

COLUMBIA BASIN CHILD CARE & PRESCHOOL DISASTER PLANS

FOUR STEPS TO DEVELOPING A DISASTER PLAN FOR COLUMBIA BASIN CHILD CARE & PRESCHOOL

1. Who, What, Where, When, & Why?

- Who is this plan being developed for?
Parents, Children, & Staff.
- What are we planning for?
 - Earthquake
 - Winter Storm
 - High Winds
 - Loss of Power, Water, or Heat
 - Chemical Release
 - Flood
 - Fire - Structure or Wild Land
- Where will the County issue an alert and how?
Benton County will issue an emergency alert via the Emergency Alert System using local resources. KONA 610 am is the designated station in Benton County.
- When will an alert be issued?
An alert is only issued when lives are in imminent danger.
- Why prepare?
To ensure that your care facility is ready to meet the emergency needs of your children.
To assure the parents that steps have been taken to safeguard their children.

2. Create a Disaster Plan based on your findings and needs.

- Ask the parents of your children about their employer's Emergency Disaster Plan.
- Will parents be able to pick the children up soon after the disaster or are they required to stay at work?
- Develop a plan to meet each potential disaster and reflect the parents' role in recovery.
- Discuss what each staff person will do and in what order immediately after a disaster.

3. Check these items to ensure you have taken the major steps toward preparing your daycare:

- We have posted emergency numbers by every phone that is used for the facility.
- We teach older children to call 9-1-1 if directed to do so by one of the staff.
- All staff members have been trained to shut off all of the utilities to the facility.

- Every staff person has a current First-Aid and CPR card.
- Our First-Aid Kit is located in the upper cupboard closest to the sliding glass door in the kitchen.
- We have established two escape routes for each room used for the daycare.
- Our disaster plan is reviewed every six months or whenever a new staff person comes on board.
- We conduct fire and evacuation drills every month.
- Our fire extinguisher is located by the sliding glass door in back to the right.
- We examine fire extinguishers monthly and recharge fire extinguishers as recommended by the manufacturer.
- Our smoke detectors are checked monthly and the batteries are replaced annually.
- We have one dedicated battery-powered radio in the facility. It does not have to be on all the time, but it does need to be readily accessible. We use a programmable NOAA weather radio tuned in Benton County.
- We have a list of which parents will not be able to pick up their children in a timely manner after a disaster. We have a list of adults other than parents who may pick up each child in the event a parent cannot do so.

4. Disaster plan and checklist for Columbia Basin Child Care & Preschool

This facility is owned and operated by Jan Espericueta and Shaylene Craigo.

The address is 2022 S Tweedt St, Kennewick, WA 99338.

The phone numbers are 509-308-2615, Jan, and 509-222-4648, Shaylene.

The nearest cross street is W 21st Ave and Union St.

Directions to the facility are:

From 10th Ave, turn south onto S Union St. From S Union St. turn east onto W 21st Ave. From W 21st Ave turn north onto S Tweedt St. We are located at 2022 S Tweedt St.

The designated meeting place is the Kennewick Public Library, whose address is 1620 S Union, Kennewick, WA 99336, the phone number is 509-783-7878.

The types of disasters that could happen in this area are:

- Earthquake
- Windstorm
- Winter Storm
- Loss of Power, Water, or Heat
- Chemical Release
- Fire - Structure or Wild Land
- Flood

Each action plan is listed with each type of disaster and roles of staff and parents for each type of disaster in Appendix A of this plan. The decision to evacuate or shelter-in-place is discussed in this portion of the plan also located in Appendix B.

The two evacuation locations have been established and they are:

- Just outside the care facility at 2023 S Tweedt St (across the street from the facility)
- The Kennewick Public Library

If evacuation to a shelter is necessary, a sign will be placed outside the facility alerting parents where the children will be located. Children will not be transported by Jan Espericueta or Shaylene Craigo, emergency services will be contacted in the event of an emergency evacuation.

As child care providers we are responsible for having current CPR, First Aid, HIV/AIDS training, and a negative TB test. Our first aid kit is kept in the cupboards in the kitchen. The fire extinguisher is in the playroom near the sliding glass door. Fire drills are conducted once per month, and emergency numbers are posted near the phone in the kitchen.

Items on our disaster kit lists at the end of this booklet may not be possible to retrieve in every emergency situation. Please understand that we will do our very best to access this emergency kit if it is safe to do so.

If for any reason an emergency occurs, and children must be left without adequate supervision (if one staff person needs emergency medical intervention) parents and guardians will be notified and children must be picked up immediately. DCYF will also be notified of this type of emergency. Only under the most dire of circumstances would this situation occur, and all efforts would be made to ensure supervision is adequate.

Each disaster will be dealt with as follows:

Earthquake

All persons including adults will be instructed to **DROP, COVER,** and **HOLD** as soon as the shaking starts. Children and staff will attempt to move away from any windows or areas with large furniture or glass. Children will be instructed to move underneath a sturdy table and protect their head and neck.

If children are outdoors, all persons will be instructed to **DROP, COVER,** and **HOLD** as soon as the shaking starts. Children will be instructed to move away from buildings and fencing, and to protect their head and neck.

As soon as the shaking stops, we will evacuate and conduct a basic damage assessment of the facility if it is safe to do so. Evacuation should be done in an orderly fashion. If there is no fire or other life hazard, have children get their shoes and coats, and we will get any emergency supplies necessary. If we cannot re-enter the building, we will evacuate to one of our meeting points as listed above. We will leave a note, or message for parents and guardians as to where we are located.

Injuries will be dealt with by those trained in First-Aid. If the injuries are severe and the decision is made not to move the victim, a staff person will be assigned to provide care.

The lead staff person will make an assessment as to the next step. This decision will be based on present danger, weather, as well as any other factors.

The evacuation kits will be secured and distributed to each child if possible.

The care providers will take a portable/cellular phone that enables them to contact all parents.

Before care at the facility resumes, we will need to have an inspection performed by a structural engineer to ensure it is safe to return.

Windstorm/Winter Storm

This type of disaster usually is forecast, and not a surprise.

The children should be brought inside and kept away from windows and in areas of the facility that are the farthest away from large trees and power poles.

If the power goes out refer to the power outage section of the plan.

Should an evacuation of the facility be indicated, a staff person should go out and make sure the evacuation route and meeting point are safe.

Monitor radio bulletins and weather forecasts as often as possible.

Loss of Power/Water/Heat

This type of disaster is generally remedied quickly, therefore we will contact the company responsible for power/water/heat and get an estimate of when a repair will be made.

If the repair will be made shortly (i.e. between 30 min. - 1 hour) the care facility will continue to operate as usual. If a repair cannot be made quickly we will contact all parents and have children picked up immediately.

If water is unavailable for more than 30 minutes we will contact all parents to pick up children immediately.

Chemical Release

In the event of a chemical release our facility will use a Shelter-In-Place method unless instructed to do otherwise by radio and television reports. We will be listening to Benton County's Emergency Alert Station KONA 610 AM.

In the event of a Shelter-In-Place we will:

- Move or stay inside
- Close all windows and outside doors
- Close all fireplace dampers
- Close off all nonessential rooms such as storage areas, laundry rooms, and extra bedrooms.
- Turn off ventilation systems including fans, heating, and air conditioning
- Go to an above ground room with the fewest doors and windows (laundry room and upstairs bathroom)
- Move the disaster supplies kit into the room(s)
- If there is a danger of explosion we will close the window shades, blinds, or curtains, and stay away from the windows and other outside openings
- Seal the room so contaminants cannot enter (i.e. plastic over windows and damp cloth around door seals)

- Fill bathtubs and large containers with additional water and then turn off the intake valve to the home
- Avoid eating or drinking food and water that may be contaminated
- Contact all parents
- Continue to monitor emergency broadcasts for further instructions (KONA 610 AM)
- Do not call 911 unless there is an emergency
- When the "**All Clear**" instruction is given, open all windows and go outside until the home is well ventilated
- Contact all parents with final situation update

In the event of an evacuation we will:

- Stay tuned in to our Emergency Alert Station (KONA 610 AM) for information on evacuation routes, temporary shelters and procedures.
- If we have time, we will seal and close and lock the home/business, turn off ventilation systems including fans, and heating and air conditioners
- Take children's and facility's disaster kits
- Follow evacuation routes given with **NO SHORTCUTS**
- We will not use the telephone unless there is an emergency
- As we do not have transportation available we will dial 911 and inform dispatch that we need assistance with our evacuation
- We will move quickly and calmly to the evacuation shelter or muster area
- Once safely at the evacuation shelter or muster area we will contact all parents
- Contact all parents to see if they are able to pick up children immediately

After the evacuation we will:

- Contact all parents and inform them we will be returning to the facility
- Return to the facility only when emergency personnel say it is safe.
- Contact all parents and request immediate pick-ups
- Follow all local instructions for food and water safety
- Clean and dispose of residue carefully.
- Follow all instructions from emergency officials concerning clean-up methods. Our care facility will only re-open when clean-up is complete.

Fire

In the event of a structure fire, we will call 911 and request emergency assistance. If an alarm has failed to sound, we will use the whistle located on the calendar. After the alarm has been sounded all children will be asked to calmly evacuate to the neighbor's home at 2023 S. Tweedt St. Kennewick, WA 99338

To ensure the safety of all children they will be asked to hold hands and calmly walk. Those children who cannot walk will be held by either myself or an assistant.

Once at the neighbor's home we will take attendance to make sure all children are present and safe. After attendance we will contact all parents.

In the event of a wild fire we will be listening to the radio for reports and evacuation information. In the event of an evacuation we will close all doors and windows, including the garage door, but leave them unlocked.

During this time we will arrange for temporary housing outside the threatened area. We will contact all parents with this information. Before leaving we will take attendance, and we will bring the attendance log so we can take attendance when we reach our temporary housing. We will also leave multiple notes on the premises indicating where we have gone and who is in attendance.

We will ask that all children have as much protective clothing as we can provide, including a piece of cloth for over their mouth and nose. All children will be asked to carry their disaster supply kit.

As we are evacuating (using emergency services) we will choose a route away from any fire hazards, while watching for changes in the speed and direction of the fire and smoke.

When we have reached our temporary housing we will take attendance to ensure that all children are in attendance and are safe. We will then contact all parents with an update, and ask them to pick their child/children up when it is safe to do so.

Flood

In the event of a flood we will be listening to both radio and television. If possible, we will prepare the home for flooding by moving important furniture to the second story. We will turn off all electronics, and turn off all utilities and main valves, and disconnect any electrical appliances.

We will begin to immediately move to higher ground if we will be in an effected area. We will not unnecessarily endanger either ourselves or the children, so we will not walk to our safety areas in either standing or moving water. If asked to evacuate by emergency personnel, we will ensure that each child has their disaster supplies kit. Before leaving the facility, we will conduct an attendance, and bring the attendance log with us.

We will continue to listen for emergency updates and follow instructions accordingly. When evacuating (using emergency services) we will follow evacuation routes with **NO SHORTCUTS**. When we have reached a safe location we will conduct another attendance and contact parents.

EMERGENCY LOCKDOWN PROCEDURES

If it is determined that the safety and health of children and staff are in jeopardy, an announcement will be made to alert the staff of potential danger.

The announcement will be "LOCKDOWN IMMEDIATELY". We will not use code words. The announcement will be calm and clear.

Upon hearing this announcement, the following steps will be implemented:

STAFF:

- Get all children into one room and conduct attendance to ensure all children are present
- Have children lie down on the floor near an inside wall
- Lock all doors, close any drapes, and cover the window on the front door.
- Maintain a calm atmosphere in the room, keeping alert to emotional needs of children.
- Designate one staff person man the phones and radio.

- All other staff members must **NOT** use remote controls, telephones, or radio unless instructed to do so.
- **DO NOT** leave the designated area unless authorized to do so.
- When the emergency is over an "**ALL CLEAR**" will be announced
- The Crisis Response Team will meet to determine the needs of the facility.
- Each staff member will document exactly what occurred in their area of responsibility as soon as possible. Reports will be turned in to Jan Espericueta and Shaylene Craigo.
- All parents will immediately contacted and informed of the incident.

If intruder(s) are on the playground during outdoor playtime:

- Outdoor supervisor(s) will move all children indoors.
- Attendance will be taken to ensure the safety of all children in our care.
- All exit doors will be locked.
- All children will be asked to sit on the floor in the playroom.
- Staff will supervise the children until an "**ALL CLEAR**" is given.
- Staff members will document the incident and turn in the document to Jan Espericueta and Shaylene Craigo.
- All parents will be contacted with information on the incident.

CHILD'S DISASTER KIT CONTENTS

Childcare providers need to have a disaster supplies kit for themselves plus infants and small children under 3 years old. Each child 3 years old and above should have disaster supplies in a backpack to carry. We ask that you provide a disaster kit backpack for your child.

Each child's backpack should contain:

- Change of clothes
- Medium to large sized garbage sack or rain poncho
- Kleenex
- 3 real juice boxes
- 3 small boxes of dry cereal
- 1 small container of meat (i.e. Vienna sausages or beef jerky)
- Small boxes of raisins or other dried fruit
- Family photo
- Reassuring letter from their guardian
- Small book

CARE FACILITY DISASTER SUPPLIES KIT CONTENTS

Child care disaster supplies kit will be located on a shelf in the garage. It will include:

- Copy of the disaster plan
- Attendance log
- First Aid kit
- Large trash bags to act as rain ponchos or waste disposal
- Manual can opener
- Lightweight and compact blankets
- Copy of all parent's contact information
- Infant formula and bottles (Blue Similac)
- Whistle
- Extra clothing
- Medication and medication records (both children's and care providers) if possible
- Portable radio and flashlight
- Extra batteries and cellular charging device
- Hygiene supplies such as toilet paper, diapers, wipes, and feminine products
- Matches in a waterproof container

We also have three days' worth of emergency food and water located in the garage for children and staff.

Items on these lists may not be possible to retrieve in every emergency situation. Please understand that we will do our very best to access this emergency kit if it is safe to do so.