

Kids Company Emergency Preparedness Plan

Site: West Mercer Kids Company

Address: 4141 81st Ave SE Mercer Island, WA 98040 Portable A

Site Phone: (206)230-6035

Nearest Cross Streets: SE 40th St and 82nd Ave SE

Emergency Line: 1-877-KIDSCO1 (877-543-7261)

Emergency Numbers:

- **Police/Fire/Medics** **9-1-1**
- **Poison Control Center** **800-222-1222**
- **Child Protective Services** **800-562-5624**
- **Animal Control** **206-297-7387**
- **Overlake Hospital Emergency Room** **425-688-5100**
- **Swedish Hospital Emergency Room** **206-320-2111**
- **Electric/Gas Company:** Puget Sound Power **425-454-6363**
- **Water/Sewer Provider:** City of Mercer Island **206-236-3613**
- **Property Manager:** Keith Ellis **206-730-5019**
- **Insurance Agency:** Stonington Insurance **503-624-0466**
 - **Facility Policy Number:** CCP30015130
- **KIRO Radio-710 am** **206-421-5476**
- **Director:** Amanda Sherry **206-437-8396**
- **Program Coordinator:** Karla Harris **206-230-6035**
- **DEL Licensor:** Celeste Lanier-McClary **425-590-3099**
- **DEL Health Specialist:** Lalaine Diaz **206-760-2027**
- **Public Health Nurse:** Marylynne O'Byrne **206-205-1259**

Table of Contents

Introduction	3
Disaster Situations	4-22
- Bomb Threat	4
- Chemical/Radiation Exposure	5
- Dangerous Person	6
- Earthquake	7
- Evacuation	8
- Field Trip Incident	9
- Fire	10
- Flood	11
- Gas Leak	12
- Heat Wave	13
- Landslide/Mudflow	14
- Lockdown	15
- Missing/Kidnapped Child	16
- Pandemic Flu	17
- Power Outage	18
- Severe Weather (Storm, Wind, Lightning)	19
- Shelter-in-Place	20
- Suspicious Package	21
- Volcano	22
Incident Command System (ICS)	23
- ICS Organizational Chart	24
- ICS Roles	25-26
- ICS Staff Skills	27-28
Disaster Supplies	29-31
- Grab and Go Kit	29
- Disaster Supply Kit	30-31
Child Release	32
- Child Release Form	33
- Child Release Signs	34-36
Hazard Mitigation	37
- Hazard Hunt	38
Appendices	39-51
- Disaster Drill Record	39
- Sample Parent Letter	40
- Emergency Medication Form	41
- Sample ICS Organizational Charts	42-47
- Supplemental Site Info	48-49
- Center Floor Plan	50

Introduction

We have developed this emergency/disaster preparedness plan to provide safe care for our participants should an emergency or disaster occur during our program hours.

A copy of this plan is located on the Parent Board and available for review. New staff review this plan during their orientation; additionally, we review the plan with all staff quarterly.

Parents/Guardians are oriented to this plan when they join the program, and are asked to sign that they have reviewed the plan. Additionally, they are asked to review the plan during the annual update process.

All of our drills are done with the intent to learn something more. Each time a drill is completed, we utilize the "Drill Record Form" (see Appendices) to keep a history of what's been practiced, evaluate how it went, and plan for any needed changes.

We practice **3** critical drills regularly to assure our staff and students are prepared to respond to emergencies: **Fire** (Evacuation drill)...is practiced *monthly*, as required by WAC. **Earthquake** (Drop, Cover & Hold)...is practiced quarterly. **Lockdown** (Secure building, stay together)... is practiced quarterly with staff and semi-annually with children.

Lockdown is most often completed with just staff. If children are included, parents/guardians are informed prior to the drill and informed of exactly what to expect.

The following staff members are trained in utility control (how to turn off gas, electric, water): the Program Coordinator.

Fire extinguishers are located near the main exit. All staff are trained in the use of fire extinguishers.

In the event of an emergency, staff would call the district custodial/maintenance staff to turn off the main gas and water.

We ask staff to develop their own disaster plan for home and encourage families to do the same. Having a plan helps maintain control and decreases anxiety when a disaster occurs.

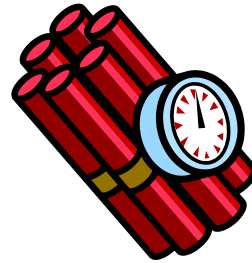
The following pages describe our response to different disaster situations:

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 radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If exposed to chemical or radiation outside:



- Remove outer clothing, place in a plastic bag, and seal.

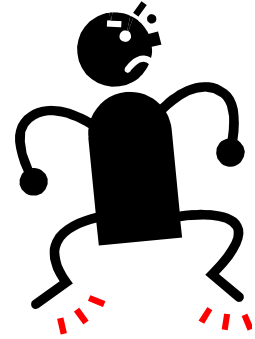
(Be sure to tell emergency responders about bag so it can be removed.)

- 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.

*Please see Public Health – Seattle & King County’s
Radiological Emergencies web site at
<http://www.metrokc.gov/health/radiation/>
for additional information on responding to a radiation emergency.*

DANGEROUS PERSON

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.



- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate **LOCKDOWN**.
- Call 911 out of sight and hearing of the person.

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:

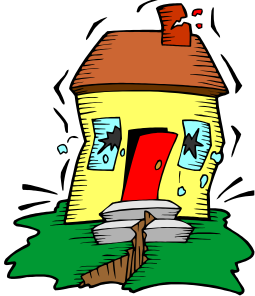
- and dangerous person is outside: quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
- and dangerous person is in the building: quickly gather children and evacuate to designated evacuation site.

If children are inside:

- keep children in classrooms and initiate **LOCKDOWN**.

EARTHQUAKE

If indoors:



Quickly move away from windows, unsecured tall furniture, and heavy appliances.

Everyone **DROP, COVER, & HOLD ON.**

- DROP** to floor
- COVER** head & neck with arms & take cover under heavy furniture or against 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 outside:

Move to clear area, as far as possible from glass, brick, and power lines.

DROP & COVER.

After earthquake:

Account for all children, staff, and visitors.

Check for injuries & administer first aid as necessary. Call 911 for life-threatening emergencies.

Expect aftershocks.

Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly & quickly.

Meet in reunion location outside and account for all children, staff, and visitors.

Shut off main gas valve if you smell gas or hear hissing sound.

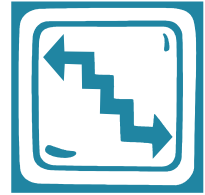
Monitor radio for information and emergency instructions.

Stay off all phones (for 3-4 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 building until it has been inspected for re-entry.

EVACUATION



- On site:**
- Escort children to designated meeting spot, taking:
 - Attendance sheets
 - Emergency contact information
 - First aid kit
 - Emergency and essential medications (including asthma meds, EpiPens) and forms
 - Cell phone
 - Food, water, and diapers, if possible.
 - If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to insure that all have left the building.
 - Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation place is: *the grassy field next to the portables.

- Off site:**
- Escort children to designated meeting spot.
 - Search all areas, including bathrooms, closets, playground structures, etc., to insure that all have left the building.
 - Account for all children, staff, and visitors.
 - Leave a note at your facility as to your destination.
 - Evacuate to safe location, taking:
 - Attendance sheets
 - Emergency contact information
 - First aid kit
 - Emergency & essential medications (including asthma meds, EpiPens) and forms
 - Cell phone
 - Food, water, and diapers.
 - 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.

Our pre-planned, off-site evacuation places are: *

*Circumstances of any given disaster may necessitate changing evacuation site. The Incident Commander is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or previously designated place.

FIELD TRIP INCIDENT



- Before leaving for a field trip, make sure the trip coordinator has the following information:
 - Child list by assigned vehicle
 - Supervisor/Chaperone list by assigned vehicle
 - Map of intended route
 - Children's emergency and medical information/supplies
 - First aid kit
 - List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)

- Attend to any medical needs if there are injuries or complaints of pain
- Call 911 if emergency medical treatment or police are required
- Contact center and provide update and actions being taken; center should consider deploying personnel to the scene, hospital, or to appropriate locations
- Contact parents and give update of actions being taken; indicate meeting locations or pick-up times at the child care.

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 sheets and emergency forms, if immediately available.
 - Have staff person check areas where children may be located or hiding before leaving building.
- Gather in designated meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside the building.
- Do not re-enter building until cleared by fire department.



**Have a fire plan and make sure everyone is familiar with it.
Practice fire drills every month!**

FLOOD

Be aware of:

FLOOD WATCH: flooding may occur in your area.

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



If flooding is in area:

- Determine if program should be closed.
- If closing, notify parents/guardians to pick up/not drop off children.
- 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 insure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at site as to your destination.
- Evacuate to safe location on higher ground, taking:
 - Attendance sheets
 - Emergency contact information
 - First aid kit
 - Emergency & essential medications (including asthma meds, EpiPens) and forms
 - Cell phone
 - Food, water, and diapers.
- 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.

GAS LEAK

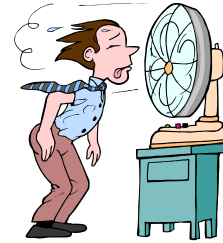


If gas odor is detected:

- DO NOT activate the fire alarm system or any other electrical equipment
- Evacuate children and staff and close doors behind you, but leave a window open
- Take the following items with you:
 - disaster supplies
 - class/staff attendance sheets and visitor sign-in sheets
 - children's emergency and medical information/supplies
 - cell phone
- Call 911 from outside the building
- Move children to designated on-site evacuation area (no less than one block away) and take attendance
- If possible, turn gas off with the wrench
- Have the following items ready for police and fire personnel:
 - Location of leak, if known
 - Number of children in care, staff, volunteers, and visitors
 - Knowledge of anyone remaining in the building
 - Floor plan and internal systems information
- Notify parents immediately if evacuation looks to be long term or if children are moved to off-site location; if necessary to move to the alternate site location, follow Site Evacuation procedures

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.
- Be alert for signs of:**



Heat Exhaustion:

heavy sweating	weakness	dizziness
paleness	headache	fainting
tiredness	muscle cramps	
nausea or vomiting		

Administer first aid and call for help, if necessary.

Heat Stroke:

extremely high body temperature (>102°F axillary)
red, hot, & dry skin (no sweating)
rapid; strong pulse
throbbing headache
nausea
confusion
unconsciousness

Call 911 immediately.

Keep in mind:

Children may not adapt to extremes of temperature as effectively as adults because they:

- produce more heat (relatively) than adults when exercising
- have a lower sweating capacity

LANDSLIDE OR MUDFLOW



- Be aware of:
 - LANDSLIDES:** generally associated with heavy rainfall and rapid snowmelt.
 - MUDFLOWS:** 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, or 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.

LOCKDOWN



- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

MISSING OR KIDNAPPED CHILD

- MISSING CHILD**
- Search program site, including all places a child may hide & 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.



- 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.**
 - Person with whom child was last seen.**
 - Have child's information, including photo, available for police when they arrive.
 - Follow Emergency Lockdown procedures.
 - Parent(s)/guardian(s) should be contacted by police to explain situation.

In either case, the Director will report the incident to the licensor and complete a written incident report at the earliest opportunity.

Help to prevent kidnapping:

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

PANDEMIC FLU

- ◀ Wash your hands well and often.
- ◀ Monitor the Public Health website (*metrokc.gov/health*) and other news media for current pandemic flu status information, recommendations, and instructions from Public Health.
- ◀ Remind parents/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 or go home.
- ◀ Implement your plan to keep ill children away from well children while they are waiting to go home.
- ◀ Continue to 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.



Wash hands well and often

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.
- Keep refrigerator and freezer doors closed.



- If weather is cold:**

- Ensure everyone is wearing several layers of warm, dry clothing.
- Never burn charcoal for heating or cooking indoors.
- Never use oven as source of heat.
- Have everyone move to generate heat.
(Lead the class in physical activity or movement games.)

- 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:
STORM WATCHES: storm may affect area
STORM WARNINGS: storm will soon be in or already is in area

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

WINDSTORM



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

LIGHTNING

- 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 and doors. Cover windows with shades or blinds, if available.
- If outside:** Seek shelter inside an enclosed building.



SHELTER-IN-PLACE



Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside.

- Gather everyone inside.
- Shut down ventilation system, fans, clothes dryer.
- Close doors and close and lock windows.
- Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- Bring attendance sheets, first aid kits, and emergency supplies.
- Account for all children, staff, and visitors.
- Close off non-essential rooms. Close as many interior doors as possible.
- Seal off windows, doors, and vents as much as possible.
- Monitor radio for information and emergency instructions.
- Phone out-of-area emergency contact.

SUSPICIOUS PACKAGE



- Do not touch, smell, or taste unknown substances
- Cover substance with paper, trash can, clothes, or other material
- Evacuate and seal off room
- Wash hands thoroughly
- Mark room as "Dangerous"
- Call 911
- Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police

VOLCANO

- Indoors:**
 - Close all windows and doors.
 - Provide mask for anyone who has asthma or other respiratory difficulties.
 - Make sure that those with respiratory difficulties avoid all contact with ash.
- Outside:**
 - Cover nose and mouth.
 - Wear goggles to protect eyes.
 - Keep skin covered with clothing.
- Monitor radio for information and emergency instructions.
- 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.)

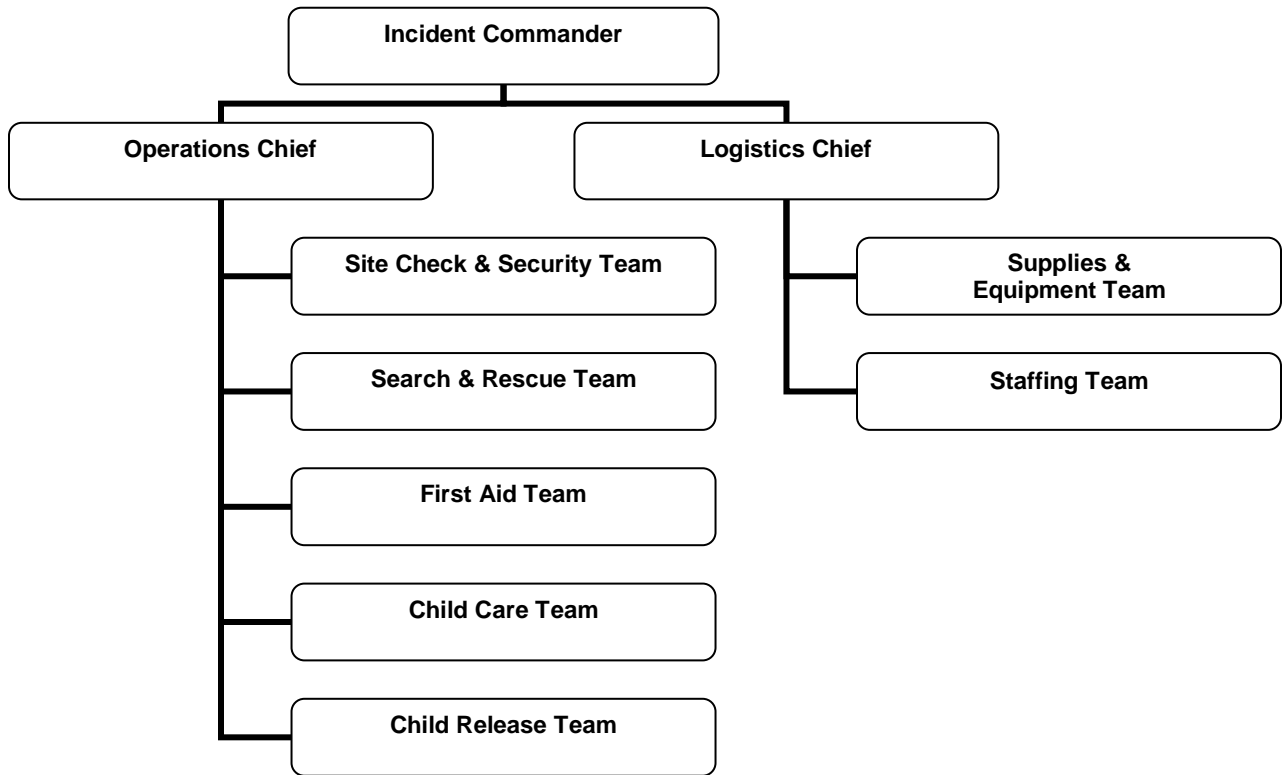


Be aware that volcanoes are often accompanied by:

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

Incident Command System

Main purpose: To provide structure for managing a disaster or emergency so that everyone knows who is in charge and what is expected of them.



There will need to be some flexibility, as circumstances differ. If a particular role isn't needed, staff can be reassigned to where they would be most useful.

Refer to the following organization chart which breaks down duties based on how many staff are available. West Mercer usually has two or three staff working in the morning and afternoon.

When present, the Program Director or Program Coordinator would act as Incident Commander, and the other staff will manage child care. When the above named are not present, the senior staff will act as Incident Commander, and the other staff will manage child care.



x 2 - 3

Incident Commander

Incident Command:
 Site Check & Security
 Search and Rescue
 First Aid

Supplies & Equipment
 Staffing

Communications
 Documentation

Assigned Person: Program Director or Program Coordinator, if present. If not present, senior lead staff person.

Child C & R Team

Child Care
 Child Release

Lead Staff: varies by shift

2 - 3 People Organization Chart

For 2 people: 1 person is the Incident Commander; 1 person cares for the children

For 3 people: 1 person is the Incident Commander; 2 people care for the children



Parent/Guardian or Community Volunteers who've agreed to help. (Background checks are complete.)

ICS Roles

When responding to an emergency or a disaster, half of the staff will remain with and care for the children. The other half of the staff will take on new roles as necessary.

Incident Commander: Responsible for directing site emergency response activities. Responsible for all tasks until delegated. Sets the tone for the response.

Planning/Administration: Responsible for the collection, evaluation, documentation, and use of information about the incident. Maintains accurate records and a map of the site and provides ongoing analysis of the situation (weather, light) and resource status. Responsible for maintaining financial records for the incident.

Documentation: Ensures that all necessary information is reported and forms are completed during the disaster or soon thereafter.

Communications: Responsible for all internal and external communications. This includes monitoring radio broadcasts and other sources of information and providing information to staff as necessary.

Operations Chief: Manages the direct response to the disaster (site check and security, search and rescue, first aid, child care, and child release). Reports directly to the IC.

Site Check and Security Team: Protects the site and people present from further damage or injury. Duties include fire and utility control, creating a secure area for children and staff, and checking site for any hazards and mitigating them.

Search and Rescue Team: Searches for and recovers missing children, staff, and volunteers (without putting themselves at undue risk). Always done by a minimum of two people. When entering a room, team members put a slash mark (/) on the door to show they are inside. When exiting, they make another slash to complete an X to show that room has been searched and is empty.

First Aid Team: Provides emergency medical response, first aid, and emotional support.

Child Care Team: Ensures that children are well cared for (which may include evacuation) while other teams are carrying out their responsibilities.

Child Release Team: Assures that children and their parent/guardian(s) or emergency contacts are reunited in a safe, organized manner. Check IDs and emergency documents for each released child.

Logistics Chief: Manages the distribution of supplies and staff during the disaster. Reports directly to the IC.

Supplies & Facilities: Assures supplies are best utilized and last as long as needed. Obtains additional needed supplies as possible.

Staffing: Coordinates the assignment of personnel (staff, children, disaster volunteers) in support of an incident. Keeps track of hours worked, assures breaks are given to staff, and plans to send staff home as children leave.

Staff Role	Recommended Skills & Qualifications	Recommended Training
Incident Commander	<ul style="list-style-type: none"> - Proven leadership and organizational skills - Thorough knowledge of program's disaster policies and procedures - Bi/multi-lingual (if needed) - Respected by staff and community 	<ul style="list-style-type: none"> - Program's disaster policies and procedures - Roles and responsibilities of all response teams
Operations Chief	<ul style="list-style-type: none"> - Strong organizational skills - Strong communication skills 	<ul style="list-style-type: none"> - First Aid and CPR - Triage - Search and Rescue Techniques - Documentation and Release procedures
<i>Site/Facility Check & Security Team</i>	<ul style="list-style-type: none"> - Knowledge about site and utilities - Knowledge about how to use a fire extinguisher 	<ul style="list-style-type: none"> - Use of a fire extinguisher - Utility operations: How to turn utilities off How to check for gas/water leaks
<i>Search & Rescue Team</i>	<ul style="list-style-type: none"> - Physically fit...may need to lift heavy objects, debris, or persons 	<ul style="list-style-type: none"> - At least one team member should be trained in First Aid and CPR - Familiar with basics of reviewing a building for severe damage
<i>First Aid Team</i>	<ul style="list-style-type: none"> - CPR - First Aid 	<ul style="list-style-type: none"> - Triage - CPR - First Aid
<i>Child Care Team</i>	<ul style="list-style-type: none"> - Someone familiar with children's response to disasters/traumatic events - Bi/multi-lingual staff members as needed - Person or persons that the children are familiar with 	<ul style="list-style-type: none"> - Crisis intervention for children

<i>Child Release Team</i>	<ul style="list-style-type: none"> - Bi/multilingual staff members able to communicate with families as they come to pick up children - Effective communication skills - Organizational skills 	- Documentation and release procedures
Logistics Chief	- Organization skills	- Roles of each Logistics team member
<i>Supplies & Facilities Team</i>	- Strong organizational skills	- Establishing shelters, including sanitation
<i>Staffing Team</i>	- Patience	
Planning/Administration Chief	<ul style="list-style-type: none"> - Eye for detail - Problem solving - Strong writing skills 	- Documentation required for each section of the Incident Command System
<i>Documentation Team</i>	<ul style="list-style-type: none"> - Strong writing skills - Eye for detail 	- Familiarity with documentation procedures described in your disaster plan
<i>Communications Team</i>	<ul style="list-style-type: none"> - Highly articulate - Bi/Multi-lingual (if needed) - Experience working with the media 	<ul style="list-style-type: none"> - Use of communications equipment - Knowledge of risk communications

Disaster Supplies

Grab and Go Kit

Our Grab and Go kits are labeled as such and kept in a backpack on a hook near the main exit. There is one for each classroom in our program containing essential items that may be needed in the first hour or so following an emergency/disaster.

The backpack accompanies each class everywhere: the playground, on field trips, during fire drills, and during any other planned or unplanned classroom departure. The Grab and Go Kit is kept out of reach of children at all times.

It contains:

- Emergency forms for students (& staff)
- "Rescue" medications with authorization forms
- First aid kit
- Flashlight(s) & batteries
- Whistle
- Bottle of water with small paper cups
- Tarp or ground cover
- (2) Mylar blankets
- Tissues, toilet paper, &/or wipes
- Age-appropriate snacks
- Diapers (& plastic bags for disposal) for toddlers & children with special needs
- Age-appropriate time passers (books, crayons, paper, etc...)

Disaster Supply Kit

Our Disaster Supply Kit is labeled as such and is located near the main exit in a covered, rolling trash bin. This container is sturdy and keeps the supplies accessible during an emergency.

Food and Water

Our emergency food is part of our regular menu rotation. Food for 3 extra days, meeting the following guidelines, is always on-site. Emergency food:

- is easy to serve
- does not require heating or cooling
- is familiar to the children
- has a long shelf life
- is stored protected from heat, cold, and pests

Sample emergency food includes: cereal, crackers, canned fruit and vegetables, canned chili and ravioli, hard candy, etc. We also keep plastic dishes and utensils, as well as a manual can opener, on site.

Our emergency water and drinking cups are provided by the school district through water dispensers located in each portable.

Medical Supplies

Each site has two fully stocked first aid kits, containing the following:

- first aid guide
- bandaids of different sizes
- tweezers and small scissors
- sterile gauze pads in different sizes
- roller bandages
- a large triangular bandage
- adhesive tape
- safety pins in different sizes
- first aid gloves
- CPR mouth barrier
- unexpired Syrup of Ipecac
- liquid soap and water bottle
- 2 instant ice packs
- sunscreen
- thermometer w/disposable covers

Medications are kept in the staff cabinet and need to be retrieved separately from the Disaster Kit. Rescue medications are contained in an unlocked container and labeled with the child's medical information. Non-emergency medications are kept in a locked medications container with the child's medical information. Staff medications are labeled as such and kept locked in a separate container.

Shelter

Our shelter disaster supplies are as follows:

- large tarp (per 10 people)
- flashlights with extra batteries (per staff person)
- Mylar blankets (per person)
- Instant hand warmers (per person)
- nylon rope (50ft)
- small plastic sanitation bags and ties (per person)
- rolls toilet paper and paper towels (1 per 4 people)
- large plastic garbage bags for ponchos (per person)
- gallon buckets w/lids for sanitation (per 10 people)
- florescent lantern with extra batteries

Life Safety

Each site has a fire extinguisher, and all staff are trained in its use. Liquid bleach and other cleaning supplies are kept in the staff cabinet.

Our life safety disaster supplies are as follows:

- battery powered radio with extra batteries
- walkie talkies (per staff person)
- whistle (per staff person)
- plastic sheeting and 3 rolls duct tape
- Tools: pliers, small shovel, crowbar, heavy gloves
- waterproof matches
- aluminum foil

Other

Office supplies include pens, paper, tape, paper clips, and clipboards. A small assortment of books and games are kept in the Disaster Kit. We also include signs and forms for child release and a laminated copy of the Center Floor Plan, including exits and evacuation routes, meeting locations and shelter areas, fire alarms and extinguishers, and utility shut-off locations.

Emergency Supplies not kept in Disaster Kit

In an emergency, staff collect the following:

- Emergency Food and Water
- First Aid Kits
- Medication Containers
- Radio
- Walkie Talkies
- Liquid bleach
- Staff and student files

Child Release

Main purpose: Assure that children and their parent/guardian(s) or authorized adult (emergency contact) are reunited in a safe, organized manner. Check IDs and emergency contact forms and documents for each child: with whom they left, what time they left, and where they are going.

Preparation BEFORE a disaster:

- Make sure parents know to stay away for at least an hour so everyone can be kept safe and prepared for pickup, as well as leaving the roads clear for emergency vehicles.
- Make sure parent/guardian/emergency contact(s) know they will need to show ID, even if staff know who they are, and let them know that child release will take longer than normal pickup (if they are ever worried about not having their ID, we can make a copy and leave it in their file).
- Identify parents who live close by and who would be willing to help in an emergency, then make them volunteers and train them before you need them.
- Identify the location of check-in and release gates (separate areas).

Child Release Procedures:

1. Parent/guardian or emergency contact reports to "Check-In Gate" and request child to be released by completing Section 1 of Child Release form. Requester should keep ID ready.
2. Staff checks parent/guardian or emergency contact ID and completes Section 2.
3. Staff sends parent/guardian or emergency contact to "Release Gate" and runner takes form to child care area.
4. Child care team member completes Section 3 and runner takes child and form to "Release Gate."
5. Release gate staff confirms ID and completes Section 4.
6. Requester completes Section 5.
7. Release gate staff signs Section 6 and sends completed form with runner to "Check-In Gate" to be filed.

"If your child release process does not function smoothly and with confidence, the perception of families will be that there is chaos at your child care."
-JoAnn Jordan, Seattle Emergency Management

Child Release Form

Please print

Section 1: To be completed by Requester at Check In Gate

Child's Name _____

Classroom _____ Teacher _____

.....

Section 2: To be completed by Check In Gate Staff

Requested By: _____

Proof of I.D. _____ Confirmed Authorized Pick-up: **Yes** **No** (circle one)

.....

Section 3: To Be completed by Child Care Area Staff

Child's Status: Sent with Runner _____ Absent _____ First Aid _____ Missing _____

(If child is absent, in first aid or missing, deliver this form to Command Post)

.....

Section 4: To Be completed by Release Gate Staff

Proof of I.D. _____ Confirmed Authorized Pick-up: **Yes** **No** (circle one)

.....

Section 5: To Be completed by Requester at Release Gate

Requester Signature: _____

Destination: _____

Date: _____ Time: _____

.....

Section 6: To Be completed by Release Gate Staff

Release Gate Staff Signature: _____

This sheet is sent back with the runner to the Check In Gate
and is used to confirm who picked up the child and when – file alphabetically.

Check-In Gate

Child Care Area

Release Gate

Hazard Mitigation

Assuring a safe environment is an important step in disaster planning. Hazard mitigation is key to preventing injuries both every day and during a disaster.

Hazard mitigation priorities:

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from the room?
3. Would/could it break and fall and keep your program from opening the next day (or soon thereafter)?
4. Would/could it break and fall and break your heart?

Earthquakes can move (throw, topple, or cause to jump) **very** heavy objects.

Knowing that our environment is ever-changing, we regularly re-assess for hazards and correct them as soon as possible. All staff continuously review their areas to assure the environment is safe. In addition, to assure each area is viewed objectively, we rotate staff to look for hazards in program areas in which they usually do not work.

The chart on the following page tracks the work done to reduce hazards in our facility. We formally review our environment for hazards at the beginning of each school year and summer program, and monitor for changes monthly.

HAZARD HUNT

Hazard	Yes	No	If no, how will hazard be mitigated:	Person responsible	Date completed
Heavy furniture is properly secured (i.e., strapped to wall studs)					
Heavy objects are secured or kept low					
Overhead cupboards have safety latches					
Windows are made of safety glass or plastic or are covered by safety film					
Aquariums and other potentially hazardous displays are located away from seating areas and are secured					
Chemicals are stored in secure cabinets					
Incompatible chemicals are not stored together (e.g., bleach and ammonia)					
Flammable products are stored away from heat sources					
All exits are unlocked or can be unlocked from the inside					
Exits and evacuation routes are free from hazards such as equipment, furniture, and other large objects					
Outdoor assembly area is located away from gas, sewer, and power lines					
Dead and broken limbs are removed from trees and large bushes					
The address and/or name of the facility is easily visible					



Child Care Disaster Drill Record

Date of Drill _____

Name of Child Care _____

Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes Made

Name of Person Organizing Drill _____

Date

Dear Child Care Parents:

Attached please find a copy of our "Disaster Preparedness Policy." With the implementation of this handbook you can rest assured we will do everything we can to protect your child in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Encourage and explain to your child why the best place for them is at the child care center.
- Explain that if you are unable to pick them up quickly, the child care staff will care for them until you or your emergency contact comes to get them.
- Please do not telephone the child care. Telephone lines will be needed for emergency communications for the first 4 hours.
- Listen to KIRO or KOMO radio for updates.
- Include an out-of-state contact with your registration.
- Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.

The child care staff will care for your child until you or an authorized pickup are able to reach them. Be sure to keep your child's emergency release information updated. Children will only be released to those specified by you. We will also utilize the phone numbers on the emergency release forms should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize the out-of-state contact number for information. If possible, we will leave center information and updates on this line.

Thank you for your attention to this matter. Please feel free to contact the child care if you have any questions regarding our disaster preparedness policy.

Keeping your children safe,
Program Director



3 –DAY EMERGENCY MEDICATION AUTHORIZATION FORM

(These medications are to be used only in case of disaster requiring the child to remain at care past the usual hours)

Child’s Name:	Date of Birth/Age:
Name of Medication:	Reason for Medication:
Start Date:	Stop Date:
<input type="checkbox"/> Scheduled Times to be given:	Amount to be given:
<input type="checkbox"/> Medication is to be given as needed for the following symptoms:	
Possible Side Effects:	<input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
<input type="checkbox"/> Above information consistent with label?	Requires Refrigeration: <input type="checkbox"/> yes <input type="checkbox"/> no
Special Instructions:	

Parent/Guardian Signature

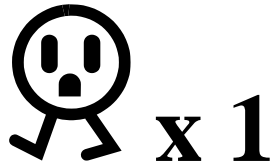
Date

Daytime Phone Number

Physician Signature (required)

Date

Physician Phone Number



Incident Commander:

Incident Commander:
Operations:
Site Check & Security
Search and Rescue
First Aid
Child Care
Child Release

Logistics:
Supplies & Equipment
Staffing

Planning/Administration
Communications
Documentation

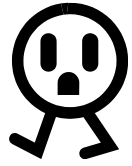
(Assigned Person)

1 Person Organization Chart

Help will be needed! Get to know your neighbors now. Who can you recruit to help? Are there any parents/guardians who work nearby and would be willing to help?



**Parent/Guardian or
Community Volunteers
who've agreed to help.
(Background checks are
complete.)**



x 2 - 3

Incident Commander

Incident Command:

Site Check & Security
Search and Rescue
First Aid

Supplies & Equipment
Staffing

Communications
Documentation

(Assigned Person)

Child C & R Team

Child Care
Child Release

(Assigned Person)

(Assigned Person)

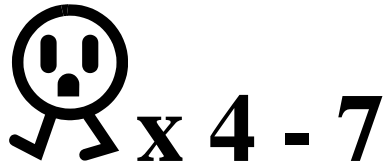
2 - 3 People Organization Chart

For 2 people: 1 person is the Incident Commander; 1 person cares for the children

For 3 people: 1 person is the Incident Commander; 2 people care for the children



**Parent/Guardian or
Community Volunteers
who've agreed to help.
(Background checks are
complete.)**



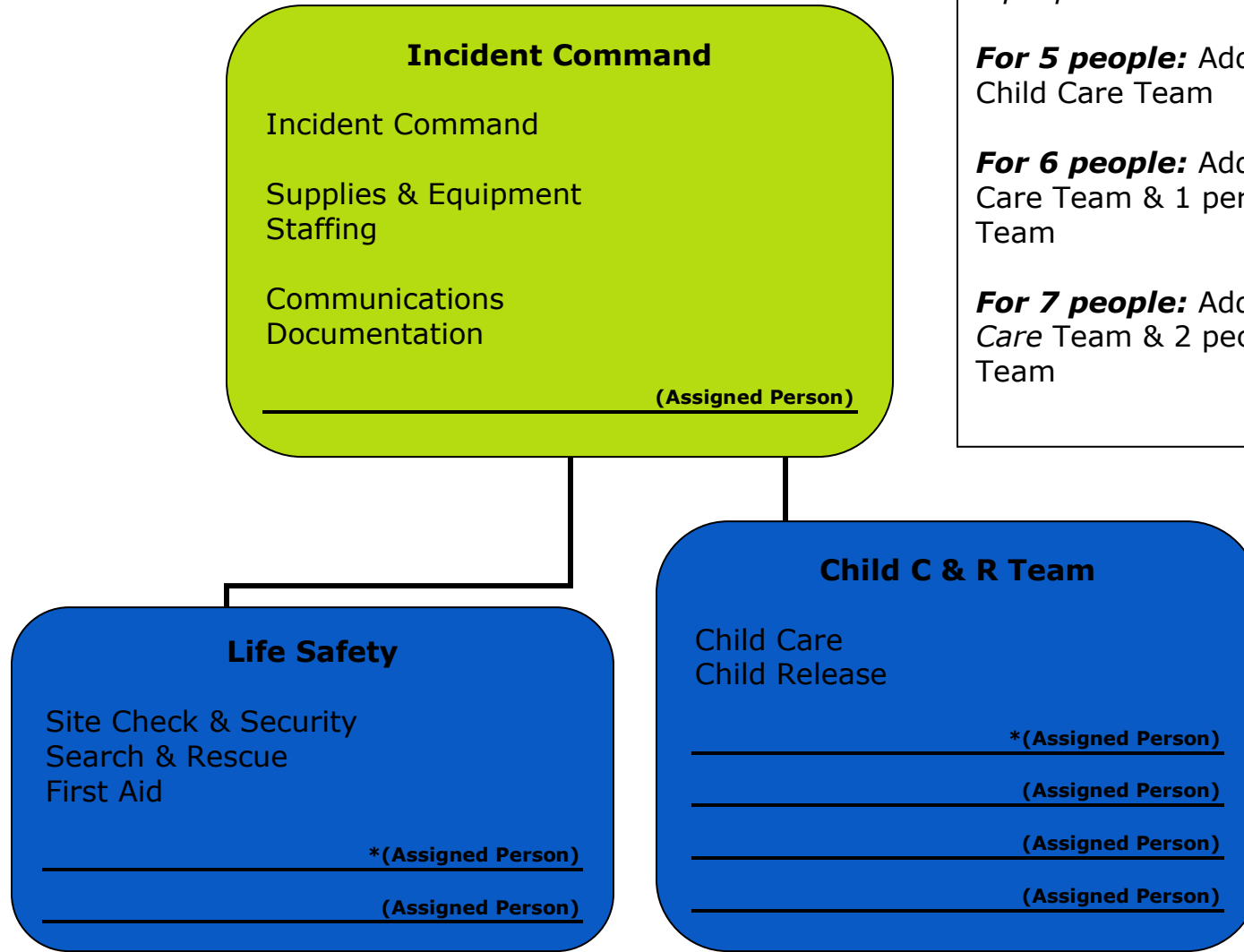
4 - 7 People Organization Chart

For 4 people: 1 person is the Incident Commander; 1 person provides life safety; 2 people care for the children.

For 5 people: Add 1 more person to the Child Care Team

For 6 people: Add 2 people to the Child Care Team & 1 person to the Life Safety Team

For 7 people: Add 2 people to the Child Care Team & 2 people to the Life Safety Team



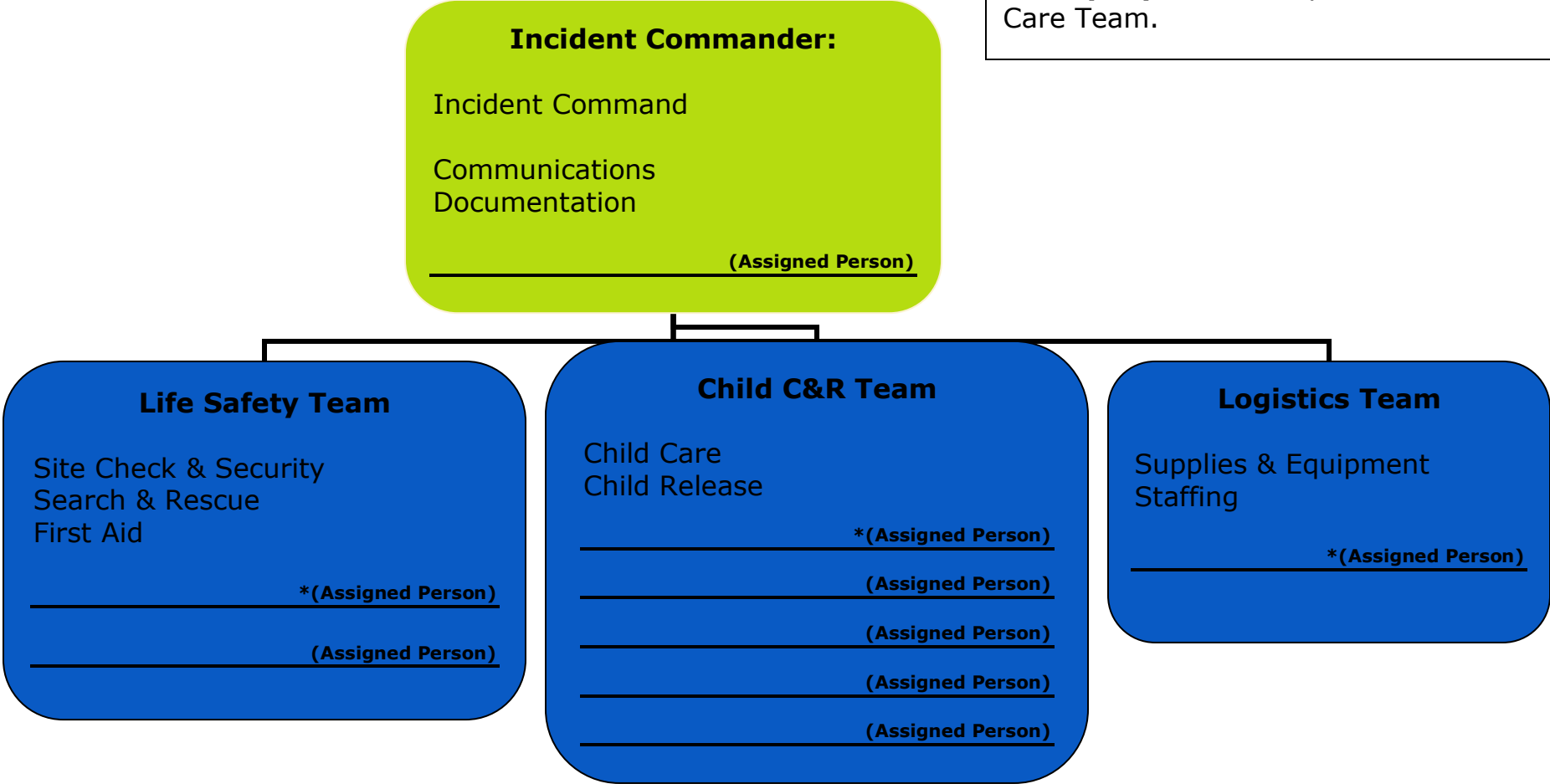
***This person is the "lead" for each team, and facilitates communication between the team and Incident Commander.**




8 - 9 People Organization Chart

For 8 people: 1 person is the Incident Commander

For 9 people: Add 1 person to the Child Care Team.

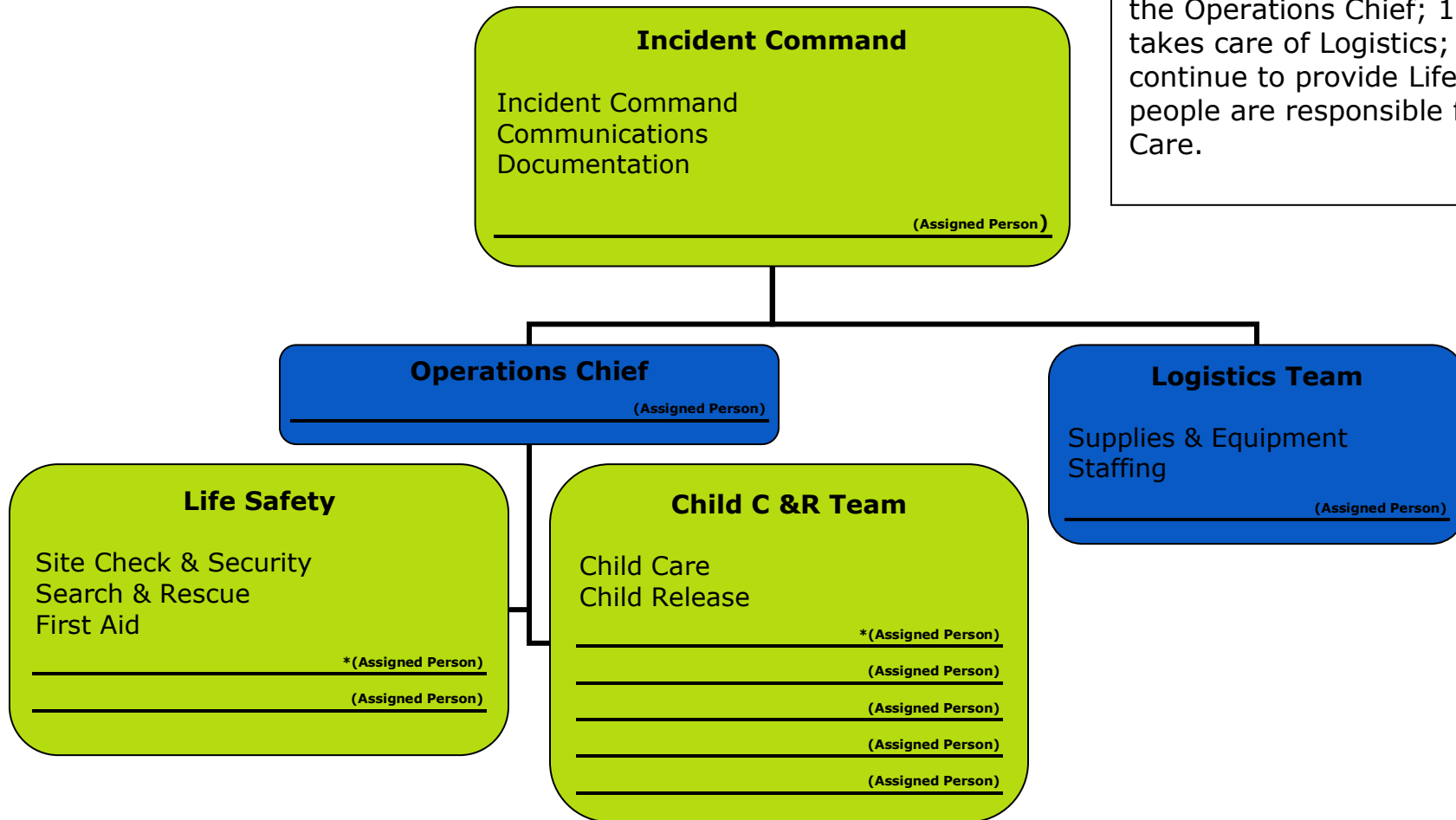


***This person is the "lead" for each team, and facilitates communication between the team and Incident Commander.**

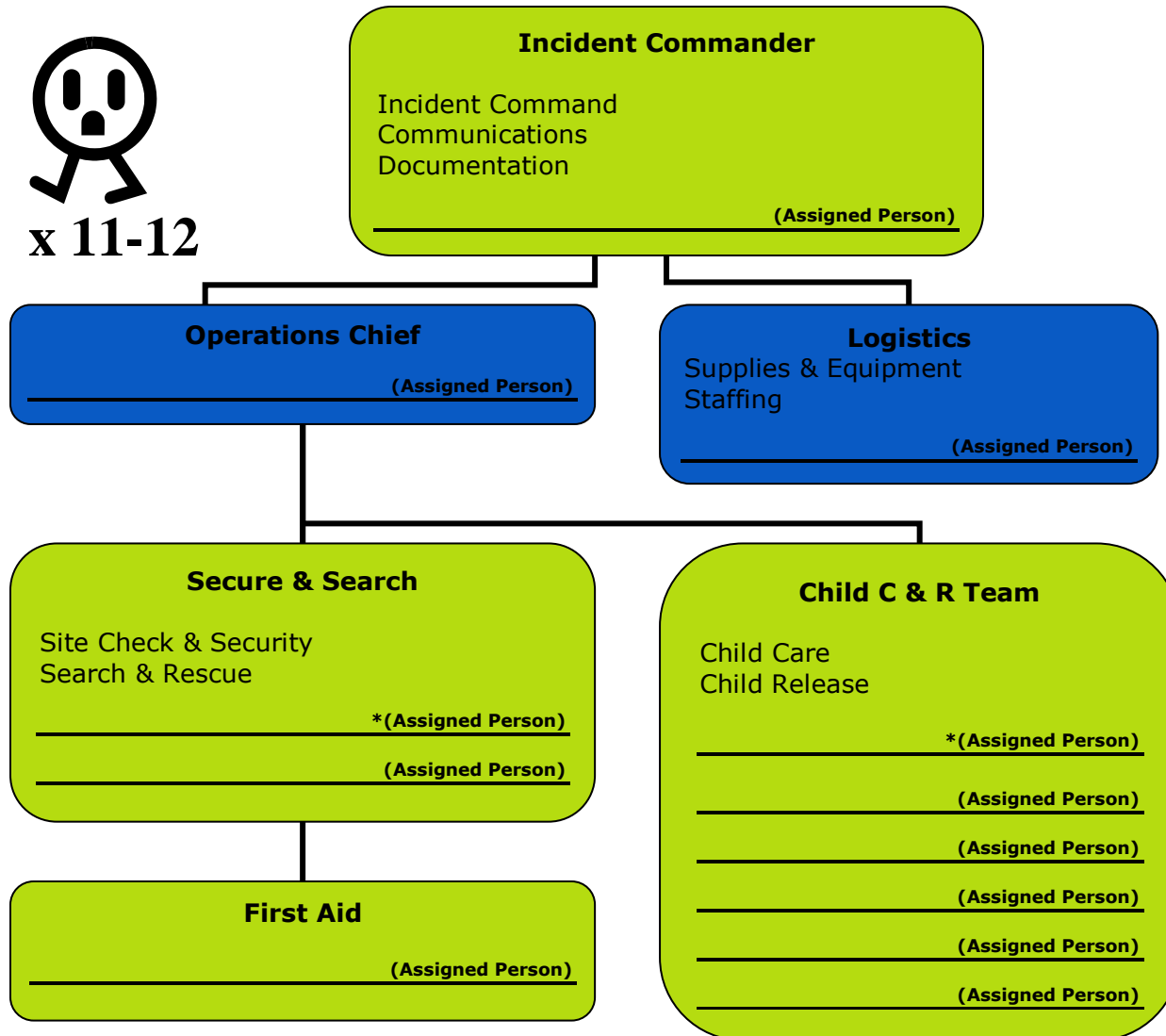
 x 10

10 People Organization Chart

For 10 people: 1 person is the Incident Commander; 1 person is the Operations Chief; 1 person takes care of Logistics; 2 people continue to provide Life Safety; 5 people are responsible for Child Care.



***This person is the “lead” for each team, and facilitates communication between the team and Incident Commander.**



11 – 12 People Organization Chart

For 11 people: 1 person is the Incident Commander; 1 person is the Operations Chief; 1 person takes care of Logistics; 2 people continue to provide Life Safety; 6 people are responsible for Child Care.

For 12 people: 1 person is the Incident Commander; 1 person is the Operations Chief; 1 person takes care of Logistics; 2 people continue to provide Life Safety; 6 people are responsible for Child Care; 1 person is the first aid provider.

***This person is the "lead" for each team, and facilitates communication between the team and Incident Commander**

KIDS CO. at West Mercer Elementary

Supplemental Site Information

Site Address and Phone:

Portable A
4141 81st Ave SE
Mercer Island, WA 98040
(206)230-6035

Voice Mail Retrieval from on-site phone:

Press 6363, when prompted for a password – press 5437#

School Phone/Fax:

(206) 236-3430 Phone
(206) 230-6043 Fax

West Mercer Contacts:

Principal:

Rich Mellish: (206)236-3433, rich_mellish@misd.wednet.edu

Administrative Assistant:

Lynn Lawrence: (206)236-3430, lynn_lawrence@misd.wednet.edu

Head Custodian:

Steve Kiner: (206)230-6060, steve_kiner@misd.wednet.edu
EMERGENCY ONLY PHONE: (206) 730-7301

Night Custodian:

Cahn Ta: (206)230-6060, canh_ta@misd.wednet.edu

School Nurse:

Susan Amirghodsi, RN: 206-230-6044 susan_amirghodsi@misd.wednet.edu

Mercer Island School District Contacts:

Maintenance & Operations:

Keith Ellis, Director: (206)230-6339

Tony Kuhn, Asst. Director: (206)236-3322

Communications & Data Engineer:

Mike Lein: (206)236-3405

Opening/Closing Procedures:

- Unlock/Lock Portable A with key labeled 5RN12 (Following staff has a key: Karla Harris, Debe Thomas, Corey James, Traci Wetzel).
- Turn on/off classroom and bathroom lights (wall switches)
- Unlock/lock push handle on door with hex key attached to chain on the inside wall near the door, by the disaster preparedness kit (red backpack)
- For morning opening/evening closing: Sign-in Binder should be located on sign-in table visible to families.
- For morning opening: Un-stack all chairs placing them around the tables according to size. Unroll all rugs onto carpet and rearrange pillows.
- For evening closing: Stack all chairs against the walls and roll up the rugs for the night custodians to vacuum. (The classroom is vacuumed every other day, but the schedule varies, so they ask us to do this daily).

Other Site Procedures/Reminders:

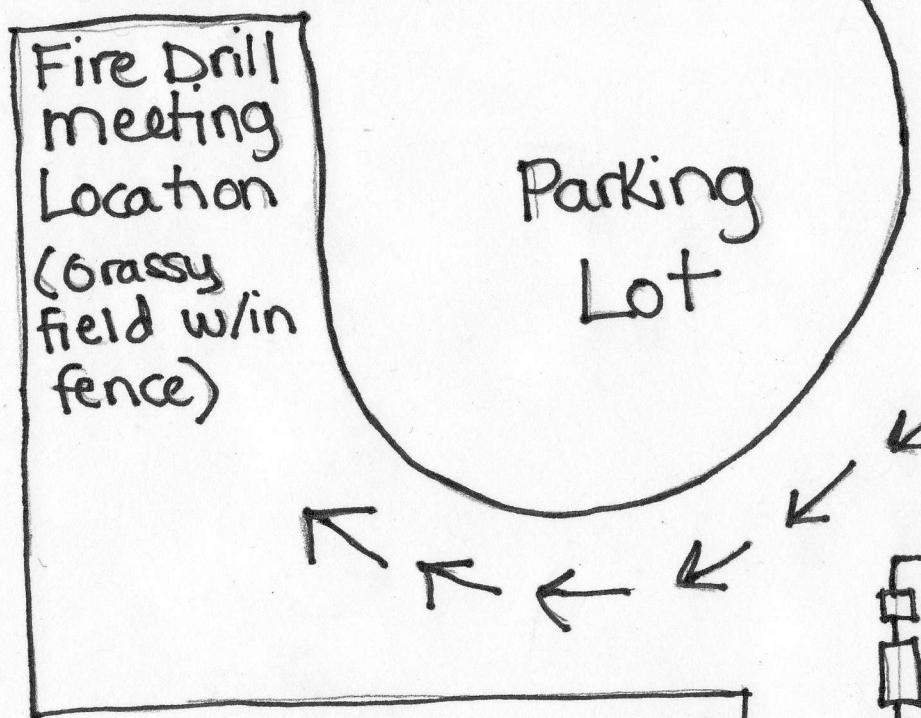
- To access the staff cabinet, use small key located in staff desk
- For waste: The custodians do not take the classroom recycling bin or compost to the central dump. Kids Co. staff should take the recycling and compost to the bins located outside of the school on the south side of the building by the bus loading area.
- Heat is on an automatic system and CANNOT be manually adjusted.
- AC is on an automatic system fan that CAN be regulated and manually adjusted within the portable. If windows are opened, they must be closed upon opening or closing due to the alarm system.
- No dogs are allowed on campus. This is in an effort to minimized allergic reactions and to keep the school grounds clean (it is also the law: MI ordinance 7.04.110).

Parking:

If there are no available legal parking spaces available in the main lot on campus (NOT including the STAFF spaces marked in yellow), you must park at Homestead Field/Park and walk to the building. It is a violation of fire code to park in the fire lane. Parking in traffic lanes between parked cars is also prohibited. Staff receiving children out of the bus loop may park in the graveled parking spaces at the other entrance to the school

Site Floor Plan

Covered
Play Area



Play Area

