

# EMERGENCY PREPAREDNESS PLAN

Central Washington University

Early Childhood Learning Center & Rainbow Center  
Disaster Plans, Crisis Plans, Medical Emergency Plans

Updated:  
11/13/2020

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# Emergency Phone Numbers



## Emergency Phone Numbers

Agency Name: Central Washington University **Early Childhood Learning Center**

Director: **Michelle Hill**

Assistant Director: **Brittany Tyler**

Street: 1900 Brooklane STE 101/102

City/State/Zip: Ellensburg, WA 98926

Telephone: 509-963-1744, 509-963-1124 (fax)

Cross Street: 18th Street and Brooklane Road

Agency Name: Central Washington University **Rainbow Center**

Director: **Michelle Hill**

Assistant Director: **Brittany Tyler** (Site Supervisor)

Street: 715 Dean Nicholson Blvd., Michaelsen Hall Room 109

City/State/Zip: Ellensburg, WA 98926

Telephone: 509-963-1366

Cross Street: Dean Nicholson and North Alder

## General

66 must be dialed to get outside line

**Fire / Police / Ambulance** (66)911

**Non-Emergency/Kittcom Police** (66) 925-8534

**Electricity-City of Ellensburg** (66) 962-7204

**Gas-City of Ellensburg** (66) 962-7204

**Water District- City of Ellensburg** (66) 962-7230

**C.P.S.:** (66) 1-800-425-5367 or (66) 962-7740

**Poison Center:** (800) 222-1222

**Animal Control:**

**Local Radio Station-KXLE/1240 AM** (66)925-1240 / (66) 925-1488

## CWU

**Campus Police:** (66) 963-2959

**CWU Property Manager:** (66)963-3000

**Facilities:** (66) 1-509-260-0885

## Program

**Director** (Michelle Hill) Cell Phone (66) 509-260-0885

**Child Care Licensor** [Corina.villarreal@dcyf.wa.gov](mailto:Corina.villarreal@dcyf.wa.gov), Office: (66) 509-834-6842, Cell: (66) 509-314-1882

## Hospital used for life-threatening emergencies\*:

Name of Hospital: Kittitas Valley Health

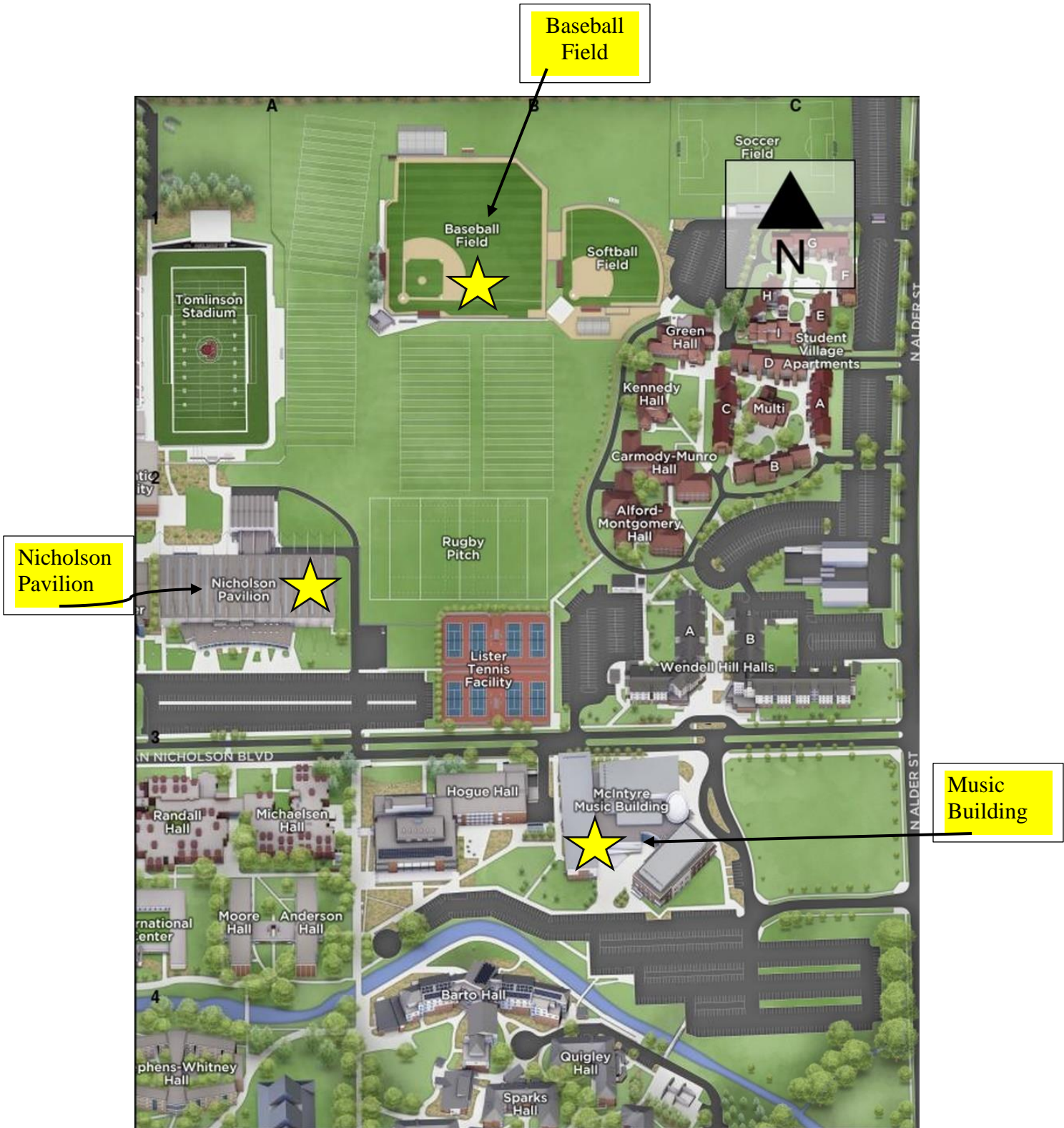
**Emergency Room Phone:** (66) 962-9841

## Other important telephone numbers:

**DCYF Health & Safety Specialist:** Michelle Obery phone: (66) 509-344-9465

**Public Health Nurse & Infant Consultant Nurse:** Kelly Bauer phone: (66) 509-963-1872

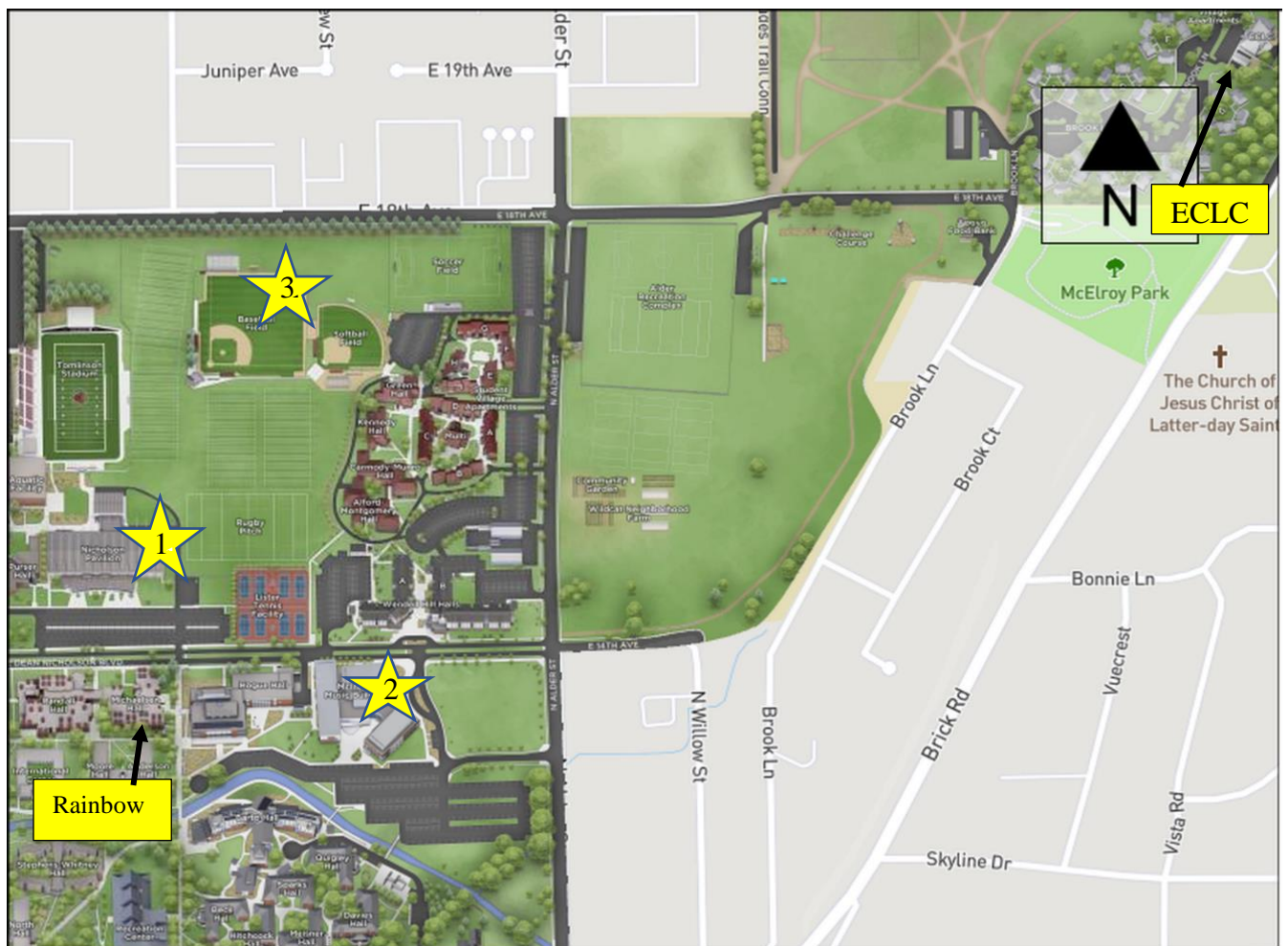
# Alternate Site Locations



## Alternate Site Locations

Alternate site locations for an extended evacuation are to be followed in this order for both centers. The order is subject to change depending on the type of emergency and which location will be the safest for children, staff and family pick up. Decisions will be relayed to lead staff via Director or Designee.

1. Nicholson Pavilion on Dean Nicholson Blvd.
  - Evacuation would occur to this site in the event of needed long-term evacuation of building due to damage or gas leakage occurring during the disaster.
  - The building is a CWU Major Disaster staging area, offering bathrooms and showers, food access, and room for children/adults to be housed for a lengthy period of time.
2. Music Building (McIntyre Hall) on Dean Nicholson and North Alder
  - Site to be used if Nicholson Pavilion is not available.
3. Baseball fields located northeast of Nicholson Pavilion.
  - Fields are within walking distance in any weather conditions, are also out of air flow/wind paths that could send gases. Transportation pick-up point if needed to evacuate further from the area, or if long-term shelter and care is needed



# Building and Site Evacuations





## Disaster Building and Site Evacuation

### Both Sites-Building Evacuation Procedure:

1. Make a quick assessment of the situation in the classroom and of any injuries to the children or adults.
2. Director or Lead Teacher evaluates the evacuation route to be sure that it appears clear of obstructions.
  - Evacuation Routes are posted in each classroom on the interior exit door of each classroom in both centers.
3. Director or Lead Teacher gives instructions to evacuate.
4. If possible and time allows, have children take coats and shoes.
5. Take the following items with you
  - Office Staff
    - Staff Attendance (Qtrly work Schedule)
    - Visitor Sign-In Log
    - Children's Files
    - Staff Files
    - Emergency Notebook
  - Classroom Staff
    - Classroom attendance logs or Tablet with Brightwheel
    - Emergency Backpack
      - Emergency Notebook
      - Medical Information and supplies
    - Cell Phone if possible
6. Last staff member sweeps classroom, close doors, shut off lights, keys and cell phone.
7. Exit out classroom door or playground doors whichever is safest.
8. One staff member should lead the group while the others follow at the end of the group to ensure all children stay within the group and all are within visual sight during exit.
9. Each lead teacher assigns an adult to get their classroom's Disaster Bin.
10. **For site evacuation**, use keys to open ECLC gates, or pull lock (handle on brick wall near storage doors) at Rainbow to exit the playgrounds and walk to evacuation sites.
  - Alternative for ECLC would be to exit through Green Room if safe and necessary.
11. Have children sit down if possible, once at meeting location.
12. Take attendance; Director or Assistant Director will do final sweeps. No Reentry during an emergency evacuation.
13. Lead Staff will use predetermined method to signify whether all staff and children in their classroom are accounted for.
14. Director or Lead Teacher will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to re-enter building. If not, determine if it is necessary to move to the alternate site location (follow Alternate Site (page 6) for Re-Location Procedure on page 9), or to stay put until it is safe to re-enter the building.
15. Director or Lead Teacher will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location.
16. Director will report incident to licensor and CPS
17. Director will complete a written incident report at the earliest opportunity.

See next page for site specific procedures.

## Rainbow Evacuation

Specifications in addition to the above procedure.

During Drills staff meet outside Hogue Hall Directly across from Michelsen Hall.

If exiting off playground, there is a lever within the bricks (it is not easy to be seen unless looking for it). Pull the lever out, this will open the gate allowing exit from the playground area.

1. One Staff member should lead the group while the other staff are at the back of the group to safely monitor that all children are within the group.
2. Lead staff will assign a staff member to collect disaster bins from laundry room area, if possible, upon evacuation.
3. Should the alternate site be necessary, staff may carry toddlers as necessary, especially unsteady or slow walkers.

## Toddlers

- Staff should assemble children and toddlers with walking rope to evacuate the building.
- Extra staff at the back of the group should be holding hands or carrying children as necessary.

## Infants

- Staff should place infants in disaster cribs (there are 2, identifiable by the red metal along the base of the crib) and carry as possible.
- If it is icy or snowy out, infants should all be placed into the evacuation cribs for protection from slips or falls during the evacuation process.

## ECLC Evacuation:

1. All classrooms meet at the Garden Area.
2. Lead staff will designate a staff member to collect disaster bins from the storage room off the playground (adjoined to the bathroom).
3. If an alternate site is determined necessary, Director or Designee will relay the information to lead teachers and groups will walk to the alternate site.

# Emergencies



## Emergencies

### Missing Child

1. Call 911 immediately and provide the following information:
  - Child's Name and Age
  - Address
  - Physical clothing description of child, including any distinguishing marks such as visible scars or birthmarks
  - Medical Status, if appropriate
  - Time and location child was last seen
  - Person with whom child was last seen
2. Notify Direct Supervisor Immediately
  - Direct Supervisor must notify Director, Assistant Director or Site Supervisor Immediately
3. Have child's information, including picture, if possible, available for police upon arrival
4. Director, Assistant Director or Site Supervisor will notify parents of missing child and attempt confirmation the child is with family, if not, inform parents of the situation and steps already taken.
5. Director will report incident to licensor and CPS
6. Director will complete a written incident report at the earliest opportunity.

### Kidnapping

1. Call 911 immediately, provide the following information
  - a. Child's Name and Age
  - b. Address
  - c. Physical clothing description of child, including any distinguishing marks such as visible scars or birthmarks
  - d. Medical Status, if appropriate
  - e. Time and location child was last seen
  - f. Person with whom child was last seen
  - g. Vehicle information and direction of travel, if possible
  - h. Description of suspect, if possible
2. Notify direct supervisor immediately
  - a. Direct supervisor to notify administrative staff on site or via phone (Director, Assistant Director or Site Supervisor)
3. Follow Emergency Lockdown procedure (Page 16)
4. Have child's information, including picture, if possible, available for police upon arrival
5. Director or Designee will notify parents of missing child and attempt confirmation the child is with family, if not, inform parents of the situation and steps already taken.
6. Director will report incident to licensor and CPS
7. Director will implement Crisis/Disaster Response Plan (Page 25)
8. Director will complete a written incident report at the earliest opportunity.

## Child Abuse

All childcare employees are mandated CPS reporters. If you have concerns or suspicions, you must report them. Failure to report may result in disciplinary action or dismissal.

1. Signs of or suspected child abuse or neglect will immediately be reported to Director, or Designee.
2. Director or Designee will immediately file a report with Child Protective Services (CPS) Phone # for CPS is (66) 1-800-425-5367 or (66) 962-7740:
  1. Director will make report to CPS with staff member present who is reporting suspected abuse or neglect
3. Signs of child abuse or neglect will be reported to Director or Designee, they may ask staff to report some or all of the following information for fact gathering.
  1. The following information should be written down on an incident report
    - Date and time of calls to CPS and Licensor
    - Child's name
    - Child's age and birthdate
    - Child's address
    - Name and address of parent or guardian and other children in the home (if known)
    - Any statements made by the child (DO NOT INTERVIEW CHILD)
    - The nature and extent of the injury(ies), neglect, including extent
    - Any other information which may be helpful in establishing the cause of the child's injury(ies), neglect or death and the identity of the perpetrator(s) if known
4. Training will be provided to all staff annually and documentation kept in staff files.
  1. Training is provided through **dcyftraining.com**
    - Mandated Reporter-Recognizing and Reporting Child Abuse
5. Staff must report to Director of any report made if staff files report independently to ensure proper documentation and report to licensing is completed.

## Assault on Child or Staff

1. Call 911 if any medical treatment is needed or if police are required (if in doubt, call).
2. Director will follow the Administrator responsibilities in the Intruder Alert-Emergency Lockdown procedures on pages 16-18.
3. Follow Emergency Lockdown Procedure Immediately.
4. Staff will stay with the victim.
5. Victims family/emergency contact will be notified by an administrative staff member (Director or Designee) when safe to do so.
6. Director will report incident to licensor.
7. Director will complete a written incident report at the earliest opportunity.

## Fire

### Discovery

If you discover smoke or fire

1. Activate fire alarm if not sounding
  - Alternative method of sounding alarm
    - Whistle
  - Whistle is used at Rainbow Center as main alert
    - Verbal is used as secondary at Rainbow Center

### Fire Alarm locations

All staff members are responsible for identifying fire alarms and fire extinguishers upon starting duty in a new classroom. Staff can consult lead teachers or administrative staff to identify these locations.

### **Rainbow Center**

1. Next to Laundry Room.

### **ECLC**

1. ECLC in back hallways (by storage room).

### Evacuation:

1. Take the following items with you
  - Office Staff
    - Staff Attendance (Qtrly work Schedule) **Clipboard by front door bulletin**
    - Children's Files
    - Staff Files
    - Ipad
    - Emergency Backpack
  - Classroom Staff
    - Classroom attendance logs or Tablet with Brightwheel
    - Emergency Backpack
      - Medical Information and supplies
    - Cell Phone if possible
    - Building Keys
2. Last person sweeps classroom, close doors, shut off lights, connection card
3. Administrative Staff Call 911 from outside the building.
4. Take attendance, if safe to do so, search the building for anyone missing.
5. Director or Lead Teacher will check area of concern and use fire extinguisher if safe to do so.
6. Have the following items ready for police and fire personnel:
  - Number of children in care, staff, volunteers and visitors.
  - Knowledge of anyone remaining in the building.
7. If it is determined that the building is unsafe, move children to alternate site location, follow Alternate Site for Re-location Procedure starting on page 5 and evacuation procedures starting on page 7.
8. Director or Lead Teacher will notify parents of evacuation and alternate site location, if applicable.
9. Director or Lead Teacher will report to licensor.
10. Director or Lead Teacher will complete a written incident report at the earliest opportunity; incidents reports are stored in

Each Center location should follow the specific guidelines for evacuations found starting on pages 7-9.

## Drills

Upon return to classroom, lead staff will record on the drill record sheet and the sign in sheet the number of children and staff present, retake attendance and make any notes on the record sheet for Director to review.

## Gas Leak

If gas odor is detected:

1. DO NOT activate the fire alarm system or any other electrical equipment
  - Staff will be informed **verbally** by admin or lead teacher
2. Evacuate children and staff, and close doors behind you following the Evacuation Procedure outlined starting on pages 7-9.
3. Call 911 from outside the building.
4. Notify center Director.
5. Move children to designated area: Nicholson Pavilion.
6. Take attendance throughout evacuation process, at times when appropriate.
7. Call x3000 Facilities to have gas turned off.
8. Have the following items ready for police and fire personnel:
  - Location of leak, if known.
  - Number of children in care, staff, volunteers and visitors.
  - Knowledge of anyone remaining in the building.
9. Director/Lead staff will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; if necessary to move to the alternate site location, follow Alternate Site for Re-location Procedure starting on page 5.

## Power Outage

1. Alternate lighting system will be activated; flashlights and batteries are located in each classroom, kitchen, reception and office areas. Please consult lead teacher or admin to identify location of these items.
2. Call 911 if concerned about a fire or safety hazard.
3. Unplug all electrical equipment; turn off all but one light.
4. Director or Lead Teacher to contact facilities at x3000.
5. Director or Designee: Call the local health department to help determine if center needs to be closed. Also consider the following items in making your decision:
  - Can you safely prepare/store food?
  - Do you need to move to an alternate site?
    - Not typically for power outage
  - Can you safely transport children?
  - How will you notify parents?
    - Brightwheel, phone calls if internet is also down.
6. All parents will be notified if power outage is prolonged beyond 60 minutes. Once the Brightwheel contacts have been made, the center director/assistant director will determine appropriate reopening based on power restoration.

## Bomb Threat

During the Bomb Threat Call:

1. DO NOT HANG UP! KEEP THE CONVERSATION GOING AND ATTEMPT TO GET THE FOLLOWING INFORMATION:
  - Where is the bomb?
  - What time will it go off?
  - What kind of bomb is it?
  - Who are you?
  - Why is this going to happen?
2. Listen For:
  - Voice of male or female.
  - Speech impediment or accent.
  - What kind of background noise is there?
  - Cell phone or landline.
  - Note time and date.

## Immediately After the Threat

1. Call 911.
2. Notify Director.
3. Initiate a lockdown; follow Emergency Lockdown procedure starting on page 15.
4. Confer with police/fire personnel.
5. Have teachers and staff glance around for suspicious items (DO NOT MOVE SUSPICIOUS ITEMS).
6. If the decision is made to evacuate, follow Building and Site Evacuation Procedure, page 7.
7. Director or Lead Teacher will notify parents if evacuated or moved to alternate location.
8. Director will report incident to licensor.
9. Director will complete a written incident report at the earliest opportunity. Incident reports are stored in Disaster Notebook.

All parents will be notified of incident

## Suspicious Mail or Package

1. If a substance is present
  - Do not touch, smell or taste unknown substances
  - Cover with paper, trash can, clothes or other material
2. Evacuate and seal off room
  - Close doors to space if possible.
3. Evacuate building following evacuation procedures starting on page 6.
4. Wash hands thoroughly.
5. Call 911.
6. Make a list of all staff and children present in the room at the time of the incident to provide local health authorities and police
7. Director will inform parents of incident.
8. Director will report incident to licensor.
9. Director will complete a written report at the earliest opportunity.



## Emergency Lockdown/Intruder Alert Procedure

From time to time, centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand support and participate in the Intruder Alert procedures.
2. It is important to practice the Intruder Alert procedure in the facility several times per year, just as you would practice fire drills.
3. Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown and may be kept away from the child until authorities determine it is safe.

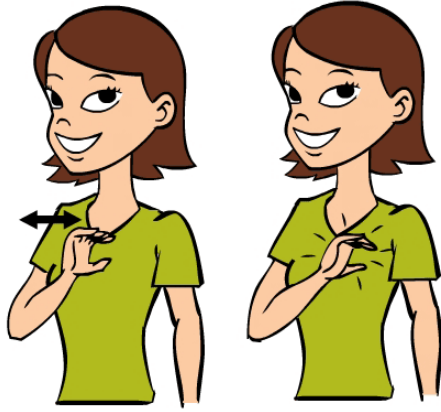
### Administrator Responsibilities-Intruder Alert

1. If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911. Use procedures listed below.
2. If a weapon is present, DO NOT CONFRONT-give pre-determined hand signal to another staff member for them to call 911 immediately.
  - **HAND SIGNAL**
    - The hand signal is police/officer. Think of the badge that police officers wear.  
Police: Tap the right "C" hand on the upper left chest twice.
3. If no weapon is suspected, approach the intruders in the following manner:
  - Approach the individual in a non-confrontational manner with the assistance of another staff member.
  - Introduce yourself and the person with you to the individual in a non-confrontational way.
  - Ask the individual who they are and how you can be of assistance.
  - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
  - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911.
  - **Rainbow**
    - Take person to office, sign in on notebook.

## Intruder/Lock Down Signals

If it is determined that the safety and health of children and staff are in jeopardy:

- **HAND SIGNAL:** If the intruder is already inside the building, a hand signal shall be made to the first staff member seen. The staff member will pass on the hand signal to others through-out the building and will call 911.



- **VERBAL ANNOUNCEMENT:** If the suspected intruder is not yet in the building, an announcement will be made to alert the staff of potential danger. The announcement will be **“Is the soup hot?”**



- **VERBAL ANNOUNCEMENT:** If children are outside when a “Code Red” is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.



## Lockdown Procedures

Upon hearing the chosen lockdown announcement the following steps must be implemented:

1. Staff should quickly check the hall and restrooms closest to their classroom to get children into the rooms.
2. Lock all doors, close and lock all windows, cover all windows and doors. (interior classroom doors do not lock)
3. Keep children away from windows and doors; position children in a safe place against walls or on the floor, turn classroom table on its side to use as a buffer.
  - o Red Room- Children gather behind bathroom wall
  - o Yellow Room- Turn tables on side to hide children
  - o Blue- Turn tables on side to hide children
  - o Green- Children can hide in storage room is space or bathroom
  - o Rainbow- Children gather in Waddler Room area or Waddler Bathroom
4. Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: Gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys.
5. Teachers will keep all children in the classroom until an all-clear signal has been given.
6. Director or Lead Teacher will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an "all clear" has been called.
7. Upon arrival, the local police, in conjunction with the Director or Lead Teacher will assume controlling responsibility and may evacuate the building per police standard operating procedure.
8. When "All Clear" is heard, the Director or Lead Teacher will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director or Lead Teacher.
9. Director or Lead Teacher will inform parents of all "lockdowns" whether practice or real. This may be done in a letter, email, Brightwheel, phone call or alt. method.
10. Director will report incident to licensor as necessary.
11. Notice placed on sign in sheets after practice drill-noting time and type of drill.
12. Staff will record drill on drill sheet in classroom as necessary.
13. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Disaster Handbook.

## Secure and Teach Lockdown

A secure and teach lockdown may take place when there is a possible threat nearby but is not considered an immediate on site threat.

1. Keep children away from windows and doors.
2. Lock exterior doors and windows.
3. Close curtains and cover exterior door windows.
4. Continue teaching as normal inside classroom until an all-clear or move to a lock down is determined.

## Field Trip Emergency

1. Before leaving on a field trip, make sure the trip coordinator has the following information AND leave a copy at reception
  1. Child list
    - By assigned vehicle
  2. Supervisor/Chaperone list
    - By assigned vehicle
  3. Map of intended route
  4. Children's emergency and medical information supplies
    - Should be located in Emergency/Fieldtrip backpack
  5. Name and license number of driver (s) and vehicle license numbers
  6. List of important phone numbers significant to the trip
    - Emergency contacts
    - Chaperone cell phone numbers
  7. First Aid Kit
2. Field Trip Incident or Injury
  1. Attend to any medical needs if there are injuries or complaints of pain
  2. Call 911 if emergency medical treatment or police are required
  3. Contact center and provide update of actions being taken.
    - Center should consider deploying personnel to the scene, hospital or other appropriate locations
  4. Director will contact parents and give update of actions being taken and indicate meeting locations or pick up times at the childcare center
  5. Director will report incident to licensor
  6. Director will complete a written incident report at the earliest opportunity
  7. Director will call insurance company (if necessary)

## External and Internal Hazardous Materials Accident

### External Hazardous material incident

See shelter in place for procedures if necessary.

1. Call 911 immediately.
2. Staff initiate a shelter in place procedure unless directed to do otherwise by emergency personnel via the dispatch
3. Have the following items ready for police and fire personnel
  1. Location and description (liquid, gas) of hazard, if known
  2. Number of children in care, staff, volunteers and visitors
  3. Floor plan and internal systems information
4. Follow instructions given by responding agency for either shelter in place procedure or building and site evacuation procedure
5. If evacuated, follow procedure for alternate site relocation as necessary
  1. Notify parents of move to alternate location
6. If shelter in place procedure occurs and media attention is significant, director will inform parents of the incident via phone or Brightwheel
7. Director will report incident to licensor
8. Director will complete a written incident report at earliest opportunity
9. All center parents will be notified of the incident

### Internal Hazardous Material Incident

1. In the event a person comes into contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container
  1. hospital emergency room for additional instructions
  2. Contact poison control center for common household product poisonings
2. Call 911 if additional assistance is needed
3. Director will report incident to licensor
4. Director will complete a written incident report at the earliest opportunity

All hazardous materials must be stored properly, locked up and stationary so that they do not fall over in the event of an earthquake

### Emergency Shelter in Place-Exterior Hazards

Shelter in Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside. Shelter in place-also see external hazardous materials.

1. Gather all children inside.
2. Call 911 if you haven't already done so, Director or lead teacher should turn on and listen to the regional or local radio station, listen to KXLE 1240 AM for emergency information from your local fire or police department.
3. Director, Lead Teacher or Facility maintenance person turns off all fans, heating, cooling, or ventilation systems and clothes dryers.
4. Close and lock windows and doors (locked windows, seal better) and close as many interior doors as possible.
5. Close off non-essential rooms such as storage areas, laundry room, etc.
6. Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.
7. Stay alert to loudspeaker announcements, emergency personnel from your local police or fire department, they may give you specific instructions via loudspeaker or door-to-door.
8. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloths.
9. If you are told there is danger of explosion, close the window shades, blinds, or curtains; to avoid injuries, keep children away from windows.
10. Director or Lead Teacher should stay in touch with responding agencies and emergency personnel.
11. Director, Lead Teacher, and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
12. Advise parents not to pick up from the center until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure from toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out.
13. Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.
14. Director will write incident report to licensor
15. Put signs on door to alert all parents we are in lockdown
16. Director will complete a written report at the earliest opportunity. Incidents reports are stored in Disaster Notebook.

# Natural Disasters



## Natural Disasters

### Earthquake

#### Inside Earthquake Drill/Practice

NO Whistle, just verbal to each room

#### ECLC

1. Staff “drop, cover, and hold.” Direct all children to “DROP, COVER AND HOLD” and remain that way until the earth stops moving-stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Protect yourself under a table if possible. Keep talking to children until it is safe to move.
2. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
3. If outside “drop, cover, and hold”, keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

#### Rainbow Center

1. Staff “drop, cover, and hold.” Move infants under cribs and toddlers into the open shelving in the classroom.
2. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
3. If outside “drop, cover, and hold”, keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

#### Outside Earthquake Drill/Practice

NO Whistle, just verbal

1. Meet at the garden outside on the grass

### Earthquake Procedures

**In the event of ground movement the following procedures should be carried out:**

1. Staff “drop, cover, and hold.” Direct all children to “**DROP, COVER AND HOLD**” and remain that way until the earth stops moving-stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Keep talking to children until it is safe to move.
  - o DO NOT attempt to gather the children outside your reach. You are more likely to be injured and unable to help after the earthquake has concluded if you are actively moving around during the earthquake.
2. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.

3. If outside “drop, cover, and hold”, keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

**When the earthquake stops, the following should be carried out:**

1. Teachers and staff check themselves and children for any injuries.
2. Check evacuation routes for damage.
3. Evacuate using the evacuation procedures found starting on page 6.

Following Evacuation:

1. Staff will render first aid to those who need it.
2. Director or Lead Teacher will take attendance outside to account for all children and adults.
3. Contact (66) 509-963-3000 to have at least two individuals (at least one trained in building assessment) inspect the exterior of the building. Report findings to the Director or Lead Teacher.
4. Contact x3000 to check utilities for disruption/damage (gas, water sewer); if you smell gas, call x3000 to have gas turned off.
5. Determine if it is safe for a rescue team to go into the building to locate anyone missing or injured.
6. Listen to local radio station (KXLE 1240 AM) for information on the surrounding area.
7. Determine status of emergency supplies and equipment.
8. Call child’s out-of-area contact with information on the center’s status, as determined by director or assistant director (injuries, evacuation, children remaining in care, children who have been picked up).
9. Have the same team of two individuals (one person trained in building assessment) assess the interior of the building and determine if it is safe to move children back into the building or whether it is best to evacuate, report findings to the Director.
10. If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left, follow Alternate Site for Re-location Procedure on pages 5-9.
11. Call parents with center status information, if not possible, report center status information to local radio station (KXLE 1240 AM) for announcement over the air for parents to hear.
12. If parents cannot be contacted within 4 hours, and the out-of-area contact is not available, Central Washington University will assume care (housing and food) for the child until parent and/or guardian can be reached and the child is released to such parent/guardian. Director or Lead Teacher will report to licensor.
13. Director or Lead Teacher will complete a written incident report at the earliest opportunity; incidents reports are in Disaster Notebook.

**“DROP, COVER, AND HOLD” will be taught and practiced with the children at least once a quarter.**



## Flooding

1. During severe weather, director or designee will listen to regional or local radio station for flood watch reports
2. If a flood warning is issued, staff and director/designee are to closely monitor premises for flood
3. If flooding is imminent follow site evacuation procedure starting on page 9.
4. Director will notify parents immediately
5. Director will report incident to licensor
6. Director will complete a written incident report at the earliest opportunity
7. Director will call insurance company as necessary

## Storms & Snow

1. If CWU is closed ECLC and Rainbow Center may be closed, as determined by Director and Direct Report.
2. If the center must close during the hours of operation because of snow or storm the director or lead teacher will notify parents via Brightwheel and email/remind systems/phone call.
3. If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, the center staff will care for the child (maintaining proper child: staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed.
4. If the above persons cannot claim the child within 1 hour of the center closing, the Director will contact police to transport the child to a Child Protective Services care site.
5. Director will report to licensor.
6. Director will complete a written report at the earliest opportunity; incident reports are stored in Disaster Notebook.

## Poor Air Quality

1. Director or designee will regularly monitor air quality using the air quality index
  - o Air Now
    - [www.airnow.gov](http://www.airnow.gov)
2. If the air quality is bad for sensitive groups or worse, children are to remain indoors
  - o 101-150 Orange color signifies bad for sensitive groups
  - o Doors and windows are to remain closed as much as possible
3. Director or designee will notify parents if a decision is made that the program will close due to AQI hazards
4. Director will notify licensor of any closure
5. Director will create a written incident report upon earliest opportunity

Color Code	AQI Value	Actions to Protect Your Health
Green	Good (0-50)	None.
Yellow	Moderate (51-100)	Unusually sensitive people should reduce prolonged or heavy exertion outdoors.
Orange	Unhealthy for Sensitive Groups (101-150)	Sensitive groups should reduce prolonged or heavy exertion outdoors: People with heart and lung disease Children and older adults People that are active outdoors
Red	Unhealthy (151-200)	Sensitive groups should avoid prolonged or heavy exertion outdoors. Everyone should reduce prolonged or heavy exertion outdoors.
Purple	Very Unhealthy (201-300)	Sensitive groups should avoid all physical activity outdoors. Everyone should avoid prolonged or heavy exertion outdoors.

# Crisis Response



## Crisis Response

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother.

**CRISIS:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the center population *and often involves serious injury or death*. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

Crisis response may also be necessary for a major emergency that occurred at the site, especially those that required evacuation, lockdown, shelter in place, or relocation.

1. Director will determine whether or not to maintain normal schedules or set aside the normal schedule for an all-out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day.
2. Identify high-risk children, staff and parents likely to be most affected by the news (e.g. children of the teacher who is deceased/injured or parents whose children are in the same class as the deceased).
  - Gather and inform closest friends of the victims, provide support and information to them before a general announcement, include minimum details and note additional information will be forthcoming. Also prepare statement for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
3. Director will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening. Director may notify families via bright wheel to communicate promptly with families.
4. Send a letter home to parents explaining the situation. Include specific factual information and information on how the center is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
5. If center specific-Director will keep the local radio station (KXLE 1240 AM) informed as to the status of the center so parents will have accurate information as necessary.
6. Determine if additional community resources are needed to be on stand-by to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
7. Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis. The following are some suggestions:
  - Assist with children's processing of information about the crisis.
  - Provide counselors to work with children/staff individually or in groups in a variety of locations.
  - Provide support and counseling for parents.
  - Provide helpful, factual information to parents.
  - Have an individual assist with answering phone, providing information and handling non-media inquiries.
  - Maintain a record of offers of assistance and ensure that proper personnel respond.
  - Robb Lowery x1487 will deal with media/reporters promptly and factually.
  - Provide information as requested by police, hospital, or other agencies.
  - When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to center staff and parents who may wish to attend.
  - Director will report incident to licenser as necessary.
  - Director will report incident to Child Protective Services as necessary.

- Arrange for a child care/community debriefing 48-72 hours after the event.
  - Director will complete a written incident report at the earliest opportunity; incident reports are stored in Disaster Handbook.
8. Other considerations:
- Have designated locations for the use of media, family, and workers, as needed.
  - Have transportation available to assist the family.
  - Young members of the victim's family should be cared for if possible.
  - Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions. Following a crisis: High anxiety, denial, anger, remorse, grief, and reconciliation.
  - Provide for grief counseling through local Hospice program. Hospice Friends, phone number 962-7379.

# Appendices

## Crisis/Incident Report Form

See next page for form.

Early Childhood Learning Center  
 INCIDENT REPORT FORM

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: Rainbow ECLC (Circle One)

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

Person in charge at site during incident: \_\_\_\_\_

Staff present during incidents: \_\_\_\_\_

Description of the incident/situation:

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Employee/Child Status:

	Number in attendance	Number injured	Number sent to hospital	Number dead	Number released to parents	Number missing
Staff						
Children						
Others						

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

DCYF Incident and Injury Form-Major Incidents

See next page



## Child Care Injury/Incident Report

Child's Name: \_\_\_\_\_

In addition to reporting to the department by phone or email about the following incidents and injuries, an early learning provider must also complete this incident report and submit it to DCYF within 24-hours.

Provider Name Central Washington University ECLC/Rainbow Center (Circle which center)	Provider ID 120407
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Child's Age	Date of Incident	Time of Incident <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Incident Occurred <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
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List names of staff present and/or witnesses:	Treatment provided to child while in care & by who:
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**Check All That Apply**

**Situations that required an emergency response from:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Emergency services (911)<br>110-300-0475(2)(b) | <input type="checkbox"/> Washington poison center<br>110-300-0475(2)(c) | <input type="checkbox"/> Department of Health<br>110-300-0475(2)(d) |
|---|---|---|

**Situations that occur while children are in care that may put children at risk including, but not limited to:**

- Inappropriate sexual touching   
  Physical abuse   
  Neglect   
  Maltreatment   
  Exploitation  
 Other

**Serious injury to a child in care:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Severe bleeding         | <input type="checkbox"/> One or more broken bones       | <input type="checkbox"/> Choking or serious unexpected breathing problems  |
| <input type="checkbox"/> Severe neck/head injury | <input type="checkbox"/> Sudden unconsciousness         | <input type="checkbox"/> Dangerous chemicals in eyes, on skin, or ingested |
| <input type="checkbox"/> Near drowning           | <input type="checkbox"/> Shock or acute confused state  | <input type="checkbox"/> Severe burn requiring professional medical care   |
| <input type="checkbox"/> Poisoning               | <input type="checkbox"/> Overdose of chemical substance | <input type="checkbox"/> Injury resulting in overnight hospital stay       |

Please give a brief description of the injury/incident, including where it occurred.

Parent/Guardian Contacted	Licensur Contacted
Date: _____ Time: _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> E-mail	Date: _____ Time: _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> E-mail

Parent/Guardian Comments: \_\_\_\_\_

Parent/Guardian Signature _____ Date _____ By signing this form, I acknowledge that I received a copy of this report.	Licensee/Staff Signature _____ Date _____
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## Fire and Safety Drill Log

See following page.

<b>Annual Maintenance of Fire Extinguishers</b>	Date:
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<b>Monthly Inspection of Premises to Identify &amp; Eliminate Possible Fire Hazards</b>												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												
<b>Monthly checks to ensure these items are working properly:</b>												
Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

<b>Monthly Fire and Evacuation Drills</b>						
Month	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)
JAN						
FEB						
MAR						
APR						
MAY						
JUNE						
JULY						
AUG						
SEPT						
OCT						
NOV						
DEC						

<b>Earthquake, Lockdown, or Shelter-in-place Drill – once every three calendar months</b>						
Type of Drill	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)