

Mountain Sprouts Children's Community Disaster Plan / 9.27.2009

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Emergency Phone Numbers

Police: 911
Medics/Fire: 911

Our Address: 12000 Sunitsch Canyon Rd., Leavenworth, WA 98826
Our Phone: 509-548-6880 ex. 3
Cross Streets: Sunitsch Canyon Rd. and Chumstick Hwy (SR 209).

Hospitals

Cascade Medical Center, Leavenworth 509-548-5815
Central Washington Hospital, Wenatchee 509-662-1511

Poison Control: 1-800-732-6985

Electricity - Chelan County PUD

Service or general questions: 509-548-7761
24-hour emergency or power outages: 877-783-8123

Gas - Andrew Holm 509-548-6880, ext. 221

Water - Andrew Holm 509-548-6880, ext. 221

Property Managers: Andrew and Shanda Holm, 509-548-6880

Insurance Agency

Company Name: Tepco Premium Finance
Agent: Mitchell Reed & Associates- Wenatchee Office
Building Policy Number:CP1551125A

Radio Stations

Local: KOHO 101.1 FM
Regional: KNWR 90.7 FM / KPQ 560 AM

Director Cell/Home Phone: Julie Randall: (H) 548-7131 (C) 860-1270

Out-of-Area Emergency Contact: Nicole Land 601-656-8098
601-416-4399

Child Protective Services: 509-662-0550
Child Care Licensor: Eva Freimuth: (W) 665-5293 (c) 509-750-1641
WA State DEL Office: 509-667-6057

Chelan County Health Department

Weekdays: 800-336-5306
Evening/Weekend Emergencies: 509-665-1509

Alternate Site Locations

Near MSCC: Canyon Lodge

Evacuation Site: Leavenworth City Hall

Location of Nearest Payphone

The nearest payphone is at Cascade Medical Center. At least one staff member shall have an operation cellular phone while at the center.

Transportation Resource

- 1) Link Transportation
- 2) Leavenworth Taxi and Shuttle Service 509-548-7433
- 3) Volunteers

Missing Child

1. Call 911 and provide the following:
 - Child's name and age
 - Our address
 - Physical/clothing description of child, including any distinguishing scars, birthmarks or features
 - Medical status, if appropriate
 - Time and location child was last seen
 - Person with whom child was last seen
2. Notify Director immediately and search the premises again.
3. Have child's information, including picture, if possible, available for the police upon arrival.
4. Director will notify parents of missing child and attempt confirmation that child is with family; if not, inform parents of situation and steps taken.
5. Director will report incident to licensor and CPS.
6. Director will complete a written incident report at earliest convenience.

Kidnapping

1. Call 911 and provide the following:
 - Child's name and age
 - Our address
 - Physical/clothing description of child, including any distinguishing scars, birthmarks or features
 - Physical/clothing description of suspect
 - Medical status, if appropriate
 - Time and location child was last seen
 - Vehicle information and direction of travel
2. Notify Director immediately.
3. Follow Emergency Lockdown procedure, page 19.
4. Have child's information, including picture, if possible, available for the police upon arrival.

5. Director will notify parents of missing child and information parents of situation and steps taken.
6. Director will report incident to licensor and CPS.
7. Director will implement Crisis/Response plan.
8. Director will complete a written incident report at the earliest opportunity.

Child Abuse

1. Report abuse or suspected abuse to the Director.
2. Director will make a report to Child Protective Services and the licensor.
3. Director and appropriate staff will write the following information on an incident report*:
 - Date and time of calls to Child Protective Services and licensor
 - Child's Name
 - Child's age/birthdate
 - 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 the child)
 - The nature and extent of the injury or injuries, neglect, and/or sexual abuse
 - Any evidence of previous incidences of abuse or neglect, including the nature and extent.
 - Any other information that might be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators.

** Note: These reports may become legal documents. Confidentiality of the reports must be strictly observed.*

Assault on Child or Staff

1. Call 911 if medical treatment is needed, or if police are required (if in doubt, call).
2. Follow Emergency Lock Down procedures, page 19.
3. Staff member or teacher will stay with the victim.
4. Victim's family will be notified by phone when safe to do so.
5. Director will report incident to licensor.
6. Director will complete a written incident report at the earliest opportunity.

Fire Alarm/Emergency

1. Activate fire alarm if not sounding. Do we have a way to do this?
2. Evacuate children, visitors and staff, following the Building Evacuation Procedure, page 10. Drop and crawl to avoid smoke, and close doors behind you. Take the following items with you.
 - Disaster supplies, which are stored in a portable container in the bathroom.
 - Class/staff attendance sheets and visitor sign in sheets
 - Children's emergency and medical information and supplies, and
 - Cell phone, if available
3. Call 911 from outside the building.
4. Take attendance. If safe to do so, search the building for anyone missing.
5. Director or staff member 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, and
 - Floor plan and internal systems information. Need this info.
7. If it is determined that the building is unsafe, move children to Alternate Site Location. Follow Site Evacuation procedure, page 11.
8. Director will notify parents of evacuation and alternate site location, if applicable.
9. Director will report incident to licensor.
10. Director will complete a written incident report at the earliest opportunity.
11. All parents will be notified of incident.

Gas Leak -

1. DO NOT activate the fire alarm system or any other electrical equipment.
2. Notify center Director.
3. Evacuate children and staff following the building evacuation procedure and close doors behind you, but leave a window open. Take the following items with you:
 - Disaster supplies, which are stored in a portable container in the bathroom.
 - Class/staff attendance sheets and visitor sign in sheets
 - Children's emergency and medical information and supplies, and
 - Cell phone, if available
4. Call 911 from outside of the building,
5. Move children to a designated area no less than one block from the MSCC Barn. This area is the Canyon Lodge.
6. Take attendance.
7. If possible turn off gas with a wrench.
8. Have the following items ready for police:
 - Location of leak, if known
 - Number of children in care
 - Knowledge of anyone remaining in the building
 - Floor plan and internal systems information
9. Director will notify parents immediately, if evacuation looks to be long term or if children are moved to an alternate site location.
10. Director will report incident to licensor.
11. Director will complete a written incident report at the earliest opportunity.
12. All parents will be notified.

Earthquake

1. Staff to "Drop, Cover and Hold". Direct children to do the same and remain that way until the earth stops moving. Stay away from windows, bookcases and filing cabinets. Hold onto the items you are using as cover. If it moves, move with it. 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 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 procedures should be carried out:

1. Staff check themselves and children for injuries.
2. Check evacuation routes for damage.
3. Evacuate children and staff, following the evacuation procedure and close doors behind you. Take the following items with you:
 - Disaster supplies, which are stored in a portable container in the bathroom.
 - Class/staff attendance sheets and visitor sign in sheets
 - Children's emergency and medical information and supplies, and
 - Cell phone, if available
4. Staff will render first aid to those who need it.
5. Director will take attendance to account for all children and adults.
6. Check utilities for disruption/damage (gas, water, or sewer). If you smell gas, turn off the gas with the wrench stored with the disaster supplies in a portable container in the bathroom.
7. Have a Building Team of two individuals inspect the exterior of the building and report findings to the Director.
8. Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
9. Listen to regional radio station KPQ 530 AM for information on the

surrounding area.

Earthquake (continued)

10. Determine status of emergency supplies and equipment.
11. Call program's out-of-area contact with information on the center's status (injuries, evacuation, children remaining in care, children who have been picked up).
12. Have the same team of two individuals 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.
13. If evacuating to an alternate location, post a notice indicating your new location, and the date and time you left. Follow Site Evacuation Procedure.
14. Call parents with center status information. If not possible, report center status information to local radio station for announcements over the air for parents to hear.
15. If parents cannot be contacted after 4 hours the child's out-of-area contact will be called, if possible.
16. Director will report incident to licensor.
17. Director will complete a written incident report at the earliest opportunity.

Flooding

1. During severe weather, Director or designee will listen to regional or local radio station for flood watch and flood warning reports.
2. If a flood warning is issued, move children and staff to alternate site location. Follow Site Evacuation procedure, page 11.
3. Director will notify all parents immediately.
4. Director will report incident to licensor.
5. Director will complete a written incident report at the earliest opportunity.
6. Director will call insurance company (if needed).

Building Evacuation Procedure

1. Staff makes a quick assessment of the situation in the classroom and of any injuries to the children or adults, and reports findings to director.
2. Director evaluates the evacuation route to be sure that it appears clear of obstructions.
3. Director gives instructions to evacuate.
4. If possible, and it time allows, have children take jackets and coats.
5. Staff should take the following items:
 - Disaster supplies, which are stored in a portable lidded container in the bathroom.
 - Class/staff attendance sheets and visitor sign in sheets
 - Children's emergency and medical information and supplies
 - Cell phone, if available
6. Staff should assemble children in pairs to evacuate the building (preferably with one teacher leading the children, and one teacher following behind).
7. Take attendance. If safe to do so, search the building for anyone missing.
8. Have children sit down, if possible.
9. If a gas leak or other incident requires individuals to be located further away from the child care center, have teachers move children to the pre-designated area not less than one block from the building. The pre-designated location is the Canyon Lodge.
10. Director will evaluate the situation with the help of responding agencies (fire, Police, etc.) or the building team and determine if it is safe to enter the building. If it is not safe, Director will determine if it isn't necessary to move to the alternate site location, or if children and staff should stay where they are until it is safe to re-enter the location.
11. Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location.
12. Director will report incident to licensor.

13. Director will complete a written incident report at the earliest opportunity.

14. All parents will be notified of incident.

Site Evacuation Procedure

1. If it is determined that staff and children will be moved to an alternate site location distant from the center, assign children to a designated teacher.
2. Staff should take the following items:
 - Disaster supplies are stored in a in a portable lidded container in the bathroom.
 - Class/staff attendance sheets and visitor sign-in sheets
 - Children's emergency and medical information/supplies
 - Cell phone, if available
3. Children will be taken to the alternate site location. Staff will provide transportation for the children in the following priority order: 1)Link Transportation, 2)Leavenworth Taxi and Shuttle Service, and 3)volunteer drivers.
4. Once at the alternate site location, take attendance again. Staff must remain with their group of children until the children are picked up by parents or emergency contacts.
5. Director will continue to communicate with parents and coordinate pick-up of children.
6. Director will report incident to licensor.
7. Director will complete a written incident report at the earliest opportunity.

Field Trip Incident

1. Before leaving for a field trip, make sure the trip coordinator has the following information:
 - Child list by assigned vehicle
 - Supervisor/chaperone by assigned vehicle
 - Map of intended route
 - Children's emergency and medical information and supplies
 - Name and license of driver, vehicle license number
 - List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
 - First aid kit
2. If an incident occurs, staff must:
 - Attend to any medical needs if there are injuries or complaints of pain
 - Call 911 if emergency medical treatment or police are required
 - Contact center and provide update of actions being taken. Center should consider deploying personnel to the scene, hospital or to appropriate locations.
3. Director will contact parents and give update of actions being taken and indicate meeting locations or pickup times at the center.
4. Director will report incident to licensor.
5. Director will complete a written incident report at the earliest opportunity.
6. Director will call insurance company if needed.

Power Outage

1. Director or designee will try to locate the problem and active alternate lighting system. Flashlights and batteries are located in the in a portable lidded container in the bathroom.
2. Call 911 if concerned about a fire or safety hazard.
3. Unplug all electrical equipment; turn off all but one light.
4. Director will contact property manager, if needed.
5. Director will call Chelan County PUD 24-hour emergency/power outages line 877-783-8123
6. Call your licenser, DEL health specialist, or local health department to determine if the center needs to be closed, considering:
 - Can you safely prepare and store food?
 - Do you have hot water to wash hands after toileting?
7. Parents will be notified if power outage is prolonged.
8. Director will report incident to licenser,
9. Director will complete a written incident report at the earliest opportunity.

Storms and Snow

1. If inclement weather exists, Director will determine prior to opening hours whether or not to open the center or delay opening. Director or staff will notify families by phone if the center will be closed or if opening will be delayed.
2. If the center must close during hours of operation, the director will notify parents by phone.
3. If weather conditions prevent the parent/guardian from reaching the center, the staff will care for the child, until such time as the parent, legal guardian, or emergency contact personal can safely claim the child. The disaster supplies will be used as needed.
4. If the above persons cannot claim the child within 72 hours of the center's closing, the Director will contact police to transport the child to a Child Protective Services care site.
 - Director will report incident to licenser and complete a written incident report as soon as possible.

External Hazardous Materials Incident

1. Call 911 immediately. Have staff initiate a Shelter in Place Procedure unless directed to do otherwise by emergency personnel via the dispatcher.
2. Have the following items ready for police and fire personnel:
 - Location and description (liquid, gas) of hazard, if known
 - Number of children in care, staff, volunteers, and visitors
 - Floor plan and internal systems information
3. Follow instructions given by responding agency for either Shelter in Place Procedure or Building and Site Evacuation Procedure.
4. If evacuated, call on transportation resource to take children and staff to alternative site.
5. Notify parents of move to alternate site location.
6. If Shelter in Place Procedure occurs and media attention is significant, Director will call parents to let them know of situation.
7. Director will report incident to licensor.
8. Director will complete a written incident report at the earliest opportunity.
9. All parents will be notified of incident.

Internal Hazardous Materials 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.
2. Call the hospital for additional instruction.
3. Contact poison control center for common household product poisonings.
4. Call 911 if additional assistance is needed.
5. Director will report incident to licensor.
6. Director will complete a written incident report at the earliest

opportunity.

All potentially Hazardous Materials must be stored separately, locked up, and be stationary so they do not fall over in the event of an earthquake. Material safety data (MSD) sheets for all potentially hazardous materials on site are located in a binder in the cleaning supplies cabinet in the bathroom.

Shelter in Place Procedure

Shelter in Place Procedure should be conducted when you are instructed to do so by emergency personnel, your radio or television emergency broadcast, you see a vapor cloud, or if you smell an unusual odor outside.

1. Gather all children inside.
2. Call 911, if you have not already done so. Director or designee should turn on and listen to the regional or local radio station, and listen for emergency information from your local fire or police department.
3. Director or facility maintenance person will turn 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 may give you specific instructions via loudspeaker or door-or-door.
8. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses.
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 should stay in touch with responding agencies/emergency personnel.

11. Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
12. Advise parents not to pick up children from the child care center until the incident is over. The presence of parents searching for their children will cause confusion and may lead to exposure to toxic chemicals. Once sheltered, you will not want to open the door to let parents in and out.
13. Have emergency disaster supplies and emergency contact cards handy.
14. Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.
15. Director will report incident to licensor.
16. Director will complete a written incident report at the earliest opportunity.

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 there is
 - Cell phone or land line
3. NOTE: Time _____ Date _____

Immediately after the call:

1. Notify center Director.

2. Call 911.
3. Initiate a lockdown. Follow Emergency Lockdown procedure, page 19.
4. Confer with fire and police about evacuation.
5. Have floor plan ready for police/fire personnel.
6. Have teachers and staff glance around their area for suspicious items. (DO NOT MOVE SUSPICIOUS ITEMS.)
7. If the decision is made to evacuate, follow Building and Site Evacuation Procedure.
8. Director will notify parents if evacuated or moved to alternate location.
9. Director will report incident to licensor.
10. Director will complete a written incident report at the earliest opportunity.
11. All parents will be notified of incident.

Suspicious Mail or Package

1. Do not touch, smell or taste unknown substances.
2. Cover substance with paper, trash can, clothes or other material.
3. Evacuate and seal off room.
4. Wash hands thoroughly.
5. Mark room as "Dangerous."
6. Call 911.
7. Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
8. Director will inform all parents of incident.
9. Director will report incident to licensor.
10. Director will complete a written incident report at the earliest opportunity.

Intruder Alert Procedure

From time to time, schools and child care 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 who makes you fearful for your safety or the safety of others, then you may be faced with an intruder situation.

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 Procedure.
2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The facility will provide written materials for parents to help children understand and cope.
4. 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 center until authorities determine it is safe.

Intruder Alert Procedure

1. If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately have someone call 911.
2. If a weapon is present, DO NOT CONFRONT - give another staff member the pre-determined hand signal to call 911 immediately. The hand signal shall be several tugs on either earlobe.
3. If no weapon is suspected, the Director will confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of other staff.
 - Introduce yourself and the person with you to the individual in a non-confrontational way.
 - Ask the individual who he/she is 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 members the pre-designated hand signal to call 911.

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

- If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.

- If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert the staff of potential danger. The announcement will be "This is a Code Red Emergency, repeat, this is a Code Red Emergency."

- 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.

5. Upon hearing the "Code Red" the following steps must be implemented:

- Staff should quickly check the hall and restrooms closest to their classrooms and get children into the rooms.

- Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights.

- Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side to use as a buffer.

- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children.

- Teachers will keep all children in the classroom until an "All-Clear" signal has been given.

- Director or designee 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 the classroom. Children should not be released to parents until an "All Clear" has been called.

- Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

- When "All Clear" is heard, the Director 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.
- Director will apprise parents of all "lockdowns," whether practice or real.
- Director will report incident to licensor.
- Director will complete a written incident report at the earliest opportunity.

Lock Down Procedure

1. Director checks outside to admit any students or staff that belong in the classroom. Then, Director locks the outside doors. All shades and curtains are closed, so windows are covered.
2. All children to moved to an area away from windows and doors.
3. Director takes attendance, and staff will comfort children and calm fears to the extent possible.