



Emergency Preparedness Plan and Procedures

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Fire Safety and Evacuation

- Each room is to have an emergency route map posted in a place easily seen.
- The emergency route map will have 2 methods of escape.

In the event of a fire the staff must remain calm. The staff is to gather all of the students and grab the first aid bag and the emergency contact information binder.

The staff is to evacuate the students according to the emergency route map unless the methods of escape are impassable by fire. Once outside the staff will escort the children to the far East fence and do a headcount of the children. Once everyone is accounted for then the staff will escort the children to the off-site safety location located in the alley-way behind Ikes Donut Shop.

Staff must practice safe fire procedures by feeling each door knob with the back of their hand before passing through. If the door knob is hot, do not open the door and find another escape.

To prevent smoke inhalation, instruct the children to remain low to ground and find their escape route.

If a staff member or a child becomes engulfed in flames, they should practice safe fire procedures by engaging in STOP, DROP and ROLL immediately. A child may need assistance to perform this procedure.

If a child or staff member is burned then a wet and cold garment will be placed on the burned area until medical professionals arrive.

In the event of a fire the Director will call 911 immediately then will inform all parents once the evacuation is complete.

Tornado Safety and Evacuation

In the event of a tornado watch or inclement weather, a non-electric radio will be turned to 107.9 weather radio.

The staff are to make sure all windows are shut and locked. Staff are to keep the students away from the windows.

If a tornado warning is issued the staff are to gather the children, grab the Emergency Contact Binder and escort them accordingly:

IF MIND BUILDERS ARE NOT IN THE BUILDING

- All Tee Builders and Staff are to go to Restroom #1
- All Little Builders and Staff are to go to Restroom #2

IF MIND BUILDERS ARE IN THE BUILDING

- All Tee Builders, Little Builders and Staff are to go to Restroom #2
- All Mind Builders and Staff are to go to Restroom #1

Once all staff and children are in their safe area then staff are to do a headcount of all the children.

Once a headcount is made then the staff need to assist the children to assume the Tornado Protection Position and to remain in that position until the Tornado Warning or any other danger has passed. This position is addressed as the following:

- Children sit on their knees
- Interlock their fingers together
- Place hands behind their heads
- Lean forward until their foreheads are resting on the floor

In the event that children and a staff member are in a vehicle during a Tornado Warning, do not try to outrun the tornado. The driver is to stop the vehicle. If there is a building the children and staff can get into then the staff member is to escort the children into the building and find a room in the center of the building, with no windows. Somewhere like a bathroom or closet.

If there is no building the staff member is to escort the children to a nearby ditch or depression. They should lay as flat as possible and wait for the weather to surpass. If a child goes missing during the weather event then the staff should wait till it surpasses then contact the Director as soon as safely possible.

Children, parents and staff should stay at the center beyond regular hours if needed.

Once all weather dissipates, the children will be escorted to a safe location and parents will be contacted by the Director to discuss pick up, damages, and when classes will resume.

Thunderstorm and Lightning

In the event of bad weather approaching, turn a non-electric radio to 107.9 Weather Radio.

If there is thunder then there could be lightning, if any children or staff members are outside they must move inside immediately.

In the event that a child or staff member gets hit by lightning then 911 immediately and then the parent or emergency contact will be informed.

If electrical power is lost due to the storm, after it passes contact the local electric company for information concerning service restoration. If electrical services will not be restored within 1 hour then the Director will contact parents informing them to make arrangements to pick up their children as soon as possible.

Flood Evacuation

In the event that the center starts to flood, the staff will grab the Emergency Contacts Binder and evacuate the children according to the emergency route map. The staff will lead them to Ikes Donut Shop. (Address 1121 Main St, Winfield, KS 67156) If Ikes Donut Shop is closed then they will take the children to Gold Nutrition. (Address 1301 Main St, Winfield, KS 67156-4324) The staff will then take a headcount of all children.

Once evacuation takes place then the Director will call parents to inform them that they are at the safe location and will need to come pick them up as soon as possible.

Intruder

In the event that a strange person is lingering **outside** the building then all windows and locks are to be locked, Campus Security will be called and local emergency services will be notified.

The staff is to report to the Director of suspicious activity.

Staff are to keep children engaged in their activities.

The Directors are to locate the strange person by looking out the windows.

Once the strange person is located then the Directors are to stand near all entrances to keep them from entering the building but as to not cause suspicions to the children.

Once the strange person identifies themselves, moves away from the building or security comes then the Directors will call parents to inform them of the situation.

In the event that a strange person is **inside** the building then the staff are to remain calm, dial 911 as quickly as possible and get the children to their HIDE and SEEK location.

The HIDE and SEEK location are going to be in the classroom bathrooms. The staff are to grab the emergency binder, lock the main door to the classroom and escort the children to the bathroom closest to the nearest exit. Then shut and lock the bathroom door.

The HIDE and SEEK location for the Mind Builders will be in the corner underneath the cubbies.

If the staff feels as though the strange person is to cause harm to them or the children staff are to call 911 and get the children out of the building as fast as possible and take them to Ikes Donut Shop. (Address 1121 Main St, Winfield, KS 67156)

Once all the children are at Ikes Donut Shop then a headcount will be made. Once all children are accounted for, then the Director will call parents to inform them of the situation.

Medical Emergencies

In the event of a child having a medical emergency please follow these steps:

-One of the staff members is to find one of the Directors immediately, if the Directors are not on site then they will refer to the Lead Teacher.

While the Director is helping with the emergency situation, the other staff members are distracting the other children in an activity.

-The Director will assess the situation and determine its severity

-If the injury requires medical attention then the Director will call the parents immediately. If the parent cannot be reached then the Director will call the emergency number provided in the child's release forms.

-If the injury needs immediate medical attention then the Director will call 911 THEN call the parents to inform them of the situation. The parents will not be allowed to take the child until Emergency services arrive.

In the event of a severe allergic reaction or Anaphylaxis. The staff need to find the Director immediately, then the Director will call 911 THEN call the parents. If the child stops breathing then a staff member who is CPR certified will start the correct measures.

In the event that a child is choking, please follow CPR guidelines and do the Heimlich Maneuver. If the child stops breathing then a staff member who is CPR certified will start the correct measures.

In the event that a child loses consciousness for an unknown reason, the Director is to be notified right away and they will assess the child. Once they assess then they will call 911 THEN call the parents. If the child regains consciousness before emergency services or the parent arrives, they are to stay laying or sitting until medical professionals can assess.

In the event that a child has a seizure, the Director is to be notified right away and they will assess the child. If the child is still seizing then they will practice safe seizure procedures and roll the child onto their side until the seizure passes. Once they assess then they will call 911 THEN call the parents. If the child regains consciousness before emergency services or the parent arrives, they are to stay laying or sitting until medical professionals can assess them.

In the event that a child or staff member has a dental emergency, the staff are to find the Director immediately and they are to call the parents and inform them on the situation. The parents will then decide whether to make further measures.

In the event that a child has ingested something potentially harmful, the staff are to find the Director immediately. The Director will assess what the child ingested and determine its severity. If the Director finds the substance to be potentially poisonous or harmful then they will call the Poison Control hotline, call 911 THEN call the parents.

Missing Child

In the event that a child has not been accounted for the staff will stay calm and notify the Director immediately.

The Director will assign some of the staff to search the whole property for the missing child while the rest of the staff continues to hold the activities of the center.

The Director will find out when the child was last seen and make a plan to search accordingly.

If the child is not found within 10 minutes of searching the property then the Director will call 911 THEN notify the parents. All while continuing the search of the property and beyond the property.

Once the child is found, an investigation will be held to find out why the child was lost and immediate actions will be taken to assure that this will not happen again.

Kidnapping

In the event that a kidnapping does occur, the staff is to remain calm. If the child is in a custody battle, the only people who are allowed to pick up the child are the names that are listed in their emergency contacts.

-The staff need to find the Director immediately and the Director will call 911 and campus security. After those phone calls are completed, the parent will be called.

-One staff member needs to divert the other children's attention away from the situation and continue with their daily activities as scheduled while the other is staying with the Director so a statement can be made to the police. All staff who witnessed the event will have to make a statement.

-The Director will inform other parents of the situation as they come to pick up their children.

-Depending on the severity of the event, all parents will be contacted to come pick up their children and counseling will be offered.

Bomb/Shooting Threat

In the event that a staff member or Director is informed of a potential threat to the center then local law enforcement shall be contacted right away.

The staff are to grab the emergency contact binder and evacuate the children to Ike's Donut shop immediately. (Address 1121 Main St, Winfield, KS 67156) If the donut shop is closed then the staff are to escort the children to Gold Nutrition. (Address 1301 Main St, Winfield, KS 67156-4324)

Once the evacuation takes place then the Director will inform parents to pick up their children. They will inform them when the threat is dissipated and when the center will reopen.

Death of a Child On-Site

In the event that a child is found or determined dead on site, the staff member must inform the Director right away. The Director will call 911, then Mark Whitener at Southwestern College and THEN the parents. Advise the parent that they need to come to the center. DO NOT inform the parents of death over the phone.

Staff must escort the rest of the children away from the scene and carry on with activities of the day, while trying to remain calm.

Staff members must attempt everything necessary to resuscitate the child until medical authorities arrive. Once they arrive please allow the medical professionals to determine death.

All parents will be contacted after the situation concludes. They will be asked to pick up their child and that the center will be closed until further notice.

Counselling will be offered to all staff and children.

Emergency Drills

Evacuation Drill

Evacuation Drills will be held monthly by Southwestern Security. The staff are to grab the emergency contact binder and evacuate all students with the goal of a duration of 60 seconds.

The staff will take the children to the far East fence and do a headcount. Once a headcount is in place the Director will inform security that the evacuation is complete. Once the evacuation is complete then the staff will practice taking the children to the emergency safe location by taking them to the parking lot behind Ikes Donut Shop.

Evacuation Drills will be recorded by the Director in the Emergency Drills folder.

Stay In Place Drill

Stay in Place Drills will be held monthly by the Director. The staff are to grab the emergency contact binder and escort the children accordingly:

- If Mind Builders are NOT in the building
 - Tee Builders to go to restroom #1
 - Little Builders to go to restroom #2
- If Mind Builder are in the building
 - Tee Builders and Little Builders to go to restroom #2
 - Mind Builders to go to restroom #1

HIDE and SEEK Drill

HIDE and SEEK Drills are to be held bi-annually by the Director. The staff are to grab the emergency contact binder, lock all classroom doors, turn off all lights, and escort the children to their Hide and Seek location in the classroom.

Tee Builders HIDE and SEEK location is the bathroom closest to the exit.

Little Builders HIDE and SEEK location is the bathroom closest to the exit.

Mind Builders HIDE and SEEK location is the corner underneath the cubbies.

Insurance Policy

In the event that an incident happens where a child needs medical attention here is the insurance policy.

If it is found that the staff was negligent in the situation where the child was injured, the insurance of the SCLC will cover medical expenses. Otherwise the parent's insurance would cover all expenses. This policy will be on a case by case basis and the Director will notify the correct departments if further actions need to be taken.

Emergency Services Contact Information

Local emergency services are available during all operating hours of SC Learning Center.

William Newton Hospital

-1300 E 5th Ave, Winfield, KS 67156

-(620) 221-2300

Winfield Police Department

-812 Millington St, Winfield, KS 67156-2840

-(620) 221-5555

Winfield Fire Department/Winfield EMS

-330 E 9th Ave, Winfield, KS 67156

-(620) 221-5560

Campus Maintenance

- 620-229-6321

Campus Security

-620-229-0012

Poison Control

-1-800-222-1222

In the event that the Directors are not on site and cannot be contacted, the staff need to contact Dr. Mark Whitener at (620) 705-1612 if he cannot be contacted, please contact Dr. JK Campbell at (620) 218-4626.

