

DISASTER PLAN

For

A Child's Place Learning Center

OUR PROGRAM'S ADDRESS IS: 10413 Canyon Rd E, Puyallup, WA 98373

OUR NEAREST CROSS-STREETS ARE: 104th St E, Puyallup, WA 98373

OUR PROGRAM'S PHONE NUMBER IS: 253-380-6758

OUR OUT-OF-AREA CONTACT IS: **Reginald Christor #253-381-6642**

The purpose of this plan is to assist child care and other early learning and school-age programs in preparing for and responding to an emergency or disaster.

All programs are encouraged to seek additional information and training around emergency/disaster preparedness from local emergency management and/or public health.

This plan was prepared by the Child Care Health Program of Public Health - Seattle & King County with a great deal of input from Seattle Emergency Management. It is individualized by each program. For an electronic copy of the plan and other supporting documents, go to: <https://kingcounty.gov/depts/health/child-teen-health/child-care-health/emergency-preparedness.aspx>

Revised 7/2011

EMERGENCY INFORMATION

- **Police 9-1-1**
- **Fire/Medics 9-1-1**
- **Poison Control Center: 1-800-222-1222**
- **Child Protective Services: 1-800-562-5624**
- **Good Samaritan Hospital Emergency Room: 253-697-4000**
- **Electric/Gas Company: PSE 1-888-225-5773**
- **Water/Sewer Provider: SUMMIT WATER 253-537-7781**
- **Property owner: Owen Carlson 253-537-0621**
- **Property Manager: Tracy Peacock 253-426-1700**
- **Insurance Agency American Underwriters 253-473-1415 Ext.4**
 - **Auto Policy Number**
 - **Facility Policy Number CCP24394-01**
- **Radio Station with Emergency Broadcasting 1389 AM 425-304-1381 Ext. 117**
- **Program Cell Phone: Sharon Christor 253-691-7464**
Reginald Christor 253-380-6758
- **Child Care Licensor: Christine Bakowski 253-257-5485**
- **Public Health Nurse: Jen Nybo 253-798-7398**

· Center's Planned Evacuation Sites

○ Off-site

1. We will be walking children to Wilco Farm Store parking lot:
10409 Canyon Rd E., Puyallup, WA 98373
2. Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
3. Account for all children, staff, and visitors.
4. Leave note at site indicating where we walked to.
5. EVACUATE to safe location, taking:
 - Attendance sheets
 - Emergency contact information*
 - First aid kit*
 - Critical and rescue* medications (including EpiPens and asthma inhalers) and necessary paperwork
 - Cell phone
 - Food, water, and diapers*
 - Battery-operated radio.
6. Once out of danger, we will contact parents/guardians &/or emergency contacts.

* Include in "grab and go" backpack next to exit door for quick and easy access.

○ On-site take children out exits and go to the front parking lot.

- Attendance sheets
- Emergency contact information*
- First aid kit*
- Rescue medications (including EpiPens and asthma inhalers) and necessary paperwork*
- Cell phone
- Food, water, and diapers*.

* Include in "grab and go" backpack next to exit door for quick and easy access.

· Center's Out-of-Area Contact: Sharon Christor 253-691-7464

We have developed this emergency/disaster plan to provide safe care for our children should an emergency or disaster occur during the program day. **A copy of this plan is always available for review. It is located in every classroom and in the office.** Staff is introduced to this plan during

orientation. Additionally, we review the plan with staff upon hire, our disaster plan is included in our new hire orientation *our* staff have the opportunity to read over our disaster plan a few times a year..

Fire extinguishers are located: in the office and kitchen. All staff are trained in the use of fire extinguishers upon **hiring** the staff will be trained, **by the Director**.

Gas shut-off is located: **Outside in back of the building**

Electrical panel is located: **left utility room (in front of washer and dryer)**

Water shut-off is located: **inside of Spice Shop next door.**

The following staff members are trained in utility control (how to turn off gas, electric, water):

_____	_____
_____	_____
_____	_____

Parents/Guardians are oriented to this plan upon enrollment. A parent/guardian from each family is asked to sign that they have reviewed the plan.

We ask staff to develop their own disaster plan for home. We encourage families to do the same. Having a plan helps you be in control and decreases anxiety when a disaster occurs. Resources for developing a plan include:

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>

Seattle Emergency Management: <http://www.seattle.gov/emergency/>

Public Health - Seattle & King County: www.kingcounty.gov/preparedness

HAZARD MITIGATION

Assuring a safe environment is an important step in disaster planning. Hazard mitigation is key to preventing injuries both every day and during a disaster; it is done throughout the facility.

Hazard mitigation priorities:

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from the room?
3. Would/could it break and fall and keep your program from opening the next day (or soon thereafter)?
4. Would/could it break and fall and break your heart?

Please note: Earthquakes can move (throw, topple, or cause to jump) **very** heavy objects.

Knowing that our environment is ever-changing, we regularly re-assess for hazards and correct them as soon as possible. Staff members continuously review their areas to assure the environment is safe. In addition, to assure each area is viewed objectively, we ask staff to look for hazards in program areas in which they usually do not work.

The charts on the following pages track the work done to reduce any hazards in our facility. *(Copy and complete one for **all rooms**, including classrooms, offices, hallways, storage rooms, and kitchen.)*

We formally review our environment for hazards every: Month

Hazard Mitigation for: _____ (room, area)

Safety Action Taken Date and Comments

Tall or heavy furniture is secured to a wall stud

Heavy objects are placed low or properly secured

Shelves have adequate lips or strapping to prevent items from flying off in an earthquake

Overhead cupboards have safety latches

Chemicals and poisons are stored safely (out of reach of children, in closed cabinets, no bleach and ammonia together)

Windows are of safety glass or are adapted to prevent shattering and injury

Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects

All exits are unlocked or can be unlocked or locked from the inside without a key

Ongoing room review:

Date &
Initials:

Action
Taken:

Date &
Initials:

Action
Taken:

3 Day supplies per 50 people

Water

- 3 gallons of water per adult
1 gallon/adult x 3 days)
- 1.5 gallons of water per child
1/2 gallon/child x 3 days)
- any tools needed to open water containers
- cups to dispense water

Stored: **In storage area at rear of building**

Food Stored: **In storage area at rear of building**

- Emergency Food:
- ✓ is easy to serve
 - ✓ does not require cooling or heating ✓ has a long shelf life
 - ✓ is stored protected from heat, cold, and pests
 - Our emergency food is part of our regular menu rotation. Food for 3 extra days is always on site.

It is rotated by expiration date this is done by the Director

We have a separate supply of emergency food. Expiration dates are checked monthly by the Director

We include food for those with food allergies or on special diets.

We include age-appropriate food, such as formula and pureed food for infants (when enrolled).

Supplies kept with food include:

- Plastic dishes and utensils
- Manual can opener

Shelter

- 12' X 16' tarps
- ¼ in. nylon rope
 - Flashlight w/ extra sets of Batteries per staff person
- Blanket (fleece, wool, &/or "space") per person
- Extra blankets
- Plastic sanitation bags
- Privacy shelter
- rolls toilet paper
- Plastic garbage bags
- rolls paper towels
- baby wipes
- 12-hour light sticks
- Battery-operated lanterns w/ extra batteries

Stored: **In storage area at rear of building**

Special Equipment/Other

Medical supplies for children with Special health care needs:

Stored: _____

ADMINISTRATIVE

Administrative Supplies

Master keys to facility and supply container(s)
Office supplies
Pens
Paper
Tape
Paper clips
Clipboards
Signs for “Student Release”
(2) Sets staff and student rosters
Emergency Contact forms
Copies of all necessary forms:
Incident Report Log
First Aid Log
Notice of First Aid Care
Student Release Log
Student/Staff Accounting Log
Expenditure Log
Staff Time Log
Communications Log
Message forms

Stored: In the office

Education

Staff, children, and parents/guardians are educated about our program’s disaster plan and what is expected of them in the event of an emergency or disaster.

All Staff/adults are reminded that children take their emotional cues from adults.

In general, calm (at least on the outside) adults = calm children.

Staff are educated about:

- Personal preparedness, including
 - Emergency contacts
 - Home/family plan
 - 3-day supply of food and water at home
- Program’s emergency/disaster plan
- Personal role in plan & responsibilities before, during, & after disaster
- Safe actions to take in event of a fire or earthquake
- Reducing hazards in environment

- Controlling utilities
- _____
- _____

We educate staff upon hiring. Staff are trained on ours.

Children are educated about:

- Safe actions to take in event of a fire or earthquake (if age-appropriate) ·
- _____
- _____

We educate children _____ (when).

Parents/guardians are educated about:

- The program’s plan, including
 - care provided to children in all circumstances
 - communication in case of a disaster
 - procedures for releasing children
- _____
- _____

We educate parents/guardians _____ (when).

DRILLS

Drills provide people with the skills and confidence necessary to respond in an actual disaster situation.

We practice **3** critical drills regularly to assure our staff and students are prepared to respond to emergencies:

- **Fire** (Evacuation drill)...is practiced **monthly**, as required by WAC
- **Earthquake** (Drop, Cover & Hold)...is practiced **monthly**
- **Lockdown** (Secure building, stay together)... is practiced **monthly**

Lockdown is most often completed with just staff.

If children are included, we use these words,

_____ (recommended:

“Let’s practice being together and staying safe.”)

and parents/guardians are informed prior to the drill and informed of exactly what to expect.

**Minimum licensing requirements for child care centers currently require quarterly disaster drills. More frequent drills are recommended.*

All of our drills are done with the intent to learn something more. We are thoughtful of what we want to accomplish, and plan accordingly. Each time a drill is completed, we utilize the attached “Drill Record Form” to keep a history of what’s been practiced, evaluate how it went, and plan for any needed changes.

Following the drill record form, we have included 2 sample earthquake drills and 2 sample lockdown drills - a year’s worth of disaster drills (assuming they are done quarterly).

In addition, we practice other parts of our plan at various times of the year to assure we are ready.

Typical practice could include:

- Distributing water*
- setting up shelters*
- Reuniting children and their families*
- getting an “emergency” message to families*

Bomb Threat

- Check caller ID if available.
- Signal to another staff member to call 911, if able. (*Write “BOMB threat” on piece of paper, along with phone number on which call was received.*)
- Before you hang up**, get as much information from caller as possible.

Ask caller:

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*

Note the following:

- ✓ *Exact time of call*
- ✓ *Exact words of caller*
- ✓ *Caller’s voice characteristics (tone, male/female, young/old, etc.)*
- ✓ *Background noise*

- Do not touch any suspicious packages or objects.
- Avoid running or anything that would cause vibrations in building.
- Avoid use of cell phones and 2-way radios.
- Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

CHEMICAL OR RADIATION EXPOSURE

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise).
- If exposed to chemical or radiation outside:
 - ✓ Remove outer clothing, place in a plastic bag, and seal. (*Be sure to tell emergency responders about bag so it can be removed.*)
 - ✓ Take shelter indoors.
 - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

DANGEROUS PERSON

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate **LOCKDOWN**.
- Call 911 from a safe place.

If the person is in building: Try to isolate the person from children and staff. Do not try to physically restrain or block the person.
 Remain calm and polite; avoid direct confrontation.

If children are outside: and dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.

and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside: Keep children in classrooms and initiate **LOCKDOWN**

EARTHQUAKE

Indoors:

- Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- Everyone **DROP, COVER, & HOLD**.
 - DROP** to floor
 - COVER** head and neck with arms and take cover under heavy furniture or against internal wall
 - HOLD ON** to furniture if under it and hold position until shaking stops
- Keep talking to children in calm manner until safe to move.
- Do not attempt to run or attempt to leave building while earth is shaking.

Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- DROP & COVER.**

After earthquake:

- Account for all children, staff, and visitors.
- Check for injuries and administer first aid as necessary. Call 911 for life threatening emergency.
- Expect aftershocks.
- Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.
- Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- Shut off main gas valve if you smell gas or hear hissing sound.
- Monitor radio for information and emergency instructions.
- Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of building until it has been inspected for re-entry.

EVACUATION

On site: Escort children to designated meeting spot, taking:

- ✓ Attendance sheets
- ✓ Emergency contact information*
- ✓ First aid kit*
- ✓ Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork*
- ✓ Cell phone
- ✓ Food, water, and diapers*.
- If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- Account for all children, staff, and visitors.

FIRE

- Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
 - If caught in smoke, have everyone drop to hands and knees and crawl to exit. Pull clothing over nose and mouth to use as a filter for breathing.
 - If clothes catch fire, STOP, DROP, & ROLL until fire is out.
 - Take attendance sheets and emergency forms, if immediately available.
 - Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.

Have a fire plan and make sure everyone is familiar with it.

Practice fire drills every month!

FLOOD

Be aware of any **FLOOD WATCH**: flooding may occur in your area.
FLOOD WARNING: flooding will occur or is occurring in your area.

If flooding is in area:

- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

If site is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Critical & rescue medications (including asthma meds, EpiPens) and forms
 - ✓ Cell phone
 - ✓ Food, water, and diapers
 - ✓ Battery-operated radio.
- Do not try to walk or drive through flooded areas.
- Stay away from moving water and downed power lines.
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- If you have come into contact with floodwaters, wash hands well with soap and water.
- Throw away food that has come into contact with floodwaters.

Consult with local health department regarding cleanup measures.

HEAT WAVE

- Limit outdoor play when heat index is at or above 90°F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.
- Be alert for signs of**

Heat Exhaustion:

cool, moist, pale, or flushed skin heavy sweating

headache
nausea
dizziness
exhaustion

normal or below normal body temperature

Administer first aid – take steps to cool person down – and call for help, if necessary.

Heat Stroke:

very high body temperature (>102°F axillary)

hot, red skin either dry or moist from exercise

changes in consciousness

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

weak rapid pulse

rapid, shallow breathing

vomiting

Call 911 immediately and take steps to cool person down.

Please note:

LANDSLIDE OR MUDFLOW

LANDSLIDES are generally associated with heavy rainfall and rapid snowmelt. **MUDFLOWS** are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

Recognize signs of slides:

- unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
- new cracks appearing in building
- fences, poles, trees tilting or moving

EVACUATE, if possible.

If too late to evacuate:

Indoors: Take cover under sturdy furniture.

Outside: Get out of path of slide.

Run to high ground (up hill), away from slide.

If debris approaching, run for cover of trees or building.

If escape not possible, curl into ball and protect head.

Account for all children, staff, and visitors.

Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.

Stay away from slide area – additional slides may follow.

Be alert for flooding, which may follow slide.

LIGHTNING

Indoors: Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)

Move away from windows. Cover windows with shades or blinds, if available. **Outside:** Seek shelter inside an enclosed building.

LOCKDOWN

- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children. If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

PANDEMIC FLU/CONTAGIOUS DISEASE

- Wash hands well and often.
- Remind parents and guardians that emergency contact information must be current and complete.
- Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Close rooms as necessary due to staff illness (to maintain safe ratios). Reinforce teaching about good respiratory etiquette:
 - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 - Throw used tissues in a hands-free trash can.
 - Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.
Wash hands well and often

MISSING OR KIDNAPPED CHILD

- MISSING CHILD** Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
 - Call 911 with:
 - ✓ **Child's name and age**
 - ✓ **Address of program**
 - ✓ **Physical description of child**
 - ✓ **Description of child's clothing**
 - ✓ **Medical condition of child, if appropriate**
 - ✓ **Time and location child was last seen**
 - ✓ **Person with whom child was last seen.**

- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

KIDNAPPED CHILD Call 911 with:

- ✓ **Child's name and age**
- ✓ **Address of program**
- ✓ **Physical description of child**
- ✓ **Description of child's clothing**
- ✓ **Medical condition of child, if appropriate**
- ✓ **Time and location child was last seen**
- ✓ **Person with whom child was last seen.**
- Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.

Help to prevent kidnapping:

- Do not release child to anyone other than parent, guardian, or designated emergency contact.**
- Call 911 if adults or children express concern about a person at or near program site.**
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.**

SEVERE STORM

- Be aware of any **STORM WATCH**: storm may affect area
STORM WARNING: storm will soon be in or already is in area
- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

WINDSTORM

- Indoors:** Move away from windows. Cover windows with shades or blinds, if available.
 - Consider moving to interior rooms/hall and lower floors.
- Outside:** Move indoors, avoiding any downed power lines or trees.

POWER OUTAGE

- Determine why power is out.**
- If electrical problems are in building: Take out flashlights and prepare to EVACUATE.**
- If severe weather caused outage:**

- Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
 - Account for all children, staff, and visitors.
 - Report power outage to power company on hard-wired phone.
 - Do not call 911, except to report an emergency.
 - Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
 - Leave one light on to indicate when power returns.
 - Keep refrigerator and freezer doors closed.
- If weather is cold:**
- Ensure everyone is wearing several layers of warm, dry clothing. Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
 - Never use oven as source of heat.
 - Never burn charcoal for heating or cooking indoors.
 - Only use an available generator outdoors and far from open windows and vents.
- If weather is hot:**
- Move to lower floors, if possible.
 - Remove excess layers of clothing.
 - Ensure everyone drinks plenty of water.

SHELTER-IN-PLACE

- Gather everyone inside.
- Shut down ventilation system, fans, clothes dryer.
- Close doors and close and lock windows.
- Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- Bring attendance sheets, first aid kits, and emergency supplies.
- Account for all children, staff, and visitors.
- Close off non-essential rooms. Close as many interior doors as possible.
- Seal off windows, doors, and vents as much as possible.
- Monitor radio for information and emergency instructions.
- Phone out-of-area emergency contact.

TSUNAMI

If your program is located in a tsunami hazard area:

- Know:
 - **height of your street above sea level** _____
 - **distance of your street from coast or other high-risk waters** _____ *Evacuation orders may be based on these numbers.*
- Have a plan for rapid EVACUATION out of hazard area.
- Practice your tsunami evacuation route with staff.
- Be aware of signs that a tsunami may be approaching:
 - Noticeable rapid rise or fall in coastal waters.
 - Strong earthquake lasting 20 seconds or more near the coast.

In case of strong earthquake lasting 20 seconds or more near the coast:

- Drop, cover, and hold.

When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.

If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.

TSUNAMI WARNING: Tsunami expected. Full evacuation suggested.

TSUNAMI WATCH: Danger level not yet known. Stay alert for more information and prepare to evacuate.

*A tsunami is a series of waves that may continue for hours.
Wait for official notification before returning to site.*

VOLCANO

- Monitor radio for information and emergency instructions.**
- If there is ashfall in your area, be prepared to stay indoors.**
- EVACUATE if advised to do so by authorities.**

Indoors: Close all windows and doors.

- Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
- Ensure that infants and those with respiratory difficulties avoid contact with ash.

Outside: Cover nose and mouth.

- Wear goggles to protect eyes.
- Keep skin covered with clothing.

- Avoid driving in heavy ashfall – driving will stir up ash and stall vehicles.
- Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)

Be aware that volcanoes are often accompanied by:

- Earthquakes ▪ Ashfall & acid rain ▪ Landslides & rockfalls
- Mudflows & flash floods ▪ Tsunamis

A Child's Place Learning Center

Natural Disaster Practice Drill Schedule

Month	Week 1	Week 2	Week 3	Week 4
January	Fire	Lockdown Earthquake		Windstorm
February	Fire	Lockdown Earthquake	Flood	
March	Fire	Lockdown Earthquake		Tsunami
April	Fire	Lockdown Earthquake	Shelter-N- Place	
May	Fire	Lockdown Earthquake		Pandemic flu contagious Disease
June	Fire	Lockdown Earthquake	Power Outage	
July	Fire	Lockdown Earthquake		Heatwave
August	Fire	Lockdown Earthquake	Missing Child	
September	Fire	Lockdown Earthquake		Lightning
October	Fire	Lockdown Earthquake	Landslide or mudflow	
November	Fire	Lockdown Earthquake		Volcano
December	Fire	Lockdown Earthquake	Severe Storm	

A Child's Place Learning Center Evacuation Plan

Fire

Evacuation plan in case of fire:

- *What will the person who discovers the fire do?*

Pull the alarm, evacuate children using the proper exit procedures, fight the fire if able to.

- *How will you sound the alarm?*

Pull fire alarm located by the main entrance, call 911 on cell phone or business phone, we will use the phone at the business located next door.

- *What will you do before the fire department arrives?*

Make sure everyone has safety evaluated the building, grab the children's emergency cards, the parent sign-in books, and make our way to the back fence or the business back parking lot next to our center.

- *How will you make sure all persons are accounted for and evacuated?*

We will do a head count and determine by the sign-in sheets.

Earthquake

- *In the event of an earthquake, what will the staff do?*

Staff and children will drop underneath the table, cover their heads and remain that way until movement stops while staying away from the windows, bookcases and filing cabinets.

- *What if you're outside in the event of an earthquake?*

Staff and children do as directed above staying clear of trees and power lines, covering head with arms.

- *What will be done after the earthquake?*

Check for injuries, evacuate if needed safely and efficiently, grabbing first aid kits and emergency cards. Director will grab sign in/out sheets and disaster kit and cell phone. The director or lead staff will follow the disaster handbook.

- *How will you make sure all persons are accounted for and evacuated?*

We will use our parent sign-in sheets.