



Childcare  
and  
Early Learning Center

LICENSED BY THE STATE OF WASHINGTON FOR THE CITY OF KENT

# DISASTER POLICY

## DISASTER PREPAREDNESS

**DCYF** Definition of "**Emergency preparedness**" means a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination in case of emergencies or during incident response. To be properly prepared for an emergency, Montessori Hearts Family Early Learning Center has an emergency preparedness plan. We have a working flashlight, with an extra set of batteries. A working telephone with sufficient backup power to function for at least five hours. Emergency exit doors are unlocked from the inside and are not blocked.

*The purpose of this plan is to assist child care and other early learning and school-age programs in preparing for and responding to an emergency or disaster.*

*All programs are encouraged to seek additional information and training around emergency/disaster preparedness from local emergency management and/or public health.*

*This plan was prepared by the Child Care Health Program of Public Health - Seattle & King County with a great deal of input from Seattle Emergency Management. It is individualized by each program. For an electronic copy of the plan and other supporting documents, go to:*

*<http://kingcounty.gov/healthservices/health/child/childcare/preparedness.aspx>*

*Revised 7/2011*

## **EMERGENCY INFORMATION**

- **Police** **9-1-1**
- **Fire/Medics** **9-1-1**
- **Poison Control Center** **1-800-222-1222**
- **Child Protective Services** **1-800-562-5624**
- **Valley Medical Hospital Emergency Room** **425-228-3450**
- **Electric/Gas Company \_\_\_Puget Sound Energy\_\_** **1-888-25-5773**
- **Water/Sewer Provider \_City of Kent Water District** **253-859-5201**
- **Property Manager \_\_\_Samuel Weems** **206-327-8788**
- **Insurance Agency \_Farmer Insurance Exchange** **253-854-3883**
  - **Facility Policy Number \_\_\_**
- **KRKO Radio – 1380 AM** **425-304-1381 ext. 117**
- **KOMO Radio – 1000 AM** **206-404-5666**
- **KSER Radio – 90.7 FM** **425-303-9070**
- **KIRO Radio – 97.3 FM / 770 AM** **206-726-7000**
- **Director’s Cell Phone...(Beth Camp)** **206-778-0882**
- **Child Care Licensor: Kanisha Johnson** **206-999-0392**
- **Communicable Disease Report Line** **206- 296-4774**
- **Public Health Nurse: Melody Stryker** **425-528-2821**
- **Center’s Planned Evacuation Sites**
  - **Off-site** New Beginnings Christian Fellowship, 19300 108<sup>th</sup> Ave. SE, Kent, WA 98031
  - **On-site:** Playground
- **Center’s Out-of-Area Contact: Roger Codanti** **785-478-4810**

We have developed this emergency/disaster plan to provide safe care for our children should an emergency or disaster occur during the program day. A copy of this plan is always available for review. It is located on the parent table and in the office. Staff is introduced to this plan during orientation. Additionally, we review the plan with staff during the annual week of preparation before school starts and during monthly staff meetings.

**Fire extinguishers** are located: In the kitchenette and right outside the classroom.

All staff is trained in the use of fire extinguishers during the annual week of preparation before school starts.

Parents/Guardians are oriented to this plan upon enrollment and through the school’s website:

[www.montessorihearts.org](http://www.montessorihearts.org). A parent/guardian from each family is asked to sign that they have reviewed the plan.

We ask staff to develop their own disaster plan for home. We encourage families to do the same. Having a plan helps you be in control and decreases anxiety when a disaster occurs. Resources for developing a plan include:

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>

Seattle Emergency Management: <http://www.seattle.gov/emergency/>

Public Health - Seattle & King County: <http://kingcounty.gov/healthservices/health/preparedness/disaster.aspx>

## **PLAN AND TRAINING**

Our early learning program has developed a Disaster Preparedness Plan/Policy. The plan includes responses to different disasters our site is vulnerable to, as well as procedures for on- and off-site evacuation and shelter-in-place. Each classroom has evacuation routes and a copy of our disaster preparedness plan/policy posted. Our disaster preparedness plan/policy is also posted in our parent information area.

Teachers are oriented to our disaster policy upon hire and annually. Families are oriented to our disaster policy upon enrollment and annually. The site maintains an orientation documentation file on site.

Teacher's receive fire extinguisher training. With having the school in a church, the director and or the teacher's do not practice turning off gas, electric, water. Documentation of disaster and earthquake preparation and training filed on site.

## **SUPPLIES**

Our early learning program maintains a supply of food and water on site for children and teacher's sufficient for at least 72 hours, in case parents/guardians are unable to pick up children at the usual time. Parents are responsible for stocking supplies. We check food, water, and supply expiration dates at least annually and rotate supplies accordingly. We maintain essential prescribed medications and medical supplies on hand for individuals who need them. Each room has a fully stocked "Grab and Go" bag.

Grab and Go Backpack contents:

- Labeled for easy identification
- Emergency forms for students and staff
- "Rescue" medications with authorization forms
- First aid kit
- Flashlight and batteries
- Whistle
- Bottle of water
- Paper cups
- Age appropriate snacks
- Tarp or ground cover and emergency blanket
- Tissue or toilet paper and/wipes and diapers
- Plastic bags
- Age-appropriate time passers (books, crayons, paper, etc.)

## **HAZARD MITIGATION**

We have taken action to make our space earthquake/disaster-safe. We have safely secured bookshelves, tall furniture, refrigerators, crockpots, and other potential hazards to wall studs as appropriate. We continuously monitor all rooms and offices for anything that could fall and hurt someone or block an exit, and take corrective action as needed. Lead teachers are the primary person responsible for hazard mitigation. It is the program's expectation that all teacher's members be aware of the environment and make changes as necessary to increase safety.

## **EARTHQUAKE**

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause damage to buildings and bridges; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis).

Earthquake drills are completed every three months, either with fire drills or on their own. Earthquake drills are initiated by stating "Earthquake drill" in a loud voice.

**If children are Indoors:**

- Quickly move away from windows, tall furniture and heavy appliances.
- Everyone DROP, COVER, & HOLD.
  - **DROP** to floor or under tables or go to inside walls or doorways
  - **COVER** head/neck/ arms and take cover under heavy furniture or against an internal wall
  - **HOLD ON** to furniture if under it and hold position until shaking stops.
- Keep talking to children in calm manner until safe to move.
- Do not attempt to run or attempt to leave building while earth is shaking.

**If children are outside:**

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

**After earthquake:**

- Account for all children, teachers, and visitors.
- Check for injuries and administer first aid as necessary.
- Call 911 for life threatening emergency but your phones might not work.
- Local authorities may or may not immediately be able to provide help or even information on what is happening and what you should do now.
- Expect aftershocks.
- Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.
- Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- Shut off main gas valve if you smell gas or hear hissing sound.
- Monitor radio for information and emergency instructions.
- Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of building until it has been inspected for re-entry.

**EVACUATION PLAN OFF PREMISES**

**Parents or guardians will be able to contact the director at 206 778 0882**

**On site:**

- Escort children to designated meeting spot, taking:
- Evacuate to safe location, taking:
  - The grab and go bag (located at exit door), which includes:
    - Emergency contact information\*
    - First aid kit\*
    - Food, water, and diapers\*
    - Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
  - Attendance tablets
  - Cell phone
  - Battery-operated radio.
- If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- Account for all children, staff, and visitors.

**Our pre-planned, on-site evacuation place is on the playground.\*\***

**Off site:**

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- Evacuate to safe location, taking:
  - The grab and go bag (located at exit door), which includes:
    - Emergency contact information\*
    - First aid kit\*
    - Food, water, and diapers\*
    - Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
  - Attendance tablets
  - Cell phone
  - Battery-operated radio.
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- Circumstances of any given disaster may necessitate changing evacuation site. The Incident Director is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or previously designated place.

Our pre-planned, off-site evacuation place is:

New Beginnings Christian Fellowship, 19300 108<sup>th</sup> Ave. SE, Kent, WA 98031

**FIRE**

- Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
  - If caught in smoke, have everyone drop to hands and knees and crawl to exit.
  - Pull clothing over nose and mouth to use as a filter for breathing.
  - If clothes catch fire, STOP, DROP, & ROLL until fire is out.
  - Take attendance tablets and grab and go bags.
  - Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.

**Fire drills are practiced every month!**

**Lockdown/Shelter-in-Place**

Lockdown drills are means of practicing preparedness in the event that a criminal act is ongoing in the area close to the early learning center. A lockdown begins when the police or an official agency notifies our early learning program that it is unsafe to leave the facility or be outdoors. The center can also choose to lockdown and call 911 if there is a person at or near the center that is making children or staff uncomfortable.

**General Lockdown Guidelines:**

- Immediately let staff know of dangerous or potentially dangerous person.
- Lock outside doors and windows. Close and secure interior doors. Close any curtains or blinds.

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- Notify emergency personnel by calling 911, if there is a real threat to your early learning.
- Give notice to parents as to what is happening and when they can pick up their children.
- Turn off lights. Keep everyone away from doors and windows.
- Stay out of sight, preferably sitting on floor. Maintain a calm atmosphere in room by reading or talking quietly to children.

**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 a dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to 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**.

# Child Care/Early Learning Disaster Drill Record

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Name of Program \_\_\_Montessori Hearts

Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes are Made

Name of Person Organizing Drill \_\_\_\_\_



## **RESPONSE TO OTHER POSSIBLE DISASTERS**

*It is helpful to know what disasters are most likely to happen in your area. The following pages provide a response guide to the particular situations listed below (in alphabetical order). This guide is a reference for responding to an incident. Situations and sites differ – use your best judgment.*

**BOMB THREAT**

**CHEMICAL OR RADIATION EXPOSURE**

**FLOOD**

**HEATWAVE**

**LANDSLIDE OR MUDFLOW**

**LIGHTNING**

**MISSING OR KIDNAPPED CHILD**

**PANDEMIC FLU/CONTAGIOUS DISEASE**

**POWER OUTAGE**

**SEVERE STORM**

**VOLCANO**

**WINDSTORM**

## **BOMB THREAT**

- Check caller ID if available.
- Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)
- **Before you hang up**, get as much information from 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 (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 building.
- Avoid use of cell phones and 2-way radios.
- Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

## **CHEMICAL OR RADIATION EXPOSURE**

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise).
- 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.

## FLOOD

Be aware of any **FLOOD WATCH**: flooding may occur in your area.

**FLOOD WARNING**: flooding will occur or is occurring in your area.

### If flooding is in area:

- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

### If site is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
  - Attendance sheets
  - Emergency contact information
  - First aid kit
  - Critical & rescue medications (including asthma meds, EpiPens) and forms
  - Cell phone
  - Food, water, and diapers
  - Battery-operated radio.
- Do not try to walk or drive through flooded areas.
- Stay away from moving water and downed power lines.
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- If you have come into contact with floodwaters, wash hands well with soap and water.
- Throw away food that has come into contact with floodwaters.

*Consult with local health department regarding cleanup measures.*

## HEAT WAVE

- Limit outdoor play when heat index is at or above 90°F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.

### Heat Exhaustion:

cool, moist, pale, or flushed skin  
heavy sweating  
headache  
nausea  
dizziness  
exhaustion  
normal or below normal body temperature

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

**Heat Stroke:**

**very** high body temperature (>102°F axillary)  
hot, red skin either dry or moist from exercise  
changes in consciousness  
weak rapid pulse  
rapid, shallow breathing  
vomiting

**Administer first aid – take steps to cool  
person down – and call for help, if  
necessary.**

## LANDSLIDE OR MUDFLOW

**LANDSLIDES** are generally associated with heavy rainfall and rapid snowmelt.

**MUDFLOWS** are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

- Recognize signs of slides:
- unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
- new cracks appearing in building
- fences, poles, trees tilting or moving

**EVACUATE, if possible.**

If too late to evacuate:

**Indoors:** Take cover under sturdy furniture.

**Outside:** Get out of path of slide.

Run to high ground (up hill), away from slide.

If debris approaching, run for cover of trees or building.

If escape not possible, curl into ball and protect head.

- Account for all children, staff, and visitors.
- Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- Stay away from slide area – additional slides may follow.
- Be alert for flooding, which may follow slide.

## LIGHTNING

**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.

**Outside:** Seek shelter inside an enclosed building.

## MISSING OR KIDNAPPED CHILD

### MISSING CHILD

- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- 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.**
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

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## KIDNAPPED CHILD

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

### Help to prevent kidnapping:

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

## PANDEMIC FLU/CONTAGIOUS DISEASE

- ◀ Wash hands well and often.
- ◀ Remind parents and guardians that emergency contact information must be current and complete.
- ◀ Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◀ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◀ Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - Throw used tissues in a hands-free trash can.
  - Wash your hands after using a tissue or helping a sick child.
- ◀ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

## POWER OUTAGE

### **Determine why power is out.**

- **If electrical problems are in building: Take out flashlights and prepare to EVACUATE.**
- **If severe weather caused outage:**
  - Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
  - Account for all children, staff, and visitors.
  - Report power outage to power company 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.

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- 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.
- Only use an available generator outdoors and far from open windows and vents.

**If weather is hot:**

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

**SEVERE STORM**

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

**VOLCANO**

- ◀ **Monitor radio for information and emergency instructions.**
- ◀ **If there is ashfall in your area, be prepared to stay indoors.**
- ◀ **EVACUATE if advised to do so by authorities.**

**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.

**Outside:** Cover nose and mouth.  
 Wear goggles to protect eyes.  
 Keep skin covered with clothing.

Avoid driving in heavy ashfall – driving will stir up ash and stall vehicles.

Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)

**Be aware that volcanoes are often accompanied by:**

- Earthquakes ▪ Ashfall & acid rain ▪ Landslides & rockfalls
- Mudflows & flash floods ▪ Tsunamis

## **WINDSTORM**

**Indoors:** Move away from windows. Cover windows with shades or blinds, if available.

Consider moving to interior rooms/hall and lower floors.

**Outside:** Move indoors, avoiding any downed power lines or trees.