



# **CHILDREN'S VILLAGE**

## **School-Age Center**

**Randy Barrett – Site Director**

**2904 NE Burton Road, Vancouver, WA 98662, Suite 100**

**(360) 944-0123**

**Cross Streets: Burton Road and Fourth Plain**

**Our out of area contact: Laura Stanley (714) 306-4138**

**For emergency assistance contact 911**

**Poison Control WA (800) 222-1222**

**Child Protective Services (866) 764-2233**

**DCYF Licensor: Murphy Moran (360) 773-5912**

**Revised: 2/08/2024**

**Emergency Gas Shut-Off is located at the north end of the building.**

**Emergency Water Shut-Off is located**

**Emergency Electrical Shut Off is located at the circuit panel, between each bathroom.**

**Fire evacuation drills** are practiced monthly.

**Earthquake drills**, including ‘Drop, Cover & Hold’ are performed quarterly.

**Lockdown drills** are performed bi-annually.

## **Evacuation**

1. The Director or designated person in charge will contact 911.
2. Children’s emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located along the sidewalk, adjacent to Burton Road. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the “ALL CLEAR” command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. Medical supplies including children’s medication and emergency contact information should be taken when the facility relocates.

## **Lockdown**

1. Lock outside doors.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If a phone is available in the classroom, the Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation is resolved and police give all clear.

\*Notify parents/guardians about any lockdown, whether practice or real.

## **Shelter-In Procedures** (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. If a severe weather watch is issued, staff will gather children at the shelter-in place located in the School-age Center, 2904 NE Burton Road, Suite 100, Vancouver, WA 98662.
2. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
3. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
4. Staff will keep children calm by reading books and singing songs.
5. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will contact all parents to let them know of the situation.
6. No children are permitted to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
7. When the threat has passed, staff may continue with the daily schedule.

## **Lightning**

1. If outside, move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: Wires and metal pipes can conduct electricity.)
3. Move away from windows. Cover windows with shades or blinds, if available.

## **Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at the open area at the corner of Fourth Plain and Burton Road.
6. Emergency personnel (911) will be contacted by the Director after all the persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at Children's Village Salmon Creek, 1900 NE 129<sup>th</sup> Street, Vancouver, WA 98686, (360) 573-1144.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.

## **Earthquake**

1. Stay calm! If you're indoors, stay inside. If you're outside, stay outside.
2. If you're indoors, stand against a wall near the center of the building, stand in a doorway, or crawl under heavy furniture (a desk or table). Stay from windows and doors.
3. If you're outdoors, stay away in the open, away from power lines or anything that might fall. Stay away from buildings.
4. After the earthquake, stay out of damaged buildings.
5. Evacuate the building to the designated assembly area located at the open area at the corner of Fourth Plain and Burton Road.

## **Carbon Monoxide Poisoning**

### **Symptoms of carbon monoxide poisoning:**

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heartbeat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

### **If you suspect carbon monoxide poisoning:**

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

### **To prevent carbon monoxide poisoning:**

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

## **Communicable Disease**

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (100) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by telephone and/or email.
3. Other parents will be notified of a contagious illness by posted notices.
4. The health department will be notified of any communicable diseases as outlined on the communicable disease chart.

## **Structural Damage**

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted among all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located near the sidewalk, adjacent to Burton Road.
6. Emergency personnel (911) will be contacted by the Director after all the people have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or

designee. Names of any missing children or missing personnel must be given to the Director and emergency official.

8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. The building will only be reentered if emergency personnel give the “All Clear”.
10. If the building cannot be reentered then all children will be taken to the designated evacuation relocation site at name Children’s Village 1900 NE 129<sup>th</sup> Street, Vancouver, WA 98686, (360) 573-1144.
11. Medical supplies including children’s medication and emergency contact information should be taken when the facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.

## **Loss of Water**

1. Bottled water will be provided to wash hands, flush toilets, and for drinking
2. A supply of bottled water is kept in the supply area of the Business Office at 2904 NE Burton Road, Vancouver, WA 98662.
3. The Director or designated person in charge will contact the water company for assistance if applicable. The phone number is (360) 992-3000.
4. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
5. If the water is not restored within 2 hours, then all parents and emergency contacts, if necessary, will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

## **Loss of Electricity**

1. Flashlights are kept in the office for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. Number: (360) 992-3000.
4. If the Center also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
6. The Director will decide if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.

## **Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick-up.

## **Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e., phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close.  
All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick-up.

## **Heatwave**

1. Follow the weather watch chart as provided by Children's Village regarding outdoor play.
2. Ensure everyone drinks plenty of water.
3. If loss of air conditioning occurs, follow emergency plan for loss of cooling system.

*Please note:*

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

## **Loss of a Child** (i.e., loss on site or during a field trip)

1. The teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles, and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.
6. If the child is not located, call 911 or emergency personnel. Numbers posted next to the telephone.
7. The Director or designated person in charge will contact the child's parents.
8. The Director will notify other parents regarding the incident, as necessary.
9. DCYF will be notified within 24 hours by the Director or designee in charge.

## **Death of a Child**

If a child appears unresponsive:

1. Call for assistance from the Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to the telephone.
5. Contact parents and tell them only that the child is being transported to the hospital located at  
Hospital: Peace Health

Address: 400 NE Mother Joseph Pl, Vancouver, WA 98664

6. The director will notify other parents regarding the incident.
7. DCYF will be notified within 24 hours by the Director or designee in charge.

## **Serious Injury**

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.  
The first aid kit is located: in each classroom and in the office.
4. Call for assistance if needed.
5. If necessary, Call 911 or emergency personnel. Numbers posted next to the telephone  
Contact parents and tell them only that the child has been injured and is being transported to the hospital located at:  
Hospital: Peace Health  
Address: 400 NE Mother Joseph Pl, Vancouver, WA 98664  
Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
6. The director will notify other parents regarding the incident as necessary.
7. DCYF will be notified within 24 hours by the Director or designee in charge.

## **Bomb Threat**

1. Check caller ID if available.
2. Signal another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which 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?*
- *Why did you place the bomb?*

### **Note the following:**

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



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

## **Chemical or Radiation Exposure**

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

## **Dangerous Person**

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

### **If the person is in building:**

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

### **If children are outside:**

- And dangerous people are outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to the designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

### **If children are inside:**

- Keep children in classrooms and initiate **LOCKDOWN**

## **Reunification at facility/with family members**

### **When returning children to the facility:**

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DCYF will be notified within 24 hours by the Director or designated person in charge.

### **When returning children to families at evacuation site:**

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by email and posting a notice on the door.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DCYF will be notified within 24 hours by the Director or designated person in charge.

## **Children with Disabilities**

1. Exit paths and ramps shall be clearly marked, identified, and approved by the local building inspector.
2. Children (and caregivers/teachers) who have mobility limitations, impairments, or who use wheelchairs or other equipment that should be transported with the child (e.g., oxygen ventilator) should be located on the ground floor of the facility, or provisions should be made for efficient emergency evacuation to a safe sheltered area. In buildings where the ground floor cannot be used, arrangements should be made to move children to a safe location during an evacuation.
3. Children who have special medical or dietary needs should have their medical items and equipment brought along during an evacuation. For example, children with diabetes or asthma, or those requiring an EpiPen, will need those items.
4. The Center building(s) should meet building code standards for the community, as well as the requirements under access guidelines in the Americans with Disabilities Act.

## **Chronic Medical Conditions**

If a child or staff member has a chronic medical condition or special health care needs that could result in an emergency (such as asthma, diabetes, or seizures), the Center should:

1. Have written instructions including parent or emergency contacts, summary of health information, special needs requirements, and treatment plans.
2. Recognize the individual's signs of a medical emergency.
3. Know proper emergency procedures to follow.
4. Have on hand any emergency supplies or medications necessary (properly stored out of reach of children).
5. Know specific medication administration requirements (ex. a child who requires EpiPen or diazepam).
6. Know the appropriate routes to an emergency facility or have easy access to dialing 911.

## **Special Accommodations**

- Medical supplies, including children's medication and emergency contact information should be taken for any program relocation.
- The Director or designated staff person shall have a fully charged, always working cell phone with them.
- Keep a flashlight with extra batteries in a central location.
- Maintain an emergency or "ready-to-go" file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms, and contact information for all staff and children. The Director or designated staff should be responsible for taking the emergency file. Additionally, there must be a designated back-up staff person should they be off-site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child's photo to aid in reunification.