

QUALITY CHILDCARE Emergency Procedures Part II

EVACUATIONS

SERIOUS ACCIDENT OR ILLNESS

Emergency Procedures

THE CAREGIVER in charge of the class:

1. Remain with the sick or injured child. Administer emergency first aid as necessary:

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

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

If **THE CAREGIVER** has to accompany the child to the hospital, we will try to accommodate the parent and leave information at the center in case the parent has any additional questions. .

#1:

- *Immediately call 911 and report the emergency (as needed).
- *warrant notification of emergency personnel.
- *Notify the parents of the sick or injured child (make sure you tell the parent all symptoms and/or injuries).
- *Upon arrival, direct emergency medical personnel to the injured or sick child.

#2:

- *Keep remaining children calm and care for them until the emergency situation is resolved.

#3:

- *Responsible for coordinating the district response to critical incidents as advised by the City of Detroit Police Department.

#4:

- Provide direction to individual center sites and maintain communication with the Corporate Office/Main Office.

PLEASE SEE PARENT BOARD OF EACH CENTER FOR NATURAL HAZARDS AND TECHNOLOGICAL HAZARDS: WHAT THEY ARE AND HOW WE HANDLE THEM AT THE CENTER.

BOMB THREATS

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:

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

Notify the PROGRAM DIRECTOR or staff-member-in-charge and call 911 to report the bomb threat. Evacuate immediately according to fire emergency procedures.

SUSPICIOUS BOX OR PACKAGE FOUND AT THE FACILITY

That believes a box or other type of package/contain. Anyone who appears to be suspicious should not touch the item. Notify the PROGRAM DIRECTOR or staff-member-in-charge and call 911 to report the box/package to the police. **Evacuate immediately** according to fire emergency procedures. Keep away from the suspicious box/package at ALL TIMES!!!!

MISSING CHILD

Immediately upon discovery of a missing child, alert the PROGRAM DIRECTOR or staff-member-in-charge of the missing child.

- Assist Staff Member #1 in searching the facility for the missing child. Quickly search in lavatories, closets, room corners, under desks, behind curtains, anywhere where a child might have hidden or gone.
- **Staff #1:** Immediately begin a systematic search of the facility. Quickly search in lavatories, closets, room corners, under desks, behind curtains, anywhere where a child might have hidden or gone.
- **Staff #2:** Keep remaining children calm and care for them until the missing child is found.

PROGRAM DIRECTOR or staff-member-in-charge: Call 911 and report the missing child.

The facility location is **4719 E 7 Mile Road, Detroit**. Our phone number is: **313.366.5433**.

Major cross streets are **Mound and Ryan**. This is done if the situation warrants notification of emergency personnel.

Notify the parents of the missing or lost child.

OTHER NATURAL OR MAN-MADE DISASTERS

Other natural or man-made disasters, include, but are not limited to: power outages, gas leaks, water main breaks, floods, winter storms.

POWER OUTAGE

PROGRAM DIRECTOR or staff-member-in-charge: Immediately upon discovery of a power outage, determine why the power is out.

- Check the circuit breaker and contact the local power company, if necessary. The power company may be able to give an approximate restoration time.
- Close the facility if compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, temperature, visibility of children, etc.
- Call parents to inform them that children need to be picked up. Then call parents of children scheduled to arrive to inform them not to come.
- Children with severe medical conditions require IMMEDIATE Pickup during power outage.

GAS LEAK

If there is a gas leak detected in or near the building, evacuate immediately according to fire emergency procedures.

Once evacuated, the PROGRAM DIRECTOR or staff-member-in-charge will contact the gas company to determine if the facility needs to go to the relocation site. Follow your relocation procedures, if necessary.

WATER MAIN BREAK OR WATER OUTAGE

If there is a water main break in or near the building, or total loss of water at the facility for any reason, the **facility must close**. The PROGRAM DIRECTOR or staff-member-in charge, along with emergency responders, will determine if the facility needs to be evacuated or if the children can remain in the building until parents can arrive to pick up their children. In the case of evacuation, follow the fire emergency procedures. If children can remain in the building, follow the procedures for power outage.

WINTER STORM

Should a winter storm occur or be predicted while children are present, the PROGRAM DIRECTOR or staff-member-in-charge will determine if the facility can stay open or if it must close. If the facility must close, parents will be called to inform them that children need to be picked up and then call parents of children scheduled to arrive to inform them not to come to the facility. The facility will also post the building's closing on the local weather channel (channel 2, 4 and 7) and local radio news.

RELOCATION

INFO/SITE

The center's relocation point is **Food Palace**. Food Palace is a customer friendly convenience store located on the east side of the street. Their address is **4809 E. 7 Mile Road**. Their phone number is: **313.892.1940**. We are in partnership with Food Palace to accept our facility as their relocation site in case of any emergency where we would have to vacate the premises.

If children are being relocated, parents must be notified. Methods for contacting parents can include, but are not limited to:

- A mass email or text message.
- Notifying the local police department so they can let parents know where their children have been taken if a parent calls them. **Our local police department is 11th Precinct, located at 5100 Nevada Avenue, Detroit, MI 48234. Their phone number is: 313.596.1100.**
- A posting of the relocation site address will be on the front door.

INFANT/TODDLER

Ensure all infants and toddlers are accounted for and clothed properly to be relocated to relocation point. Infants are to be placed in a rolling bed to be moved to the safe zone. Each bed has wheels and

should be physically moved using the ramp to exit from the designated building exit. Assigned infant care provider is to bag the necessary supplies for the infants such as diapers, wipes and bottles for each child.

LOCK DOWN/SHELTER IN PLACE

When an Emergency is declared. Designated staff will begin the lock down procedure while calling 911. Staff and Teachers are to close and lock doors from inside the room. Direct children to sit in designated Shelter-in-place, which is located by the women's bathroom and break area in the rear of the building. Staff are to take count of each child and emergency cards to contact parents. Calm the children and help them stay quiet. Staff is to communicate with first responders to ensure all children are in safe locations. Communicate necessary information to parents. Wait for all clear from first responders before resuming daily activities.

Medical Precautions

Universal precautions are to be used to decrease the potential for transmission of contagious diseases through exchange of bodily fluids. Training in Blood Borne Pathogen procedure is provided annually by the Human Resources Department and is required by all staff/contractors.

Universal Precautions

- ❖ Avoid Contact: use latex gloves when dealing with body fluids
- ❖ Create Barriers: Use towels
- ❖ Kill Germs: Disinfect area with a solution of 1:10 bleach in water; wash hands with soap for 30 seconds, then use hand cream
- ❖ Dispose of Waste: Double bag all waste products

CONTINUITY OF OPERATIONS PROCEDURE

In the event of relocation the COOP plan is for staff to remain in ratio while being alert for all children accounted for during the emergency situation.

Phase I - Readiness and Preparedness

Phase II - Activation and Relocation: plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate facilities are activated

Phase III - Continuity Operations: full execution of essential operations at alternate operating facilities is commenced

Phase IV – Reconstitution: operations at alternate facility are terminated and normal operations resume

COMMUNICATION AND REUNIFICATION WITH PARENT

If children are on lock down, parents must be notified about the emergency and pick up procedure.

Methods for contacting parents can include, but are not limited to:

- A mass email or text message.
- A phone call

Children with special needs and/or chronic medical conditions will have individualized emergency plans (including who will help the child and any accommodations that may be needed for that child) posted with the above information.

Emergency Services Phone Numbers

Emergency Services	911
Emergency Police/Fire/Ambulance	911
Detroit Fire Department Headquarters	313-596-2900
Poison Control Center	313-745-5711/800-222-1222
Electric or Gas Emergencies-DTE Energy	800-947-5000
Detroit Edison Electric (24 hours)	800-477-4747
Animal control (Stray Dogs)	313-224-7128
Health Department	313-876-4000
Legal Aid	313-964-4700
Neighborhood Legal Services	313-831-3000
Salvation Army	248-443-5500
Wayne County Crisis Center	313-224-7000
Suicide Prevention Center	800-784-2433
Prevention Crisis Center	800-241-4949
Poison Control Center	800-222-1222
Mental Health Info	800-789-2647
Medicare General Info	800-633-4227
Detroit Burn Center	313-745-3078

Television Stations

WDIV Channel 4	313-222-0444
WJBK	248-552-5123
WXYZ Channel 7	248-827-7777

Note: Children with special needs will have an individual person assigned to them to ensure that any special accommodations are met. The staff member has been trained to accommodate the child and their needs.