective evacuation procedure and/or a selective lockdown, enabling large numbers of children and staff to move out of harm's way. The Director should try to engage the dangerous person while the Site Coordinator(s) or Unit Coordinator(s) contact the authorities for help. The Site Coordinator(s) or Unit Coordinator(s) should alert others in the building and make the evacuation or lockdown decision according to the situation.

Generally, if a potentially violent individual gains access to the facility and leaves, the Director or designee should:

- Immediately call 911/Police.
- Indicate down the chain of command that there may be a condition for a selective evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas (this may be another room within the facility).
- If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit, making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.
- If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

If a potentially violent individual gains access to the facility and remains, the Director or designee should:

- Immediately call 911/Police.
- Indicate down the chain of command that there may be a condition for a selective evacuation. If there is any reason to believe the individual has a weapon, order a selective evacuation, if possible.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated

space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.

- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite. Do not physically restrain or block their movements.
- While the potentially dangerous individual is engaged, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point. This selective evacuation should continue room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- The Site/Unit Coordinator(s) should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

INTOXICATED/IMPAIRED PARENT PROCEDURES

Occasionally, as a provider you may be uncomfortable releasing a child to a parent who appears to be incapacitated due to use of alcohol or drugs. This is a dilemma for the provider and the following course of action may be taken:

- Offer to keep this child in your care until another authorized person may pick the child up. If the parent refuses...
- Offer to arrange a ride home for the parent and child. If the parent refuses...
- Tell the parent that you feel that it is not safe for the child to ride with him/her at this time, and that EC3 will notify the police about them driving as soon as they leave EC3 with the child.
- If this happens, you must follow through. Inform the CEO/Executive Director, and he/she will call law enforcement. Be prepared to tell law enforcement your concerns, the general area the driver may be traveling, and a description of the car.

Inform the CEO/Executive Director as soon as possible of the situation.

It is important that your assessment is that the child is clearly in danger. You must stay away from value judgments on the drinking or substance use and, instead, look for slurred speech, lack of coordination, or other evidence of impairment which concerns you about the safety of the child.

It is important for you to know that EC3 has no legal right to keep the child from his/her parent and the only resource, if suggestions (1) and (2) fail, is to involve law enforcement. We risk alienating the parent, but may save a child's life.

Communications Protocol

NOTIFICATION OF STAFF

- If an emergency occurs at EC3 during the workday, EC3 staff will be notified by the method corresponding to the situation and documented in this plan. Typically, notification will be made using the fire alarm and/or intercom systems; in some circumstances the Director or Site Coordinator(s) will notify staff in person.
- If an emergency occurs at EC3 outside of regular working hours, and the emergency necessitates a change in general operations, EC3 staff will be notified by the Director or Site Coordinator(s) via e-mail first, then via text message. There will also be a posting on EC3's social media outlets, which staff members are encouraged to follow.

NOTIFICATION OF FAMILIES

- If an emergency occurs at EC3 during the workday, parents and guardians of currently-enrolled children will be notified by the Director via e-mail and social media outlets first—both of these methods allow for almost instantaneous messaging and updates, given EC3's technological infrastructure and expertise. If the Director is unavailable to notify parents in this manner, the Site Coordinator(s) will notify EC3's social media vendor and they will convey the notification via e-mail and social media outlets.
- Follow-up communications will take place via these same methods, with individual phone calls made on a case-by-case basis. Depending on the situation, the Director may use local broadcast media (radio and television) to communicate the state of emergency.
- If an emergency occurs at EC3 outside of regular working hours (i.e., overnight power outage, winter weather), and the emergency necessitates a change in general operations, parents and guardians of currently-enrolled children will be notified by the Director via e-mail and social media outlets as soon as practical.

EC3 Emergency Equipment/Supplies Review & Drill Logs

The active copy of this log is located in the EC3 office.

Date/Time	Drill/Review Type	Activity Description/Outcome/Assessment	Equipment Description/Assessment	Verification Signature