

*Emergency Preparedness
and Action Plan and
Procedures*

WellKind

SCHOOL FOR EARLY LEARNERS



*The
“love of learning journey
starts with us”*





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According to the PA Code for Child Care Facilities

3270.27. Emergency plan.

(a) The facility shall have an emergency plan that provides for:

(1) Shelter of children during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.

(2) Evacuation of children from the facility building and evacuation of children to a location away from the facility premises. The evacuation routes and evacuation plans to exit the building may be the same as those required by § 3270.94(f) and (g) (relating to fire drills).

(3) A method for facility persons to contact parents as soon as reasonably possible when an emergency situation arises.

(4) A method for facility persons to inform parents that the emergency has ended and to provide instruction as to how parents can safely be reunited with their children.

(b) The operator shall review the emergency plan at least annually and update the plan as needed. Each review and update of the emergency plan shall be documented in writing and kept on file at the facility.

(c) Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility. (d) The emergency plan shall be posted in the facility at a conspicuous location.

(e) The operator shall provide to the parent of each enrolled child a letter explaining the emergency procedures described in subsection

(a). The operator shall also provide to the parent of each enrolled child a letter explaining any subsequent update to the plan.

(f) The operator shall send a copy of the emergency plan and subsequent plan updates to the county emergency management agency.

Our Mission

An Emergency Action Plan describes the actions employees of WellKind School for Early Learners should take to ensure the safety and well being of children in our care during an Emergency Situation..

Well-developed emergency plans and proper employee training (where employees understand their roles and responsibilities within the plan) will result in fewer and less severe injuries and less structural damage to the facility.

A poorly understanding of your Rol as a teacher during and Emergency Situation could lead to a disorganized evacuation or emergency response, resulting in confusion, injury and property damage. It is all of our responsibility to make sure we understand all aspects of this Plan.

This Action Plan involves conducting an emergent situation evaluation and describes how people will respond to different types of emergencies, taking into account our specific building layout, structural features and emergency systems.

Emergency Action Plan
Last Update: February 2020
Updated by: Elizabeth Keiper
Authorized by: Elizabeth Keiper

Emergency Action Plan Generals.

Identifying Shelter Location for Children

Shelter of children during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.

Shelter Locations:

Meeting Point. To practice fire drills and during fire, all classroom should be guided to the “Meeting Point” where a head count of all children and staff must be conducted by administration and await for further instructions.

Shelter In Place. First Floor Hallways as close to the staff Lounge as possible away from doors and windows.

Young Toddler, Older Toddler and Preschool will remain as much as possible in their classroom hallway.

Alternate Shelter. Steam town Church Basement.

To access the Shelter you have to cross the street from the “Meeting Point” and walk through the pathway furthest to the Center.



Contact of Parents in Emergency Situations.

Notes and Alerts System.

All Parents are in charge of updating their emergency information at least every 6 months and every time they change their telephone number, address or pick up contacts.

The administration is responsible of ensuring the “Notes and Alert System” is updated and with all the information that needs to function properly.

The Director is in charge of sending an “Emergency Alert” to parents if situation arises and to make updates to the emergency as needed.

Frequency of Revision of document.

This document needs to be revised and updated annually every January with a due date on January 31st by the Center Director.

Training of Staff:

All new information and a review needs to be included in an “Emergency Action Plan Training”.

The “Emergency Action Plan Training” is responsibility of each staff member.

All updates to the plan must be included in the “Emergency Action Plan Training”.

All staff member are in charge of signing an acknowledgement of “Emergency Action Plan training” every year and hand it in to the administration.

All staff is trained in CPR, First Aid and Fire Safety within the first 12 months of hiring and annually (Fire safety) and biannually (CPR/first aid) after that.

Evacuation Routes.

All Evacuation Routes must be posted by classroom door and emergency exits.

Exit through fire doors in your classrooms

Infants, Young Toddler, & Older Toddler exit through emergency exit door

Pre-K exits through the right-hand stairwell and through the front (main) doors

School Age exits through the left-hand stairwell and through the back hallway exit door

We will all meet in the parking lot “meeting point” furthest away from the building

[See Annex documents with “Evacuation Plan” for the building.](#)

Practice Drills.

Monthly evacuation drills shall be practiced from all exit locations at varied times during the hours of operation and during varied activities including nap time.

Each drill shall be documented and include information on the date and time of the day of the drill, who participated, the number of children who participated, and the total amount of time necessary to evacuate.

Fire Extinguisher, Annual Sprinkler System and Fire Alarm Inspection.

Annual Inspections on the Alarm System are conducted every year in the center by Endless Mountain Security Company.

Sprinkler System Proper Functioning test is performed by Classic Fire Protection.

Fire Extinguishers are annually reviewed and changed if needed by Cintas Fire Protection to make sure that all fire extinguishers are operating correctly.

Our Approach to Emergency Action Plan



All staff members of WellKind School for Early Learners should be able to identify and assess, report, execute and manage and monitor and mitigate any risks which could impact the Center, the Community and all people in the Center.

All staff members of WellKind School for Early Learners should be able to understand the difference between a Hazard, Risk, or Emergency.

All staff members of WellKind School for Early Learners have to report directly to Management if they identify any risk or believe a risk exists either inside or outside the building.

All staff members of WellKind School for Early Learners should be able to execute the action plan to the best extent possible during any emergency situation.

All staff members of WellKind School for Early Learners should be able to Manage the situation until recovery is possible.

Emergency Action Plan
Last Update: February 2020
Updated by: Elizabeth Keiper
Authorized by: Elizabeth Keiper

01

Identify and
Assess.

Hazards and Risks

Identification and Assessment of situation is important to help manage both health and safety and children's welfare.

In order to make a correct assessment of the situation we have to recognize hazards, risks, and emergencies.

Hazard is defined as anything that has the potential to cause harm. A hazard may be identified in a daily assessment of the work place.

Teachers should be inspecting some of the following:

Are toys and equipment in good state?

Are there any chemical hazards, such as cleaning materials and disinfectants in children's reach?

Are all children in your reach?

Assess the security of entry points and exits and make sure there are no blockages and that all doors are securely closed.

Are there any drugs and medication in children's reach? Review items brought from home.

Risk is defined as the chance or likelihood that harm will occur from the hazard.

To avoid Risks you should report hazards immediately to the management.

As a teacher in charge of the welfare of children you should be also aware of **Hazards that could lead to an emergency** and always take them into consideration:

- 🌀 Smell of Fire inside or outside the building
- 🌀 Smell of gas
- 🌀 Unidentified Person in the building
- 🌀 Unidentified Person near the outdoor space of building
- 🌀 Large mass of water
- 🌀 Strange Noise
- 🌀 Fire extinguisher expiration
- 🌀 Animal in the vicinity

All staff members of WellKind School for Early Learners have to report directly to Management if they detect or identify any hazards, risk or believe to be a risk or emergency either inside or outside the building.

Emergencies.

Emergency is an unforeseen combination of circumstances that calls for immediate action and that threatens the welfare and safety of children and staff.

Some identified emergencies are:

-  Fire
-  Natural Hazard
-  Utility Disruptions
-  Hazardous Materials
-  Bomb threat, suspicious article, or threatening call.
-  Medical Emergency
-  Missing Child.
-  Unauthorized or Suspicious person
-  Hostile Intruder

In the following pages we will explain the procedure on how to act with each Emergency Situation

Emergency Action Plan
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02

Report the
Situation.

Make a decision.

Is the situation a Hazard or something that can be controlled by Administration before calling the authorities?

Hazards or/and Risks.

“When in doubt, make a phone call”

All staff members of WellKind School for Early Learners have to report directly to Management if they detect or identify any hazards that could lead to emergencies, inside or outside the building.

Emergencies:

When a situation needs to be addressed immediately

All staff members of WellKind School for Early Learners have the ability **to call 911** or pull the fire alarm in case of emergency.

A list of telephone numbers for the local authorities is posted by each telephone.

*“In an **emergency**, dial **911** or your local **emergency** number immediately.
An **emergency** is any situation that requires immediate assistance from the police, fire department or ambulance.”*

03

Execute and
Manage

After a Report has been made for an **EMERGENCY SITUATION** the “Execute and Manage Phase” will begin. This means we are in a real emergency situation and the safety of Children and Coworkers might be depending on your response.

Remember:

- 🌀 All staff members of WellKind School for Early Learners are responsible for the safety of the children.
- 🌀 Keep calm and alert.
- 🌀 Staff must manage the response to the emergency, as well as helping children cope with their feelings, fear and needs during and after the emergency.
- 🌀 Stay alert in case of need for EVACUATION.
- 🌀 Stay alert to be able to follow the protocols contained in the following pages.
- 🌀 Communicate with children in a calm matter.
- 🌀 Communicate with your coworker in a calm manner all of the steps you are/ will be taking.
- 🌀 Follow the protocols for EACH EMERGENCY SITUATION that are explained in the following pages.

Medical Emergency

Staff should be prepared to initially respond to medical emergencies based on their first aid and CPR training.

Prompt notification of emergency medical/rescue is vital.

A current telephone list for medical emergencies is located next to your telephone in your classroom.

Here is a list of cases where calling 911 may be necessary:

- 🌀 Anaphylactic Shock
- 🌀 Seizure
- 🌀 Faint
- 🌀 Choking
- 🌀 Heart Attack

In case of a Medical Emergency.

- I. Respond immediately to a Medical Emergency based on first aid and CPR training.
- II. While someone is responding, the other staff member should call 911 and control children.
- III. If you are the only staff member, call 911 and **PUT THE TELEPHONE ON SPEAKER** while immediately responding to the Emergency.
- IV. To call 911, Press line 2, dial 911
- V. Once emergency responders are in the emergency spot, communicate with management and await further instructions.
- VI. Management will inform primary contacts of child about situation and further pick up protocol.



Fire/Unknown source of smoke in the room

Fire is perhaps the most common hazard and can occur for many reasons. Staff should be able to get children to a safe area following the correct evacuation procedure.

In case of Fire:

- I. Staff shall pull fire alarm, grab extinguisher to use as an egress tool (do not try to put off fire), take First Aid Kit and Ipad to evacuate.
- II. Exit through fire doors in your classrooms.
- III. Infants, Young Toddler, Older Toddler, and Preschool exit through emergency exit directly to street or parking lot. ([See Evacuation Plan](#))
- IV. Pre-K exits through the right stairwell and through the front doors. ([See Evacuation Plan](#))
- V. School Age exits through the left stairwell and through the back door. ([See Evacuation Plan](#))
- VI. All classrooms meet in the parking lot furthest away from the building at "[Meeting Point](#)"
- VII. Management will perform a head count of children in care and Staff personnel.
- VIII. Management will assess if we should move children to our Alternate Shelter. ([See Evacuation Plan](#))
- IX. Management will inform primary contacts of enroll children about situation and further pick up protocol.

Remember:
“Evacuation is indispensable even with Fire suspicion and no one can get back to building until fire department assess the building for safety”



Natural Hazard

These hazards relate to conditions caused by weather, weather related effects, and geological events. Some events give us some time for planning and others doesn't.

- 🌀 Severe Weather
- 🌨 Snow and Ice Storms
- 🌊 Flooding
- 🌀 Tornado
- 🌀 Hurricane
- 🌍 Earthquake.



In case of Natural Hazard:

- I. For all Natural Hazards, management will inform if there is need of evacuation.
- II. Prepare your traveling emergency kit and Ipad.
- III. Stay Alert in case you need to seek "Shelter in Place" or "Alternate Shelter".
([See Evacuation Plan](#))
- IV. For Tornado, Hurricane and Earthquakes always go to "Shelter in Place" and practice drop, cover and hold on with children.



- V. Management will alert parents via text message for pick up procedures.
- VI. If parents are required to pick up their children, they should do it in no more than 30 minutes.

Hazardous Materials

Under certain conditions, chemicals can also be poisonous or have a harmful effect on the health. Some chemicals that are safe, and even helpful in small amounts, can be harmful in larger quantities or under certain conditions. Chemical accidents can happen in the environment and community. Center would be generally notified by city official or company representative, but if a member of the staff finds a strange odor in the environment or a strange coloration on the water, you must notify the administration immediately so we can find the root of it .

Examples of a chemical Emergency Situation is

- 🌀 Natural Gas Leak.
- 🌀 Spilling of a Solvent.

In case of Hazardous Material:

- I. Depending on the root of it “Alternate Shelter” might be necessary. Stay Alert for instructions from Management.
- II. Management will notify parents via text message for pick up procedures.
- III. Parents are required to pick up their children within the following 30 minutes of receiving the text message.
- IV. Parents then will receive a follow up message from Management once the situation is resolved or if closure is necessary



Terrorism.

Terrorist attacks in the School Districts have left many concerned about the possibility of such incidents against vulnerable communities.

An Emergency Action Plan for such emergency situation can be reassuring for families and staff that we can exert a measure of control even in the face of such events.

Examples of situations of terrorism:

- 🌀 Suspicious Package. [How do you know if a package is suspicious?](#)
- 🌀 Threats against staff members, the community or a specific child or family.
- 🌀 Bomb threat.

In case of Terrorism:

- I. If you see a suspicious package, or hear or receive any type of threat, contact management immediately.
- II. Management will contact the authorities and proceed as instructed.
- III. Management will notify all classrooms if a “Shelter in Place” or “Alternate Shelter” is most recommended
- IV. In case of Evacuation, follow “Evacuation Plan” ([See Evacuation Plan](#))
- V. Management will notify parents via text message about situation and pick up protocol.



Hostile Intruder.

An active shooter is a person whose activity is to cause death or a serious injury, a hostile Individual is someone whose activity is threatening.

Examples of Hostile Intruders are

- 🌀 Hostile Individual
- 🌀 Active Shooter

There is 2 responses for a hostile intruder emergency situations.
You will need to asses the situation and respond as pertain to each

- A) Lock Down
- B) Lock Out



In case of Hostile Intruder

A situation when someone is threatening the safety of staff, children or the community.

- I. When possible Call 911 immediately or administration must use PANIC BUTTON when necessary to contact police.
- II. Remain Calm.
- III. Administration will inform classrooms of situation if possible by a phone call or message in the Ipad.
- IV. The Code for this situation is Lock
- V. If you receive Code in Ipad or Phone, execute Lock Down.
- VI. Lock Down
- VII. When situation is controlled administration will inform parents about pick up protocols.

In case of Active Shooter

A situation when you hear gun shoots or see an armed person in the building.

- I. Execute Lock Out
- II. Try to remain calm.
- III. Shelter children and staff furthest from the door and turn lights off.
- IV. If possible barricade entrance with furniture.
- V. Try contact 911
- VI. Wait until a person from the administration or Police gives you further instructions.
- VII. When situation is controlled administration will inform parents about pick up protocols.



LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Get indoors fast
Continue learning

STAFF

Bring students indoors fast
Take attendance and continue teaching



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Enter nearest lockable room
Stay out of sight
Turn off your phone and stay silent
Do not open the door for anyone

STAFF

Direct students into classrooms fast
Close and lock classroom doors
Silence all phones
Take attendance
Do not open the door for anyone



Unauthorized People.

Only Primary Contact and Secondary Contact can pick up the enrolled children at any given time.

All families enrolled at WellKind School receive a Family Code upon enrollment and a Parent Handbook detailing our Policy on Violations of the Safety. [Read Policy here.](#)

Families are also required to designate 3 contacts of people that can at any time, pick up their child from the facility upon previous identification. When that person comes into the building, they need to stop at the reception.

A person who fails in identifying themselves with a valid ID won't be able to pick up the child.

Administration will provide a **badge** to the new people and take a picture of those who are allowed to pick up a child. The badge will read, Authorized Pickup.

There are some cases when we have to denied a person to be picked up. Those cases are:

- 💰 Person who is not a Primary Contact and without a badge, picking up a child
- 💰 Person who appears to be under the age of 18.
- 💰 Person who appears to be under the influence of drugs or alcohol.

In case unauthorized people picking up a child:

- I. If you see an unfamiliar face picking up a child and they do not have a badge, **do not release the child** and ask the person to wait until you contact a person from the administration.
- II. Contact a person in the administration and wait for further instructions.
- III. If administration doesn't have information about unauthorized person picking up, a member of the administration will meet unauthorized person and escort back to reception to contact the parents of the child for further instructions.



Missing Child

When playing outside some children have a difficult time during transitions, children are playful and like to hide sometimes. There might be situations that a transition can become challenging if you encounter this behaviors. To avoid a situation where you leave a child behind, teachers are responsible to know how many children they have in the classroom at all times and to complete ratio counts at every checkpoint (doorway). It is important to use all the tools available for you to complete this task like “Name to Face” in the Ipad. Random revisions of this task maybe performed by the administration to make sure this task is being completed.

Situations when a Child can get missing.

- 🌀 Missing Child.
- 🌀 Child Left behind in indoor area. (Classroom to classroom)
- 🌀 Child left behind in outdoor area. (Yard to Classroom)
- 🌀 Child leaving room.

In case of Missing Child.

- I. Conduct a search of all areas of the facility and immediate surrounding area. (Even if child is immediately found, staff should report incident to director.)
- II. Ask your coworker to report the administration immediately to get backup.
- III. If the child is still not found, prompt notification of the police should be made by administration.



Utility Disruption

The Center can not operate during utility disruptions for Health and Safety Reasons.

- 🌀 Power Outage
- 🌀 Water Loss
- 🌀 Heat Loss
- 🌀 Air Conditioner Malfunctioning

In case of Utility Disruptions:

- I. Management will Notify parents via text message for pick up procedures.
- II. Parents are required to pick up their children within the following 30 minutes of receiving the text message.



04 Recovery.

Recovery beyond the emergency period to restore service will be necessary by all members of the staff.

Examples include providing temporary shelter, restoring power, critical stress debriefing for Children or assessing and restoring damage.

After an Emergency Situation and once all children are in a Safe Situation.

- I. Administration will make sure to provide temporary shelter to children until the situation is safe for Parents to Pick Up.
- II. Administration and Staff Members will make sure that children have all needs taken care (Ex. Diaper Changes, Snacks, First Aid, Water)
- III. All Teachers are in charge of guarding the emotional well being of the child. This might mean extra cuddles or helping them manage the stress arisen from the situation.
- IV. Administration will inform all parents regarding pick up protocols through a text message.
- V. Administration should speak to authorities regarding next steps to follow and consequences of situation.
- VI. In all Emergency Situations, WellKind School will be informing the Primary Contacts of the children Enrolled in WellKind School for Early Learners about Pick Up Protocols and in case of sub-sequential closures arising from the situation.

WellKind School for Early Learners has a commitment to Respond and Recover to any Emergency Situation in a timely manner.

EVACUATION PLAN

WellKind School for Early Learners
Meeting Point /Shelter In Place/Alternate Shelter

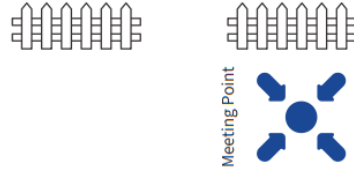
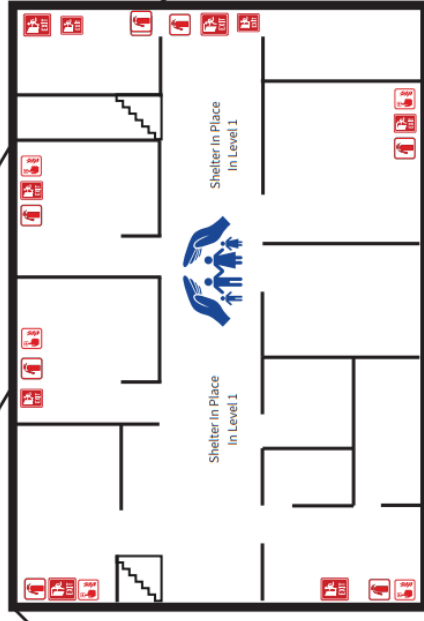
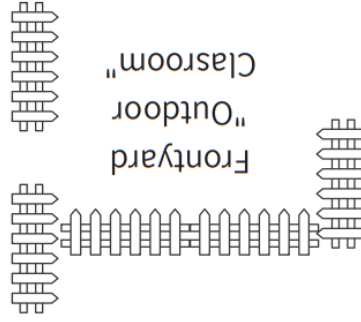
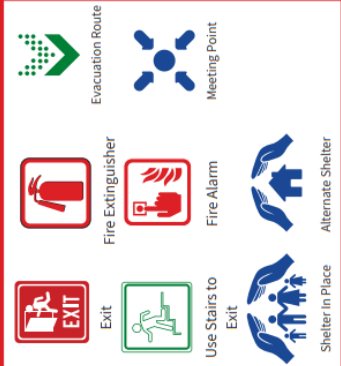


Alternate
Shelter

In Case of Emergency

Activate the Fire Alarm.
Walk to the Nearest Exit.
Use the Fire Extinguisher as an egress tool.
Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
Perform "Name to Face"
Do NOT return to the building until the "All Clear" is given.

Legend



Meeting Point

Parking Lot

Backyard

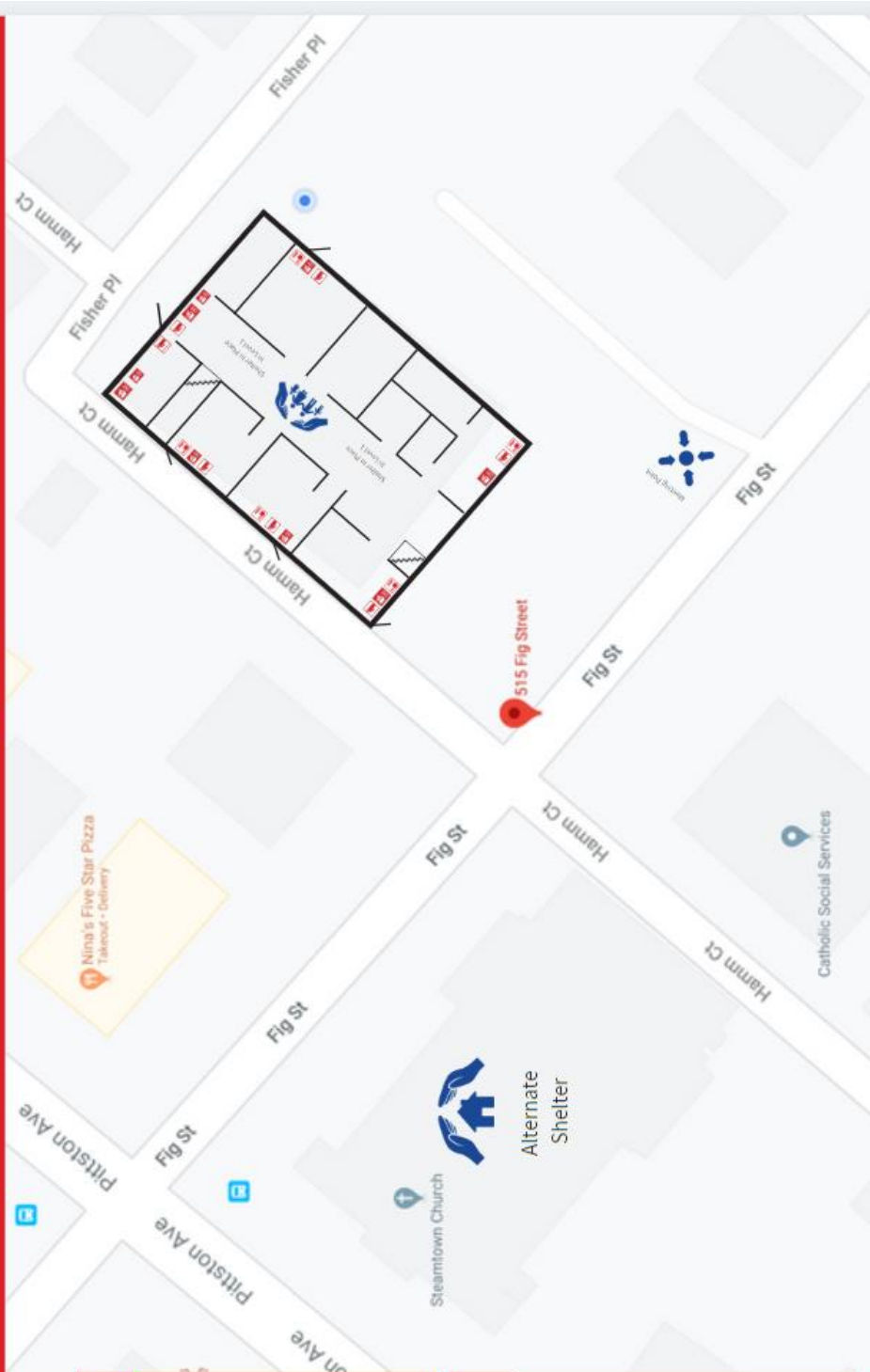
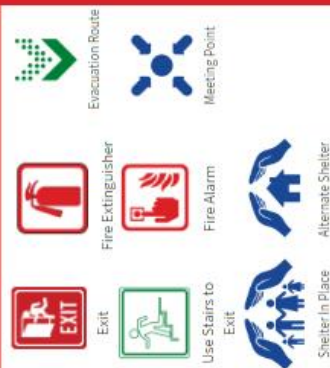
EVACUATION PLAN

WellKind School for Early Learners
Meeting Point /Shelter In Place/Alternate Shelter

In Case of Emergency

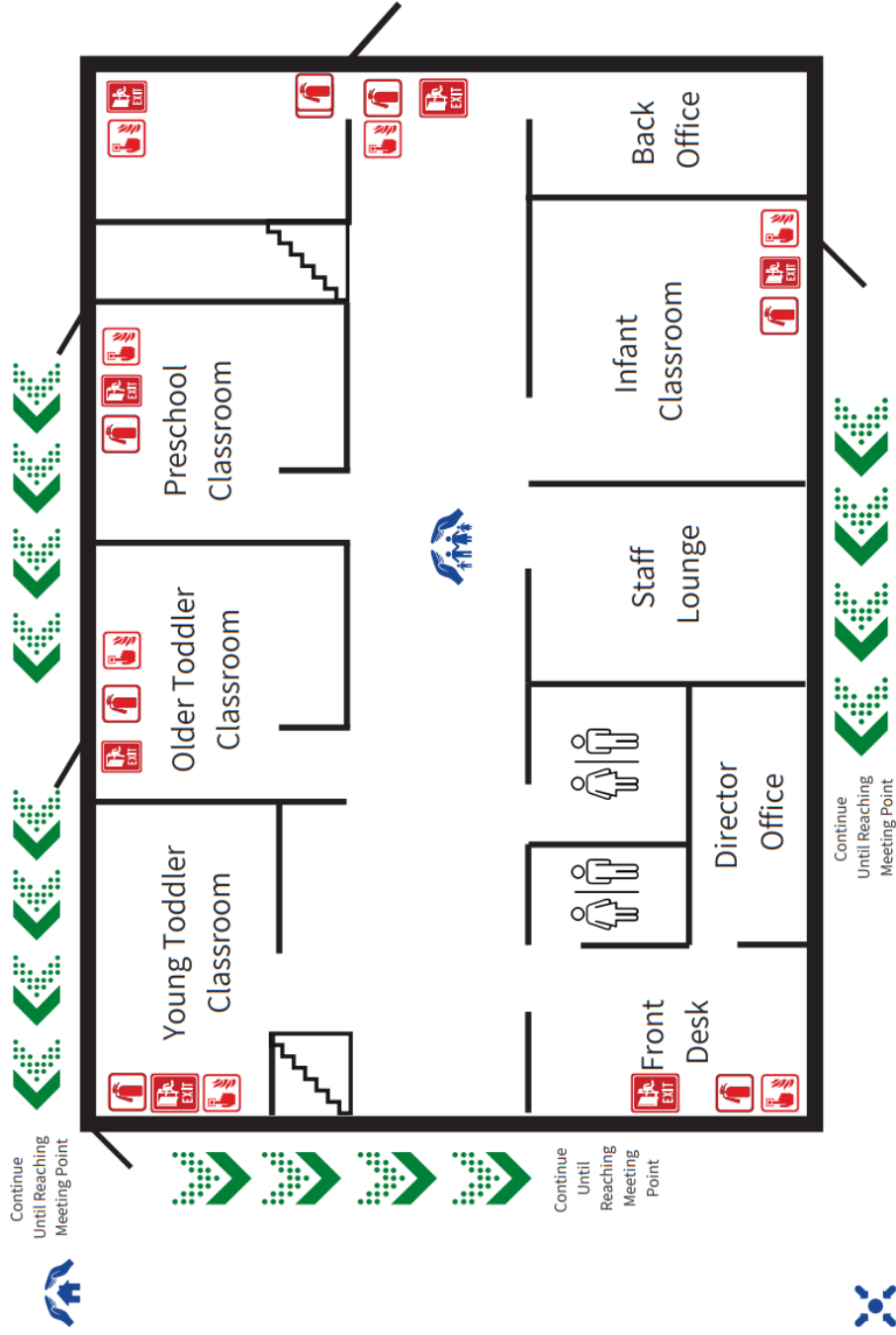
Activate the Fire Alarm.
Walk to the Nearest Exit.
Use the Fire Extinguisher as an egress tool.
Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
Perform "Name to Face"
Do NOT return to the building until the "All Clear" is given.

Legend



EVACUATION PLAN

WellKind School for Early Learners Level 1



In Case of Emergency

- Activate the Fire Alarm.
- Walk to the Nearest Exit.
- Use the Fire Extinguisher as an egress tool.
- Bring Emergency Kit and Ipad with you.
- Walk to the "Meeting Point"
- Perform "Name to Face"
- Do NOT return to the building until the "All Clear" is given.

Legend



EVACUATION PLAN

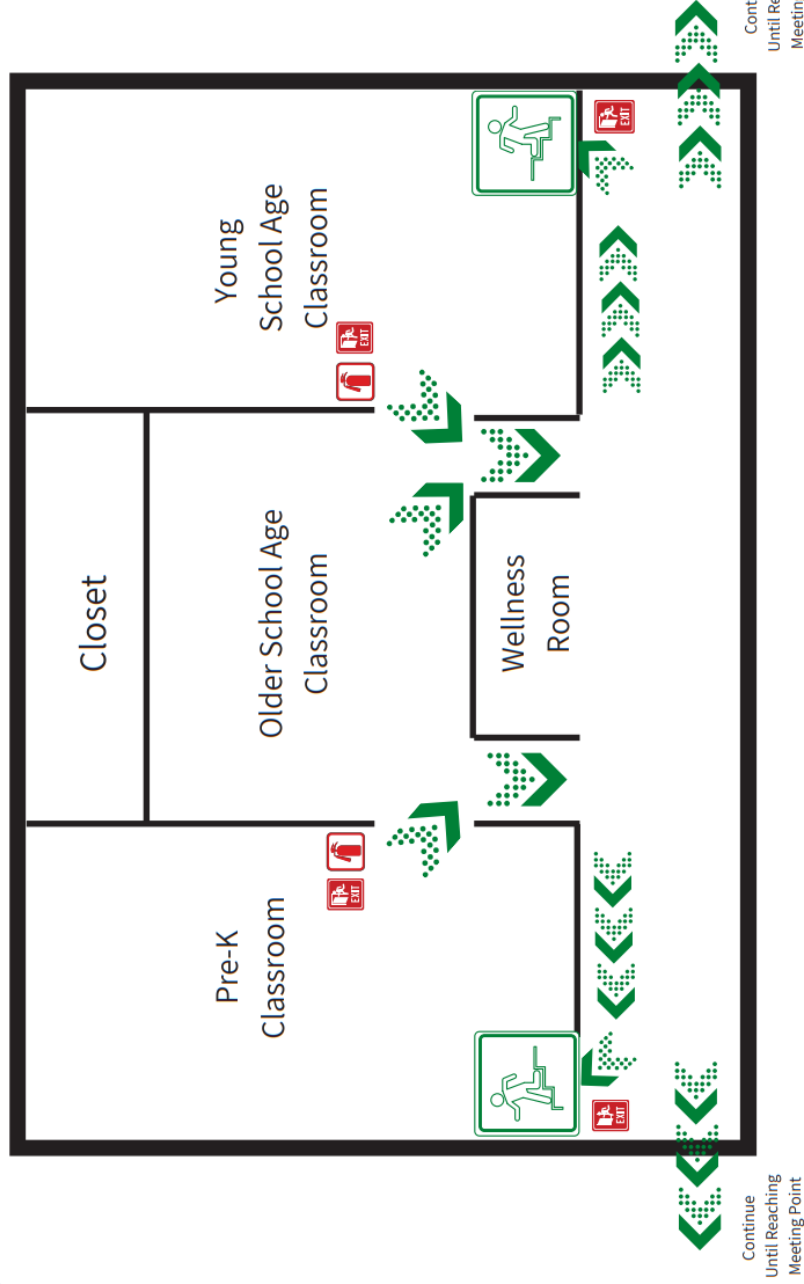
WellKind School for Early Learners Level 2



In Case of Emergency

- Activate the Fire Alarm.
Walk to the Nearest Exit.
- Use the Fire Extinguisher as an egress tool.
- Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
- Perform "Name to Face"
- Do NOT return to the building until the "All Clear" is given.

Legend



What Makes a Package Suspicious? Warning Signs

- Addressing Issues
 - Misspelled words
 - Mistyped or handwritten addresses
 - Not addressed to a specific person
 - Wrong titles or names
 - No or strange return address
 - Unexpected point of origin
 - Cut-and-paste lettering
 - Missing postal stamp cancellation marks



Source: Hawaii.edu

9.5 Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times.

These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of WellKind School for Early Learners.

Please be particularly mindful of WellKind School for Early Learners entrance procedures. We all like to be polite however we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director. Each parent or guardian has a particular pin number, therefore the person behind you will be able to gain entrance if they are authorized to do so. Please get comfortable saying things such as, “I’m sorry. I am not allowed to let you come in but you may use your pin”, or “I don’t know you. I cannot allow you to enter the building.” Let’s work together to keep our children safe!

Acknowledgement of
Training on Emergency Preparedness
Plan and Procedures



I, _____, have received initial training on the Emergency Preparedness Plan and Procedures. I have had the opportunity to review that Center's Emergency Preparedness Plan and I understand my role in proper evacuation procedures.

By my signature below, I acknowledge, understand, accept, and agree with the information that is provided to me. I understand that this information may be updated as needed and will be reviewed with me at a minimum of an annual basis.

Employee Signature _____

Date _____

Check if Initial Training: ☐

