

## Kids' Depot Emergency Procedures

***Evacuation & Relocation: If we must leave our building and go to a safer location, the type of emergency will determine the evacuation location we relocate.***

1. Our Neighborhood evacuation location, such as a fire: Reno Street Park Pavilion.
2. Our Out-Of-Neighborhood evacuation location, such as a gas leak, or hazardous material spill: Sandra Cornwall's Home, 1016 E. Church St, Iowa City, IA 52245.
3. Our Out-Of-Town evacuation location, such as a tornado or flash flooding: Magille Gevock's Home, 5431 Fairview Cemetery Road, West Branch, IA 52358.

***In all emergencies or potentially harmful situation, remember to use common sense and protect yourself and children above all. In any situation where children need to leave the building for safety, be sure that the designated person takes the clipboard & binder with the Emergency Medical Consent Forms, along with a short-term emergency backpack assigned to each classroom. Transport all children that cannot walk three to a crib. Get as far away from the building as necessary for the situation and take shelter keeping the children from additional harm.***

### Fire Procedures

Fire drills will be conducted once a month and practiced at varying times of the day. A designated staff, the office manager, is responsible for implementing drills and keeping records of them. The designated staff will use our Fire Alarm system/Bell to resemble an emergency situation.

Staff will evacuate children using the appropriate exits for each area of the center. Immobile children will be transported three to a crib and wheeled out the appropriate exit or hand-carried, if necessary. Each lead staff is responsible to bring the clipboard with the ***Emergency Medical Consent Forms, Short-Term Emergency Backpack, and Cellular Phone***. Staff should be positioned at the front and rear of each group while leaving the center, never leaving children unattended. Once children are all out and safe, lead staff will conduct an enrollment check and proceed to the Reno Street Neighborhood Park Pavilion. Staff and Children may return to Kids' Depot when the designated staff implementing the drill has given the approval to do so.

In an ***ACTUAL FIRE EMERGENCY***, when the alarm goes off, the building will be evacuated according to the above procedure. The Office Manager, Cook, Assistant Director, or Director will call 911 and report a fire. If the building is safe to re-enter, according to Fire Department Officials in minimal time, staff and children will return to the center. If Fire Officials cannot assess the building in a timely manner or the building is not safe to re-enter, lead staff will use the Emergency Medical Consent Forms to call parents to come and pick up their children at the Reno Street Neighborhood Park Pavilion. Shall the fire be out of hand & The Reno Street Neighborhood Park Pavilion deemed unsafe, Kid's Depot will proceed to the Out-Of-Neighborhood Evacuation Site, Sandra Cornwall's address listed above. Lead staff will use the Emergency Medical Consent Forms to call parents to come and pick up their children as soon as possible.

### Tornado/Severe Weather Procedures

Tornado drills will be conducted once a month and practiced at varying times of the day. A designated staff, the office manager, is responsible for implementing drills and keeping records of them. The designated staff will use a hand bell to alert the classrooms to begin tornado procedures.

Staff will direct children to their designated tornado areas posted in each classroom, immobile children will be hand-carried to safe zones, using apparatuses if necessary. Staff should be positioned at the front and rear of each group while heading to the safe zone, never leaving children unattended. Lead staff are responsible to bring the clipboard with **Emergency Medical Consent Forms and a Cellular Phone**.

- Yellow Caboose/Infants: Large bathroom on main level.
- Blue Boxcars (2's) and Red Boxcars (3's): Main Kitchen
- Engineers (4's & 5's): Cubby/Coat Room on Main Level.

Once in the designated safe zone, lead staff will conduct attendance, and staff and children will assume the safe position, kneeling on the floor with head between knees and arms over heads.

In an actual **TORNADO/SEVERE WEATHER EMERGENCY**, the Office Manager, Cook, Assistant Director, and/or Director will listen to the current weather report to determine the extent of the danger to the center. If the area sirens go off, all staff and children will follow the Tornado/Severe Weather Procedure. All staff, children, and parents are required to stay in the safe zones until the sirens have stopped and it is determined that the danger has passed. 911 will be called if there are any injuries or damage to the building. If there is structural damage to the building, everyone will be evacuated to the Reno Street Neighborhood Park Pavilion/Sandra Cornwall's House/Magille Gevock's House (Depending on the severity of the situation), and lead staff will use the Emergency Medical Consent Forms to call parents to come and pick up their children.

### **Blizzard/Weather Related Closings**

If road conditions are such that driving is difficult or impossible, children, staff, and any parents in the building will remain inside until roads are passable. All parents will be notified by phone call or email of the situation. If blizzard/weather conditions are so extreme that the center cannot open, the notice will be emailed to parents and posted on KCRG.com.

### **Missing Child**

At Kids' Depot, outside gates are closed at all times. No child should ever be alone outside or inside without staff ratio supervisions. Face-to-Name ratios should always be used leaving or entering a different room or outside.

In the event of a child missing, staff will combine classrooms to one central location. Non-ratio staff will conduct a search immediately, checking all locations inside, outside, retracing all their steps taken that day. If the child is not found, call 911 immediately, give a detailed description of the child including what they are wearing, and any place they may have gone. Next, contact the child's parent(s)/guardian, and calling our local DHS consultant.

### **Observed Abduction**

If you observe a child being abducted, call 911 immediately; give a complete description of the child, abductor, and vehicle, if applicable. Next, contact the child's parent(s)/guardian and your local DHS consultant.

#### **Intruder In The Building**

All doors should remain locked unless there is backyard use. The Cook/Office Manager/Assistant Director shall always be vigilant of entering persons. Establish initial contact with person to determine what, if any, threat there might be. If it is determined that the person is a threat to anyone in the building, try and diffuse the situation if at all possible by reasoning with the intruder. If the person leaves the building, call 911 and let the authorities know what happened. If the intruder appears too hostile or has a weapon, signal to someone to call 911.

### **Intoxicated Pick Up Person**

In the event an authorized pick up person, including parents, are under the apparent influence of drugs/alcohol, or poses a safety risk, the child will not be released in their care. The Director or staff in charge, will contact another authorized pick up person on the child's Emergency Medical Consent Form to transport and care for the child. If no one can be reached, child protective services will be contacted for guidance. Call 911 to manage the individual under the apparent influence of drugs/alcohol or poses as a safety risk.

### **Sick Child/ Infectious Disease Outbreak**

Any child exhibiting bacterial/viral or other unusual symptoms will be reported to the Director and/or the Assistant Director for evaluation. Staff will take the child's temperature with a digital thermometer under the arm/forehead/ear thermometer. Lead staff will contact the parent/guardian if the fever is greater than 100.4 degrees Fahrenheit. An ill child will be placed on a cot under supervision in a quiet area. Staff will complete an illness report stating symptoms, treatment administered, and when the child may return to the center. The authorized pick-up person will need to read and sign the illness report, receive a copy of the report, and another copy will be filed. Ask parents to inform us if their child is diagnosed with a communicable disease, so we may post that information for other parent(s)/guardian that their child has been exposed to an infectious disease.

If there is an infectious disease, informed by the Iowa Department of Health and the CDC, the office manager will make sure to be informed on proper procedures and guidelines to enforce until otherwise further stated. Policies and guidelines are subject to change, depending on the disease, severity, and contagiousness. Should there be a statewide/nationwide infectious disease, Kids' Depot staff will be required to do a full deep cleaning of the center before resuming normal activities. While open, staff will perform extra cleaning duties, wiping down common areas, cleaning toys daily, and enforcing proper hygiene and PPE practices. Parents will be required to pick up and drop off on the front porch while staff take temperature upon entering. During an infectious disease outbreak, only staff and children will allowed to be in the center.

Please refer to our Family Handbook for current policies regarding COVID-19.

### **Power Failure**

In case of a power failure, flashlights are available for use in every classroom. Children should be kept busy with quiet activities while the situation is being assessed. The Director/Assistant Director/Office Manager will call Mid-American utilities (1-800-799-4443) to report the outage and inquire about anticipated time for power to be returned. If the power cannot be returned in a timely manner, or if conditions are unreasonable for child endurance, parents will be called to pick up their children.

### **Structural Damage**

In the even of structural damage to the building, the center needs to be evacuated immediately. Staff will evacuate children using the appropriate exits for each area of the center. Immobile children will be transported three to a crib, and wheeled out the appropriate exit or hand-carried if necessary. Each lead staff are responsible to bring the Emergency Medical Consent Forms, Short-Term Emergency Bag, and Cellular Phone. Staff should be positioned at the front and rear of each group while leaving the center, never leaving children unattended. Once children are all out and safe, lead staff will conduct an enrollment check, then proceed to the Reno Street Neighborhood Park Pavilion. The Director/Assistant Director/ or person in charge will call 911. Do not return to the center until the building is declared

safe by officials. If the building is not safe to re-enter, lead staff will use the Emergency Medical Consent Forms to call parents to come and pick up their children at the Reno Street Neighborhood Park Pavilion.

### **Bomb Threat**

If you receive a bomb threat, listen carefully to the call and return as much information as possible; such as, background noise, male/female, ask where the bomb is, what time is it going off, etc. Staff will evacuate children using the appropriate exits for each area of the center. Immobile children will be transported three to a crib, and wheeled out the appropriate exits or hand-carried, if necessary. Each lead staff is responsible to bring the Emergency Medical Consent Forms, Short-Term Emergency Bag, and Cellular Phone. Staff should be positioned at the front and rear of each group while leaving the center, never leaving children unattended. Once children are all out and safe, lead staff will conduct an enrollment check and then proceed to Sandra Cornwall's/ Magille Gevock's house. The Director/Assistant Director/ or person in charge will call 911, giving details of the bomb threat. Do not return to the center until building is declared safe by officials. If the building is not safe to re-enter, lead staff will use the Emergency Medical Consent Forms to call parents to come and pick up their children at the safest location.

### **Chemical Spill**

In the event of a chemical spill in the area, local officials will notify Kids' Depot. Kids' Depot will follow protocol according to the **Johnson County Emergency Management Agency; 319.356.6700**. Staff and children will stay indoors, closing all windows. If local officials instruct us to evacuate the center, lead staff will use the **Emergency Medical Consent Forms** to call parents to come and pick up their children at Kids' Depot. If there is a large chemical spill inside the Center, Staff will evacuate children using the appropriate exits for each area of the center. Immobile children will be transport 3 to a crib, and wheeled out the appropriate exit or hand-carried if necessary. Each lead staff is responsible to bring the clipboard with the **Emergency Medical Consent Forms, Short-Term Emergency Bag, and Cellular Phone**. Staff should be positioned at the front and rear of each group while leaving the center, never leaving children unattended. Once children are all out and safe, lead staff will conduct an enrollment check and then proceed to the Reno Street Neighborhood Park Pavilion/Sandra Cornwall's House. The Director, Assistant Director, or person in charge will call 911.