



# CHILDREN'S VILLAGE

## Early Learning Center

### EMERGENCY PREPAREDNESS and DISASTER RESPONSE PLAN

#### **CHILDREN'S VILLAGE – SALMON CREEK**

1900 NE 129<sup>th</sup> Street  
Vancouver, WA 98686  
(360) 573-1144

**Nearest cross streets:**

Highway 99 and NE 129<sup>th</sup> Street

**On-site meeting/evacuation place:**

Playground

**Off-site evacuation place:**

Commercial Dishwasher  
12814 NE Hwy 99

#### **CHILDREN'S VILLAGE – BURTON RD**

2904 NE Burton Road #110  
Vancouver, WA 98662  
(360) 944-0123

**Nearest cross streets:**

4th Plain Blvd and Burton Rd

**On-site meeting/evacuation place:**

Playground

**Off-site evacuation place:**

Living Hope Church  
2711 NE Andresen Rd

#### **CHILDREN'S VILLAGE – SCHOOL-AGE CENTER**

2904 NE Burton Road #100  
Vancouver, WA 98662  
(360) 944-0123

**Nearest cross streets:**

Fourth Plain Blvd and Burton Road

**On-site meeting/evacuation place:**

East end of adjacent laundromat

**Off-site evacuation place:**

Living Hope Church  
2711 NE Andresen Rd

#### **CHILDREN'S VILLAGE - BATTLE GROUND**

120 NW 20<sup>th</sup> Avenue  
Battle Ground, WA 98604  
(564) 221-2156

**Nearest cross streets:**

Hwy 502 and NW 20<sup>th</sup> Avenue

**On-site meeting/evacuation place:**

Playground

**Off-site evacuation place:**

Rose Medical  
18 NW 20<sup>th</sup> Avenue

**Out of Area Contact:** Kristi Baker, (360) 773-2808

**DCYF Licensor:** Blakely Thomas, (360) 784-2424

### PREVENTION AND PREPARATION

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**What we do to prevent and prepare for emergencies and disasters:**

1. Routinely check our site and center for potential hazards.
2. Maintain this Emergency Preparedness Plan and make sure staff are trained in the Plan.
3. Conduct monthly unannounced fire and evacuation drills.
4. Conduct quarterly unannounced earthquake, lockdown or shelter-in-place drill.
5. Designate a meeting spot outside.
6. Designate on-site and off-site evacuation sites.
7. Make sure our center has at least one hard-wired phone which doesn't require electricity.
8. Maintain current and accurate emergency contact information for each child.
9. Choose a reliable out-of-area phone contact and provide that information to parents.
10. Keep adequate emergency supplies on hand, including:
  - A three-day supply of food and water for children and staff
  - First aid supplies
  - A three-day supply of critical medication for children and staff
  - Battery operated radio with extra batteries
11. Maintain working telephones in each classroom. If a staff member has an emergency and children may be left unattended, the staff person may use the classroom phone to call the front desk to have another staff member assigned to the classroom.

**UTILITY RESOURCES**

**Utility shut-off locations and contact phone numbers:**

<b>Children's Village – Salmon Creek</b>		
Natural Gas (Do not attempt to shut off; call 911) NW Natural Gas (800-882-3377)	East end of building	<b>FOR 911 USE ONLY</b>
Electricity Clark Public Utilities (360-992-3000)	Laundry room	
Water Clark Public Utilities (360-992-3000)	Receptionist area	
<b>Children's Village – School-Age Center</b>		
Natural Gas (Do not attempt to shut off; call 911) NW Natural Gas (800-882-3377)	North end of building	<b>FOR 911 USE ONLY</b>
Electricity Clark Public Utilities (360-992-3000)	West classroom wall	
Water Clark Public Utilities (360-992-3000)	NE corner of classroom	
<b>Children's Village – Burton Road</b>		
Natural Gas (Do not attempt to shut off; call 911) NW Natural Gas (800-882-3377)	South end of building	<b>FOR 911 USE ONLY</b>
Electricity Clark Public Utilities (360-992-3000)	Laundry room	
Water	Laundry room	

Clark Public Utilities (360-992-3000)		
<b>Children’s Village – Battle Ground</b>		
Electricity Clark Public Utilities (360-992-3000)	West side, exterior of building	
Water Clark Public Utilities (360-992-3000)	Riser room	

**Water shut-off procedure:**

1. Identify facility water shut-off location.
2. Turn valve(s) fully in the right-hand direction until closed.
3. Close two supply valves on top of all water heaters.
4. After water shut-off, open 3-5 faucets throughout the facility to drain pipe system.

**SOUNDING AN ALARM AND CALLING 911**

Staff, children and visitors may sound an alarm by pulling a red pull station near any of the exterior doors. Sounding the fire alarm will automatically call 911. Staff, children and visitors may call 911 directly by using any of the center telephones or their personal cell phone.

**EVACUATION**

**How we will EVACUATE our center:**

On-site evacuation:

1. Escort children to designated on-site meeting/evacuation spots, taking our classroom “go-bags” with us. Classroom “go-bags” contain:
  - Emergency contact information for children
  - Rescue medications (EpiPens, asthma inhalers, etc.) and care plans
  - Food, water, diapers and quiet activities for children
  - Flashlight

We will also take with us our center “go-bag”, which contains:

- First aid kit
  - Radio with extra batteries
  - Flashlights with batteries
  - Can opener and other utensils
  - Paper towels
  - Diapers
  - Infant formula and crackers
  - Bus keys
  - Toys and activities
  - A copy of this Plan
2. Infants and children who cannot walk will be transported in evacuation cribs, strollers or wagon.
  3. Search classrooms, cabinets, closets, bathrooms and playgrounds to ensure all children and staff have left the building.
  4. Account for all children and staff by comparing children present to our classroom and attendance roster (name-to-face identification).

5. Teachers will stay with their assigned classroom to maintain required child-to-staff ratios. If a classroom teacher is injured or otherwise unavailable, another qualified staff person will be assigned to the group.
6. Center director or designated person will bring a charged, working cell phone and iPad.

Off-site evacuation:

1. Escort children to designated on-site meeting spot. Infants and children who cannot walk will be transported in evacuation cribs, stroller or wagon.
2. Search classrooms, cabinets, closets, bathrooms and playgrounds to ensure all children and staff have left the building.
3. Account for all children and staff by comparing children/staff present to our classroom and attendance roster (name-to-face identification).
4. Leave a note on the front door indicating where we are going.
5. Center director or designated person will bring a charged, working cell phone and iPad.
6. EVACUATE to designated off-site evacuation site, taking our classroom “go-bags” with us. “Go-bags” contain:
  - Emergency contact information for all children
  - Rescue medications (EpiPens, asthma inhalers, etc.) and care plans
  - Food, water, diapers and quiet activities for children
  - Flashlight
7. We will also take with us our center “go-bag”, which contains:
  - First aid kit
  - Radio with extra batteries
  - Flashlights with batteries
  - Can opener
  - Paper towels
  - Diapers
  - Infant formula and crackers
  - Bus keys
  - Toys and activities
  - A copy of this Plan
8. Once out of danger, contact parents, guardians and/or emergency contacts. Also phone out-of-area emergency contact to let them know of our location.

## **SHELTER-IN-PLACE**

**How we will SHELTER-IN-PLACE:**

1. Gather everyone inside.
2. Shut down ventilation system, fans, clothes dryer and any other air intakes.
3. Close doors and close and lock windows.
4. Gather all children and staff in room(s) with fewest doors and windows toward center of building.
5. Bring classroom rosters/attendance sheets, first aid kits and emergency supplies.
6. Account for all children and staff by comparing children/staff present to our classroom and attendance roster. (Name-to-face identification)
7. Close off non-essential rooms. Close as many interior doors as possible.
8. Seal off windows, doors and vents as much as possible.
9. Monitor radio for information and emergency instructions.

10. Phone out-of-area emergency contact and advise of the situation.

### **PRACTICE AND EMERGENCY DRILLS**

1. We will practice and record emergency drills with staff and children as follows:
  - Once each month, we will have an unannounced fire and evacuation drill.
  - Once each quarter, we will have an unannounced earthquake, lockdown or shelter-in-place drill.
  - Drills will be conducted with a variety of staff and at different times of the day.
2. Documentation of drills will include:
  - The date and time of the drill.
  - The number of children and staff who participated.
  - The length of the drill.
  - Notes about how the drill went and how it may be improved.
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### **EARTHQUAKE**

If indoors:

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

If outside:

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

After earthquake:

1. Account for all children and staff by comparing children/staff present to our classroom and attendance roster. (Name-to-face identification)
2. Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
3. Expect aftershocks.
4. Determine if evacuation is necessary and if outside areas are safe. If so, EVACUATE building calmly and quickly.
5. Escort children to designated on-site meeting/evacuation spot outside and account for all children and staff. Infants and children who cannot walk will be transported in evacuation cribs, stroller or wagon.
6. If you smell gas or hear hissing sound, call 911.
7. Monitor radio for information and emergency instructions.
8. Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency.
9. Call out-of-area contact, when possible, to report status and inform of immediate plan.
10. Remain outside of building until it has been inspected for re-entry.

## **FIRE**

1. Sound fire alarm by activating a pull station. Activating a pull station also calls the fire department.
2. EVACUATE the building quickly and calmly.
  - If caught in smoke, have everyone drop to hands and knees and crawl to an exit.
  - Pull clothing over nose and mouth to use as a filter for breathing.
  - If clothes catch fire, STOP, DROP and ROLL until fire is out.
  - Take classroom roster/attendance sheets and emergency forms if immediately available.
  - Designated person checks areas where children may be located or hiding before leaving building.
3. Gather in meeting spot outside and account for all children and staff.
4. Do not re-enter building until cleared by fire department.

## **DANGEROUS PERSON**

If a person at or near our center is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put the following HARD LOCKDOWN plan into action. If the person becomes a threat:

1. Immediately telephone classrooms to let staff know of dangerous or potentially dangerous person.
2. Initiate HARD LOCKDOWN.
3. Call 911 from a safe place.
4. 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.
5. If children are outside and dangerous person is outside: quickly gather children, return to classrooms, and initiate lockdown procedures. If this is not possible, go to off-site evacuation location.
6. If children are outside and dangerous person is in the building: quickly gather children and go to off-site evacuation location.
7. If children are inside: keep children in classrooms and initiate HARD LOCKDOWN.

## **HARD LOCKDOWN**

1. Lock exterior doors.
2. Close and secure interior doors, if possible, by positioning furniture in front of door.
3. Close all curtains and blinds.
4. Turn off lights.
5. Keep children and staff away from doors and windows. Stay out of sight, preferably sitting on the floor.
6. Bring classroom roster/attendance sheets, first aid kit, pacifiers and other comforting items, and books to lockdown area, if possible.
7. Maintain calm atmosphere in room by reading or talking quietly to children.
8. Remain in lockdown until police have given "all-clear".
9. Notify parents/guardians about any hard lockdown, whether practice or real.

## SUSPICIOUS OR POLICE ACTIVITY

If there is suspicious or police activity near the center, initiate SOFT LOCKDOWN:

1. If children are outside, bring them inside.
2. Lock exterior doors.
3. Continue normal classroom activities.
4. Monitor situation.
5. Resume normal operations when suspicious or police activity has ended.

## HEAT WAVE

1. Limit outdoor play when temperature is at or above 90 degrees.
2. Ensure everyone drinks plenty of water.
3. Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
4. Keep movement to a minimum.
5. 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. Call for help, if necessary.**

Heat stroke

- Very high body temperature (>102 degrees axillary)
- Hot, red skin either dry or moist from exercise
- Changes in consciousness
- Weak rapid pulse
- Rapid, shallow breathing
- Vomiting

**Call 911 immediately and take steps to cool person down.**

## CONTAGIOUS DISEASE OUTBREAK

1. Wash hands well and often.
2. Remind parents/guardians that emergency contact information must be current and complete.
3. Enforce exclusion policies for children and staff – insist that sick children and staff stay home or go home.
4. Have and follow a plan to keep ill children away from well children while they are waiting to go home.
5. Close rooms as necessary due to staff illness (to maintain safe ratios).
6. Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.

- Throw used tissues into a hands-free trash can.
  - Wash hands after using a tissue or helping a sick child.
7. Monitor local and state Public Health websites and other news media for current information, recommendations and instructions.

### **SEVERE STORM**

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

### **WINDSTORM**

1. If indoors:
  - Move away from windows. Cover windows with shades or blinds if available.
  - Consider moving to interior rooms/hall and lower floors of building.
2. If outside:
  - Move indoors, avoiding any downed power lines or trees.

### **LIGHTNING**

3. If 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.
4. If outside:
  - Seek shelter inside an enclosed building.

### **BOMB THREAT**

1. Check caller ID, if available. Write down phone number.
2. Signal another staff member to call 911. Write “bomb threat” on a piece of paper, along with the phone number from which the call was received.
3. **Before you hang up**, get as much information from the 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?
4. **Note the following:**
  - Exact time of call
  - Exact words of caller
  - Caller’s voice characteristics (male/female, young/old, etc.)
  - Background noise heard during call

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

## **MISSING OR KIDNAPPED CHILD**

### **Missing Child**

1. Search program site, including all places a child may hide.
2. Contact parent(s)/guardian(s) to determine if child is with family.
3. 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
4. Have child's information, including photo, available for police when they arrive.
5. Continue to search in and around site for child.

### **Kidnapped Child**

6. 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
7. Have child's information, including photo, available for police when they arrive.
8. Parent(s)/guardian(s) should be contacted by police to explain situation.

### **Help to prevent kidnapping:**

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

## **POWER OUTAGE**

Determine why power is out.

1. If electrical problems are in building, take out flashlights and prepare to EVACUATE.
2. If severe weather caused outage:
  - Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)

- Account for all children and staff.
- Report power outage to Clark Public Utilities (360-992-3000) 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.

If weather is hot:

- Move to lower floors, if possible.
- Remove excess layers of clothing.
- Ensure everyone drinks plenty of water.

## **VOLCANO**

1. Monitor radio for information and emergency instructions.
2. If there is ash fall in your area, be prepared to stay indoors.
3. EVACUATE if advised to do so by authorities.
4. 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.
5. Outside:
  - Cover nose and mouth
  - Wear goggles to protect eyes
  - Keep skin covered with clothing
6. Avoid driving in heavy ash fall – driving will stir up ash and stall vehicles.
7. Clear roofs of ash fall. (Do not allow accumulation of more than 4 inches.)
8. Be aware that volcanoes are often accompanied by:
  - Earthquakes
  - Ash fall and acid rain

## **PARENT/GUARDIAN AND CHILD REUNIFICATION**

If an emergency event requires us to evacuate the center, parents will be contacted via cellphone, text and/or email with information about where we are. If we have evacuated, we will be unable to answer calls to the center. Parents can call our out-of-area contact for information.

We will work as quickly as possible to reunify parents and guardians with their children. We will set up a check-in area at the reunification site. At the site, parents/guardians must be prepared to:

- Wait patiently, in an orderly line, to speak with our reunification staff person.
- Show identification to verify they are authorized to pick up the child. No one will be allowed to pick up a child unless they are specifically authorized in our records to do so.
- Sign a child sign-out form after their identification has been matched to the child's emergency contact information to indicate they have picked up the child.
- Wait for the child to be brought to the parent or guardian by another staff member.
- Leave the reunification site immediately after they have collected their child so we can reunite other families as quickly as possible.