

# Wonderbloom Nature Playschool



## 2022-2023 Health & Safety Plan

*Cottonwood Presbyterian Church*

*1580 E Vine St.*

*Murray, UT 84121*

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# RATIOS, SUPERVISION & THE PROTECTION OF CHILDREN

## Ratios

We will enroll children at or below the capacity limit provided to us by child care licensing. We will always have enough adults to meet the ratios specified by child care licensing. We seek to maintain a more conservative ratio than specified by child care licensing by having one adult for every eight children (1:8).

Each teacher will have a specific class and children they are assigned to in order to maintain proper supervision and ratios. If there is a child or children that need special assistance (ie: help with toileting, incident management), teachers will communicate with each other verbally or via walkie talkie (Voxer app) to attend to that child(ren) while making sure that ratios are maintained in the larger group. If the Program Supervisor or Director is available, they will step in momentarily to assist with ratios, if needed.

According to child care licensing, a group may be temporarily out of ratio if a teacher is attending to an immediate need and returns promptly to the group. An example would be if a child needs help in the restroom, if a child has a medical incident, or if a teacher needs to use the restroom. Teachers will review Brightwheel at the beginning of each class and throughout the day, in order to be aware of how many children are in their care.

## Direct Supervision & The Protection Of Children

In order to ensure the direct supervision and the protection of children Wonderbloom Teachers and staff will do the following:

1. Teachers and staff will review Brightwheel and count the number of children in their care at the beginning of each class to know how many and which children are in their care.
2. Maintain correct ratios of one adult to eight children at all times (1:8).
3. Teachers and staff will position themselves in the indoor or outdoor spaces so that all children can be seen and heard.
4. Teachers and staff constantly move throughout the classrooms so they can assess where children are and make certain all children are supervised.
5. Teachers will do a headcount of the children when moving from one activity to another to make certain all children are present.
6. Children will **NEVER** be left alone.
7. Children may not leave the indoor or outdoor classroom alone, even to go to the bathroom. They must always be escorted by an adult.
8. Parents will **NEVER** be unsupervised with any children other than their own, unless they have passed a background check.
9. Only individuals with cleared background checks will be allowed to be unsupervised with children.
10. All volunteers (parents/ community members) who are working directly with children must have a cleared background check.

11. Parent volunteers, volunteers, or guests must wear a nametag at all times while in Wonderbloom's facilities.
12. Teachers, Staff will actively supervise children at all times. Even when Teachers are interacting with a small group of children, they will be aware of the larger group.
13. **Personal Cell phone use is prohibited in the classroom.** Except in the case of verifying the children who are in the Teacher's care through the Brightwheel or using Voxer (walkie talkie app) to communicate with other staff.
14. Teachers will not be distracted by talking to other staff, adults, or parents. If a parent needs to speak with a teacher and it will take longer than a couple of minutes, the parent needs to schedule a time when the teacher does not have the responsibility of supervising children.
15. Teachers will not do lesson planning while supervising children.
16. The gate around the Outdoor Classroom will be locked during school hours. Only Teachers and staff will have a key. No individuals who have not passed a background check will have access to the children while they are outdoors.

### **Supervision While Children Are Sleeping**

We offer a Rest/Nap Time for all children who are at the center for more than four hours. Children who do not sleep will rest for no more than 20 minutes. Nap time will only last two hours. There will be a Teacher or staff member in the room at all times while children are resting and sleeping. Teachers will ensure that children's cots are kept 24" apart or 12" if children's cots are positioned head to toe, and have a designated cot for each child.

### **Off-Site Supervision Of Children**

Parental permission will be granted for any off-site activities. Teachers will carry important information with them, including medical information, emergency releases, medications, and parental contact information.

Children will **NEVER** be transported in vehicles by the school to an off-site location.

When taking a field trip, children will wear tags that say, "WONDERBLOOM" and have both their Teacher's cell phone number and the school's phone number. If needed, children will hold onto a rope to keep them with the group. Everyone will walk on sidewalks and only use crosswalks, when available. Adults will be positioned at the front and back of the group to ensure that all children remain in sight and safe from traffic.

### **Check-in & Check-out Protocols**

Caregivers will sign in and out via Brightwheel when dropping off and picking up children. Teachers will review the Brightwheel list to be aware of how many and which children are in their care. Children will remain with the class they have been assigned. When releasing a child, caregivers must sign out via their own personal Brightwheel account. Brightwheel lists which caregivers are approved for release ( 'Parents' & 'Approved pickups'). Identification may be requested by Teachers and staff for any caregivers picking up a child. Children will not be

released to an individual who is not on the list of authorized pickups, except in the following situations:

- a. The individual is from law enforcement or emergency personnel and can provide proper identification.
- b. A parent has given written authorization for the child to be released to an additional individual.
- c. Verbal authorization may be obtained in an emergency. In such a case, the school will call the caregiver's number to authorize the individual. This will avoid the risk of someone providing a false identity over the phone.

Informed written consent is obtained from the caregiver before information about the child is released to any unauthorized individual. The only exception is in case of emergency where law enforcement or other emergency personnel may need access to information about the child.

During drop-off, caregivers will walk their child(ren) into the building to avoid vehicular traffic in the parking lot. During pick-up, children will wait on the facility's premises under the supervision of Teachers and/or staff until checked out. Caregivers will pick up their child(ren) from the Outdoor Classroom's gate. In the event of unsafe air quality, weather, or emergency caregivers will pick up through the main entrance.

## **Building & Premises Safety**

Wonderbloom has a current child care license from the state of Utah. Our license is in good standing and our facility has met all the safety standards put forth by the state. Wonderbloom will use a closed-circuit video system to monitor classrooms, hallways, the school's main entrance (indoors & out) as well as the Outdoor Classroom. These cameras will run 24/7.

To ensure the safety of all the children and staff at Wonderbloom, our main entrance will remain locked at all times. If parents/visitors/volunteers/ or guests want to enter the building they will have to ring the school's doorbell and wait to be let in. Using the closed-circuit video system the Administrators will be able to see who is at the door. If they recognize the individual or are expecting them, the Administrator will let the individual in. If this individual will be staying for a period of anytime longer than five minutes they will be taken directly to the office to put on a name tag. In the event of a unknown or unwelcome visitor Wonderbloom will notify the authorities

The Outdoor Classroom gate will also remain locked at all times during school hours with the expectation of drop off and pick up times. Wonderbloom Teachers and staff will have copies of these keys, as well as the facility and office manager for Cottonwood Presbyterian Church.

## **Disposing of Hazardous Waste**

We will call the toll-free number listed on the container to receive directions for how to dispose of hazardous waste materials (cleaning products, motor oil, antifreeze, pesticides, electronics, etc.) properly. If there is no number listed, we will contact the local waste disposal facility.

# CHILDREN'S HEALTH & SAFETY

## Nutrition & Meals

Children in our half day program are offered a nutritious snack during each 3-hour class. Children in our full-day program are offered two nutritious snacks throughout the day. Food is prepared according to guidelines from the Health Department. Snacks meet the nutritional requirements of the USDA's Child and Adult Care Food Program (CACFP). Menus are CACFP approved, Department of Child Care Licensing approved, and/or approved by a registered dietician. Menus will be posted in Wonderbloom's kitchen and on a family communication bulletin board. Caregivers will be able to review our monthly menu on a daily basis.

All the Wonderbloom staff will have a valid Utah Food Handlers Permit upon being hired or within the first 90 days of employment. Only staff with valid food handlers permits will be allowed to prepare snacks or meals for children and others.

## Physical Movement & Time Outdoors

The Classrooms, Gymnasium, and Outdoor Classroom greatly exceed the minimum space requirements for the number of children we have in care. Therefore, children have the space to move freely and often. At Wonderbloom children spend the majority of their class time outdoors running, jumping, climbing, dancing, and walking. On days that the weather or air quality prohibits outdoor play, our indoor spaces are large and conducive to gross motor activities.

## Developmentally Appropriate Behaviors (DAP) & Positive Guidance Strategies

### Twos Year Olds

- DAP Behaviors:
  - Typically use one or two words to indicate needs, including "no" and "mine."
  - May become easily emotional or frustrated because they have difficulty understanding others and/or expressing themselves.
  - Does not understand what it means to "share."
  - Wants to be independent, but may not have the skills to do the things they would like to do.
- Positive Guidance Strategies:
  - Speak calmly with the child using simple sentences and one to two-step directions.
  - Intervene immediately if a child is doing harm to themselves, someone else, or something else.
  - Describe behaviors and emotions of the child. (ie: "You want that toy." "You hit David. I see tears. You look sad.").
  - Model how to play, use materials, and interact with others.

- Can be redirected to another activity, but will need an adult or older child to show them how to become engaged in the new activity.
- Tell the child what to do instead of what not to do. (ie: “Please walk.” rather than “Don’t run.”)

### Three Year Olds

- DAP Behaviors:
  - Sharing is very difficult at this age, but the child can begin to understand taking turns. Although the child may not be able to do it with consistency.
  - Continue to have strong emotions that can be overwhelming for the child at times.
  - Usually able to use three to four word sentences to communicate needs.
  - Likes to be independent, and can do some self-care activities on their own (feeding, washing hands, dressing).
- Positive Guidance Strategies:
  - Speak calmly with the child, but be firm with logical consequences.
  - Intervene immediately if a child is doing harm to themselves, someone else, or something else.
  - Describe behaviors and emotions of the child and other children. (ie: “You wanted that toy and David was using it.” “You hit David and hurt him.” “ I see tears which shows me that you are sad.”)
  - Redirect the child to another activity and offer two choices.
  - Tell children what to do instead of what not to do. (ie: “Please walk” rather than “Don’t run.”)

### Four Year Olds

- Behavioral Expectations
  - Likes to receive praise and attention from adults.
  - May still have difficulty sharing, but is getting better at being able to take turns, and negotiate turn taking independently of an adult.
  - Driven to be the “best” or “win” to feel good.
  - They like to have choices, power, and control.
  - They like to follow rules and have others follow rules.
  - They like to be independent, and can do most self-care activities on their own (feeding, eating, dressing, hand washing, using the bathroom, etc.)
  - Enjoy being silly and are starting to tell jokes.
- Positive Guidance Strategies:
  - Encourage and draw attention to positive behaviors (ie: “Lucy, I saw that you gave Drew a bucket. You’re a kind friend” “It’s so great to make room for our friends to play.”)
  - Speak calmly with the child, but be firm with logical consequences.
  - Intervene immediately if a child is doing harm to themselves, someone else, or something else. However, now they may be able to resolve conflicts with peers independent or with little support from an adult.

- Describe behaviors and emotions of the child and other children. (ie: You wanted that toy and David was using it. You hit David and it hurt him. It seems like you forgot to ask for a turn. I can tell you are still mad.)
- Offer choices for how to solve the problem. If a child doesn't choose, redirect the child to another activity.
- Tell children what to do instead of what not to do. (ie: "Please walk" rather than "Don't run.")

### **School Aged Children (5yrs +)**

- DAP Behaviors:
  - Developing friendships
  - Understand and have a desire to cooperate.
  - Want to help adults and peers, but seeks the company of peers
  - Enjoy playing in a group as long as their voice is heard.
  - Is able to skip, gallop, and hop on one foot.
  - Very independent and capable of doing simple chores on their own (fold laundry, clean room, vacuum, feed pets, etc.).
  - Beginning to develop a sense of identity.
- Positive Guidance Strategies:
  - Encourage and draw attention to positive behaviors (ie: "I saw that you picked up the garbage that fell on the floor. Thank you for taking the time to help keep our classroom clean.")
  - Speak calmly with the child, but be firm with logical consequences.
  - Intervene immediately if a child is doing harm to themselves, someone else, or something else.
  - Describe behaviors and emotions of the child and other children. (ie: "You want that toy and David was using it. You grabbed it from David and it hurt his feelings and made him cry. The look on your face and your actions show me that you are frustrated, because you didn't get what you wanted.")
  - Ask the child how they would like to solve the problem. Help them follow through with their plan. ("What can we do to fix this problem?" How can we make Jill feel better?")
  - Tell children what to do instead of what not to do. (ie: "Please walk" rather than "Don't run.")

### **Children With Special Needs**

We accept children with special needs, and we have a wheel-chair accessible indoor facility. Parents will work with the Director to create an Individualized Education Strategy Plan to ensure that the child can participate to the best of their ability in the activities. If care for the child places an undue burden on the staff, where care for the other children is compromised, then an individual aide may need to be obtained in coordination with the Director and Teachers.



## Infectious Disease Protocols, Policies & Prevention

Since young children are still learning how to wash hands properly, and are learning the proper methods to cover coughs and sneezes, we can reasonably expect that children will be exposed to bacteria and viruses while at Wonderbloom, at home and in the greater community.

- If a child becomes ill while at Wonderbloom the following steps will be taken:
  1. An Administrator or Teacher will assess the child's overall condition. If the child is unwell (see list below) and can not participate in class they will be sent home.
  2. The child will wait inside with an Administrator while a caregiver is called, and wait for the caregiver to pick up the child from school.
  3. If a caregiver would like Wonderbloom to administer fever-reducing medication, they may give verbal consent, and must then sign a Medication Administration Form upon picking up their child.
  4. If a caregiver is not available for early pick up, the child will be made as comfortable as possible in a space away from the other children.
  
- Wonderbloom will either send children home and/or ask parent to keep their children home if they exhibit any of the following symptom or illnesses:
  1. The child has a temporal, oral or rectal temperature equal to or greater than 101 degrees Fahrenheit.
  2. Diarrhea, defined as an increased number of stools compared to the child's normal pattern with increased stool water and/or decreased form.
  3. Vomiting with two or more episodes of vomiting in the previous 24 hours.
  4. Mouth sores are associated with an inability of the child to control his/her saliva or inability to eat.
  5. Rash with fever or behavior change.
  6. Infected eyes with discharge, until 24 hours after treatment started by a physician.
  7. Infestation (e.g., scabies, head lice, pinworm), until after the first treatment.
  8. Strep throat, until 24 hours after antibiotic treatment has been started, or illness has passed.
  9. Ringworm infection, until after treatment has started.
  10. Chickenpox, until one week after the onset of rash, or until all lesions have dried and crusted.
  
- To prevent and control infectious diseases, the following precautions will be followed:
  - d. Excluding children and staff from care who are showing signs of illness as described above.
  - e. Proper hand washing will be used by adults and children as follows: When arriving at the center, after using the restroom, before and after eating. Soap and a disposable paper towel will be used on each occasion. Hand sanitizer may be used if soap and water is not available
  - f. Spending the majority of class time outdoors reduces the spread of germs.

- g. When appropriate, when we are indoors, we will open the window to let fresh air in.
- h. Floors, classroom surfaces, bathrooms, and food preparation areas are clean daily.
- i. Toys are cleaned and disinfected at least weekly.
- j. Diapering tables are disinfected after each use.
- k. Personal items such as water bottles are not shared among children.

## **Medications**

Caregivers must complete a Medication Administration Form to allow Wonderbloom staff to administer any prescription or over-the-counter medications. Medication will be kept in labeled food- grade containers and out of reach of children at all times. If medications need to be refrigerated they will be kept in a labeled food- grade container in the center's refrigerator.

All Wonderbloom staff will be made aware of the children who have medications. If a child has medication that needs to remain with them at all times (asthma inhaler, epi-pen) then the child's teacher will keep the medication on them in a first aid kit.

Before administering medication, the Director or Teacher will:

1. Wash hands.
2. Refer to the Medication Administration Form (ie: child's name, the correct medication, the dosage, the timing, and the condition being treated)
3. Check the medication label for the child's name and proper dosage.
4. After administering the medication, the staff will record on the Medication Administration Form the date, time, dosage, any errors/notes, and their signature.

All expired medications will be thrown away and the Director will inform caregivers and have them obtain new medication and complete a new Medication Administration Form.

## **Allergy Emergency Prevention & Protocols**

As part of our enrollment application families are required to share with Wonderbloom any known allergies on the Child Information Form in Brightwheel. For each known allergy, caregivers must complete an Allergy & Anaphylaxis Emergency Plan. This form is to be completed with the caregivers and child's doctor. The form will list the steps to prevent the child from getting an allergic reaction, and the steps to take in the event of an allergic reaction. All Wonderboom Staff will then be trained on each child's individual Allergy & Anaphylaxis Emergency Plan. Wonderbloom staff will also be trained in how to administer an epi-pen and what to do in the event of a mild and serious allergic reaction.

All Wonderbloom Staff will be made aware and have access to the list of allergies and medications that children in the program have or receive. When preparing food for children, staff will follow all safe food handling protocols to avoid cross contamination of allergens. Staff will reference the posted allergy list located in the kitchen, and the Administration will keep this list updated.

In the event of an exposure to an allergen or an allergic reaction the Teachers, staff and Administrators will initiate the child's Allergy & Anaphylaxis Emergency Plan:

1. For a **mild exposure/ allergic reaction:**
  - a. Watch the child for the listed symptoms.
  - b. If necessary, the child will be given the listed medication, following the steps on the Medication Administration Form. The individual administering the medication must then complete the form.
  - c. Either during administration of medication or immediately afterwards Wonderbloom will notify the caregivers that the child has been exposed to an allergen and the child's emergency plan was initiated.
  - d. Caregivers will then be asked to come and pick the child up.
2. For a **severe exposure/ allergic reaction:**
  - a. The Teacher or staff will immediately notify the Director of an emergency
  - b. The Director will tell someone to call 9-1-1. That individual will remain on the phone until 9-1-1 arrives until emergency personnel arrive.
  - c. The other Teachers and staff will move the other children away from the situation, keep them calm and reassure them that the child will be okay. One of them will then notify the child's primary caregiver via phone.
    - i. In the event that the primary caregiver can not be reached, Wonderbloom will call the next caregiver listed on the child's authorized pickup list.
  - d. The child's epi-pen will be retrieved and administered.
  - e. The child's symptoms will then be monitored, until emergency personnel arrive.
  - f. If the child needs to be transported and the child's caregiver is not present the Director or child's teacher will accompany the child to the hospital.
  - g. Within 24 hrs of the child's reaction the Director will submit a report to Child Care Licensing.

## EMERGENCY PREPAREDNESS

In compliance with Child Care Licensing we will do monthly drills to ensure that the staff and children are prepared when an emergency happens. Teachers will always know which children are in their care by reviewing Brightwheel. During drills, Teachers will be assigned directly to the children in their care. They will assist children who need special assistance. Teachers will be trained in emergency procedures, and how to keep children calm in an emergency.

### CPR & First Aid

Staff are expected to complete adult/child/pediatric CPR and first aid certifications within 90 days of employment. There will always be at least one person at the center who is currently certified. All classrooms, the office, and kitchen will have a first aid kit for minor cuts and scrapes. There will also be a first aid kit located outside in the storage shed. When classes are off-site the Teachers will care for a first aid kit in the Emergency Backpack.

In the event of a minor injury (scraped knee, scratch, bump, bloody nose, or any visible mark that is not-life threatening Teachers and staff will complete an Incident Report, and caregivers will be required to sign the form at pick-up. A copy will be provided if the caregiver requests one. If a child bumps their head or has any bump, cut, or visible mark to the head or face and is not life-threatening, the Teachers or Director will inform caregivers by phone. An incident report will be completed and caregivers will be required to sign the form at pick-up. A copy will be provided if the caregiver requests one.

In the event of a life-threatening emergency, medical personnel will be called first, then the caregivers will be contacted. See Emergency Preparedness below for specific protocols..

## **Missing or Lost Children**

On discovering that a child has gone missing, the Teachers and Staff will:

- l. Immediately make a search of the surrounding areas.
- m. Alert other Teachers and/or the Director by saying “missing child,” the child’s name, and a physical description of the child (ie: hair color, skin color, clothing color and type).
- n. Director will appoint themselves or another staff member to take over the search.
- o. If we are in a place where it is possible to seal off exits then this will be done immediately.
- p. People around the area will be asked to assist in the search and will be given a description of the child and what the child is wearing.
- q. Teacher will reassure the other children in care, as we are aware that this could become a distressing situation for them.
- r. If, after 5 minutes, the search is unsuccessful, we will:
  - i. Call the police, provide them with a description and keep searching the area.
  - ii. Call the parents and/or caregivers to alert them of the situation.
  - iii. After the event, we will record details in the child’s incident log and ask a caregiver to sign it.

## **Serious Injury Or An Emergency**

In the event of a serious injury or emergency, whoever is First Aid and CPR certified will be alerted of the situation and attend to the child. The Director or Director-designee will call 9-1-1 if the emergency needs attention by medical personnel. The CPR certified staffer will enact their training to provide whatever care or response is needed until the situation is remedied or emergency personnel arrive. If it is safe to move the child, they will be moved inside and away from other children. If the child is not able to be moved, they will be supervised by the CPR/First Aid certified staff member while the teachers keep the children in another area.

During an emergency, teachers will grab medications and supplies necessary for the care of a child or children who need special assistance. In the event of an evacuation, **Safe Havens** are locations that caregivers will take children to in order to be out of harms’ way. All of our

indoor evacuation routes are wheelchair accessible. The outdoor classroom is not wheelchair accessible, so another plan will be made for a child in a wheelchair.

The following locations are **Safe Havens**:

1. Outdoor pergola in the Community Garden on the South east side of the parking lot.
2. In the gym (if relocating, but need to stay within the building).
3. If sheltering-in-place, in the classrooms of the school.

The *emergency kit* contains emergency contact information for children and staff, as well as emergency medical releases for each child. The emergency kit and medications will be carried by a designated staff member in case of an evacuation.

Children will remain in Teachers' care until authorized individuals pick them up. Teachers will have sole responsibility to care for children while the Director or Director-designee has the sole responsibility to deal with the emergency situation

## **FIRE PLAN**

Our **FIRE PLAN** is based on recommendations from the U.S. General Services Administration's "Sample Childcare Evacuation Plan." In the event of a fire in the facility the following steps will be taken:

1. Staff will immediately pull the closest fire alarm.
2. If it is a small fire, the Director or Director-designee will deploy the closest fire extinguisher.
3. The Director or Director-designee will instruct the Teachers to gather the students, grab their emergency kit, medications (if located with the teacher), and proceed along the evacuation route to the designated Safe Haven assembly area.
4. The Director or Director-designee will call 9-1-1.
5. Director or Director-designee will walk through all areas of the school to make sure there are no occupants in the building and everyone has been safely evacuated. The Director or Director-designee will grab all additional medications.
6. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
7. Once the fire department arrives, the Director or Director-designee will get an update to know how long until it will be safe to return to the school.
8. Based on the nature of the situation and/or if it will be longer than 30 minutes to return to the school, Caregivers will be notified via Brightwheel to pick up their children.
9. Staff will reassure the children.
10. The following locations are Safe Havens in case of fire:
  - a. Outdoor pergola in the Community Garden on the South side of the parking lot.

## Earthquake Plan

Our **EARTHQUAKE PLAN** is based on recommendations from FEMA's "Earthquake Preparedness: What Every Childcare Provider Needs to Know." In the event of an earthquake the following steps will be taken:

1. During an earthquake, if we are inside, staff will instruct the children to drop to the ground, take cover away from the windows and shelves, and hold on until the shaking stops.
2. During an earthquake, if we are outside, staff will gather the children to the most open spot in the outdoor area, away from buildings and windows, or have the children drop to the ground and cover their heads & neck until the shaking stops.
3. After the shaking has stopped, staff will check for potential hazards.
4. Director or Director-designee will shut off gas, electricity, and/or water, if it is a hazard.
  - a. The location and procedure to shut off **ELECTRICITY** for the preschool area is in a circuit breaker box located in the utility closet. The procedure is to flip the circuits.
  - b. The location and procedure to shut off **GAS** for the kitchen is
  - c. The location and procedure to shut off **WATER** is
5. First aid will be administered to anyone with injuries, unless evacuation must happen immediately.
6. The Director or Director-designee will determine if it is safest to stay where they are or evacuate to a Safe Haven.
7. The Director or Director designee will instruct the Teachers to gather the students, medications (if located with the teacher), emergency kit, and proceed along the evacuation route to the designated Safe Haven assembly area.
8. Director or Director-designee will call 9-1-1, if there is phone service.
9. Director or Director-designee will walk through all areas of the school to make sure there are no occupants in the building and everyone has been safely evacuated. They will grab any additional medications.
10. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
11. Once the fire department arrives, the Director or Director-designee will get an update to know how long until it will be safe to return to the school.
12. Based on the nature of the situation and/or if it will be longer than 30 minutes to return to the school, caregivers will be notified to pick up their children.
13. The following locations are Safe Havens in case of an earthquake:
  - a. Outdoor pergola in the Community Garden on the Southeast side of the parking lot.

## Flood Plan

Our **FLOOD PLAN** is based on recommendations from [www.ready.gov/floods](http://www.ready.gov/floods). If there is a flood evacuation issued for the area, Caregivers will be alerted immediately to pick up their

child from school. If a flood occurs while the children are in care, the following steps will be taken:

1. The Director or Director-designee will instruct the Teachers to gather the students, grab medications (if located with the Teachers), emergency kit, and proceed along the evacuation route to the designated Safe Haven assembly area.
2. Director or Director-designee will call 9-1-1.
3. Director or Director-designee will walk through all areas of the school to make sure there are no occupants in the building, and everyone has been safely evacuated. And grab any additional medications.
4. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
5. Once emergency personnel arrive, the Director or Director-designee will get an update to know how long until it will be safe to return to the school.
6. Based on the nature of the situation and/or if it will be longer than 30 minutes to return to the school, Caregivers will be notified to pick up their children.
7. The following locations are Safe Havens in case of a flood relocation:
  - a. Outdoor pergola in the Community Garden on the South side of the parking lot.

## **Power Outage Plan**

The the event of a power outage the following steps will be taken:

- If there is a power outage **before** school opens:
  1. The Director or Director-designee will access emergency lighting (ie: flashlights).
  2. The Director or Director-designee will contact the power company.
  3. If power should come back on momentarily, school will resume as normal.
  4. If power is out for more than one hour, school will be canceled and parents will be notified via Brightwheel.
- If there is a power outage **while school is in session**:
  1. The Director or Director-designee will access emergency lighting (ie: flashlights).
  2. The Director or Director-designee will contact the power company.
  3. If power should come back on momentarily, school will resume as normal.
  4. If power is out for more than one hour, school will be canceled and parents will be notified to pick up their children via Brightwheel as soon as possible.
  5. Teachers will reassure the children in care.
  6. Teachers will make sure children are warm/cool during the power outage.
  7. Staff, Teachers & children will only consume bottled water.
  8. Food will be prepared with bottled water or boiled water.
  9. Dishes will be washed with a chlorine bleach solution.
  10. Refrigerators and freezers will be opened infrequently in order to maintain appropriate internal temperatures.
  11. Temperatures in refrigerators and freezers will be monitored every 2 hours. If temperatures fall below required levels, food will be discarded.

## Water Failure

In case of water failure, the following steps will be taken :

4. If there is a water failure **before** school opens:
  1. The Director or Director-designee will contact public utilities and building manager
  2. If water should come back on momentarily, school will resume as normal.
  3. If water is out for more than one hour, school will be canceled and parents will be notified via Brightwheel.
5. If there is a water failure **while school is in session**:
  1. The Director or Director-designee will contact public utilities and building manager
  2. If water should come back on momentarily, school will resume as normal.
  3. If water is out for more than one hour, school will be canceled, and parents will be notified via Brightwheel to pick up their children as soon as possible.
  4. Staff, Teachers & children will only consume bottled water.
  5. Food will be prepared with bottled water or boiled water.
  6. Dishes will be cleaned with bottled water and a chlorine solution.

## Gas Leak

In the event of a gas leak, the following steps will be taken:

6. If there is a gas leak **before** school opens:
  1. Director or Director-designee will immediately alert public utilities and the building manager.
  2. If the gas leak is fixed within 30 minutes, school will resume as normal.
  3. If gas is needed to be shut off for more than one hour, school will be canceled and parents will be notified via Brightwheel.
7. If there is a gas leak **while school is in session**:
  1. Director or Director-designee will immediately alert public utilities and the building manager.
  2. If instructed by utilities, evacuate.
  3. The Director or Director designee will instruct the Teachers to gather the students, grab medications (if located with the teacher), grab emergency kit, and proceed along the evacuation route to the designated Safe Haven assembly area.
    - Outdoor pergola in the Community Garden on the Southeast side of the parking lot.
  4. Director or Director-designee will walk through all areas of the school to make sure there are no occupants in the building and everyone has been safely evacuated. And grab any additional medications.
  5. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
  6. If the gas leak is fixed within 30 minutes, school will resume as normal.



7. If gas needs to be shut off for more than one hour, school will be canceled, and Caregivers will be notified via Brightwheel to pick up their children as soon as possible.

## **Man-Caused Emergencies**

Our procedures for man-caused emergencies (ie: terrorist threat, armed intruder, hostage situation, possible bomb, etc.) start with prevention. We will prevent a man-caused emergency by:

- Keeping doors and gates locked.
- Checking in and out children to their approved caregivers.
- Use video surveillance of the facilities and surrounding area.
- Questioning individuals that are not familiar, and/or are behaving suspiciously (ie: drunk, high, erratic, verbally threatening, verbally nonsensical, etc.).

In the event of a man-made threat the following steps will be taken:

1. Director or Director-designee will assess the situation and determine who to call and/or whether to evacuate or shelter in-place.
2. **If evacuating:**
  - a. The Director or Director designee will instruct the teachers to gather the students, grab medications (if located with Teachers), grab emergency kit, and proceed along the evacuation route to the designated Safe Haven assembly area.
  - b. The Director or Director-designee will call 9-1-1.
  - c. The Director or director-designee will walk through all areas of the school to make sure there are no occupants in the building, and everyone has been safely evacuated. And grab any additional medications.
  - d. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
  - e. Teachers, children, staff and Director will shelter in Safe Haven (or move to another Safe Haven) until the threat is immobilized.
  - f. Based on the nature of the situation and/or if it will be longer than 30 minutes to return to the school, caregivers will be notified to pick up their children.
  - g. The following locations are Safe Havens:
    - i. Outdoor pergola in the Community Garden on the South side of the parking lot.
3. **If sheltering in place:**
  - a. The Director or Director-designee will instruct the teachers to gather the students, grab medications (if located with the Teacher), grab emergency kit, and proceed to designated Shelter-in-place.
    - i. In the classrooms or gym
  - b. All doors will be locked and curtains drawn.
  - c. The Director or Director-designee will call 9-1-1.
  - d. The Director or Director-designee will walk through all areas of the school to make sure there are no occupants in other parts of the building, and everyone is sheltered-in-place.

- e. Once at the shelter-in-place area, Teachers will do roll calls to make sure all children are accounted for. Teacher will report this head count to the Director or Director-designee.
  - f. Teachers and staff will reassure children and depending on the situation have children be quiet.
  - g. Teachers, children, staff and Director will shelter-in-place until the threat is immobilized.
  - h. Based on the nature of the situation Caregivers will be notified as soon as possible via text and/or Brightwheel.
4. **If a relocating:**
- a. The decision to relocate the group will be made by the Director or Director-designee. Depending on the situation, the decision to relocate will be made in conjunction with emergency personnel.
  - b. Relocation will take place on foot.
  - c. The Director or Director-designee will instruct the teachers to gather the students, grab medications (if located with Teachers), grab emergency kit, and proceed along an evacuation route to the new relocation Safe Haven.
  - d. Director or Director-designee will walk through all areas of the school to make sure there are no occupants in the building, and everyone has been safely evacuated. And grab any additional medication.
  - e. Once at the assembly area, Teachers will do a roll call to make sure all children are accounted for. Teachers will report this head count to the Director or Director-designee.
  - f. If the children are relocated for longer than 30 minutes, parents will be notified to pick up their children from the new designated Safe Haven.
    - i. Safe Haven locations are:
      - 1. Outdoor pergola in the Community Garden on the South east side of the parking lot.
      - 2. Any new location that puts the group out of harm's way.
- 5.