



All About Kidds

Learning Center LLC

EMERGENCY PALN

Mission Statement

To provide quality childcare and learning experience for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically, and intellectually.

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General Guidelines

The following guidelines apply to this Emergency Response Plan (ERP):

It is helpful to know what disasters are most likely to happen in your area. The following pages provide a response guide to the situations. This guide is a reference for responding to an incident. Situations and sites differ — use your best judgment.

1. All personnel and residents must be trained in safe evacuation procedures.
2. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change and whenever the plan itself is modified or updated.
3. The training will include an overview of the roles and responsibilities of each division, section and staff member in case of ERP activation.
4. Floor plans and workplace maps which clearly show the emergency escape routes are included in the ERP (Appendix 1). Color coding aids employees in determining their route assignments. Floor plans and maps should be always posted in main areas (i.e. stairwells, lobbies, and exit corridors) to provide guidance in an emergency.
5. No employee or guest is permitted to re-enter the building until advised by the safety coordinator.
6. The ERP shall be reviewed periodically to ensure appropriate updates, modifications, and any additional information that have been recorded. Ensure that all copies of the ERP are updated whenever information has changed.

Responsibilities

The Emergency Coordinator (EC) is responsible for leadership and coordination regarding the Emergency Response Plan (EPR) once the plan is engaged. Shaniya Chambers: Program Director is the Emergency Coordinator. Janet Collier: Owner is the designated Emergency Coordinator Back-up and should assume Emergency Coordinator duties if the EC is not able to do so.

The Emergency Coordinator is responsible for the following:

1. Obtaining and posting floor plans and route evacuation maps (Appendix I).
2. Overseeing the development, communication, implementation, and maintenance of the overall ERP.
3. Ensuring the training of employees.
4. Assigning safety monitors.
5. Notifying all personnel of changes to the plan.
6. Maintaining up-to-date lists of personnel, visitors and any other personnel with assigned duties under this plan.

The Safety Monitor (SM) is responsible for leadership and coordination regarding the Emergency Evacuation Roster once the ERP is engaged for a defined area. A back-up Safety monitor is designated and will assume Safety Monitor duties if the SM is not able to do so.

The SM are responsible for the following:

1. Familiarizing personnel and visitors with emergency procedures.
2. Acting as liaison between management and their work area.
3. Ensuring that occupants have vacated the premises in the event of an evacuation and for checking their assigned areas.
4. Knowing where their designated meeting site is and for communicating this information to the occupants.
5. Providing an accountability list of personnel in their area of coverage.
6. Ensuring that disabled persons and visitors are assisted in evacuating the building.
7. Evaluating and reporting problems to the EC after an emergency event or drill.
8. Posting the "Area Evacuation Plan" (Appendix I) in their work areas, communicating plan to staff, and updating the plan when directed to by the EC.

Fire Evacuation Procedures for Building

1. If a fire is detected, staff must activate the fire alarm and call 911.
2. Teacher immediately should gather children, bringing emergency contact lists and first aid kit
3. Know two evacuation routes.
4. Use the closest and safest exit.
5. Do not remain near the building. There are many windows and flying glass/debris is a common hazard in building emergency situations
6. Gather at the designated safe location outside. Perform head count.
7. Calmly walk to the assembly area located at the right of the parking lot in front of the gate unless the wind is blowing smoke or other hazards in that direction. If so, assemble at the back of the building on the left side near the gate. Be cautious and yield the way for emergency vehicles entering the property
8. Look for co-workers. Gather with them for a head count.
9. If any child or staff member is unaccounted for, inform emergency responders immediately.
10. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.

Tornado/Severe Weather

1. The daycare will monitor weather conditions through local news and emergency alert systems.
2. If a Tornado watch is issued staff will remain alert and prepare for possible actions.
3. If a Tornado Warning is issued, immediate protective measures will be taken.
4. The director or designated staff will announce the emergency and begin procedures.
5. Teachers will gather emergency supplies (attendance sheets, first aid kit, emergency contacts).

6. Infants and Toddlers placed in evacuation cribs or carried to the shelter area.
7. Preschool and older children will walk to the designated safe space in a calm and orderly manner.
8. Everyone will move to interior rooms, hallways, or basements, away from windows and exterior walls.
9. Children will sit or kneel with heads covered (if necessary).
10. Staff will conduct headcounts before, during, and after moving to the shelter area.
11. No one will leave the shelter area until the all-clear is given by emergency authorities.
12. Parents will be notified after all children are safe.
13. If evacuation to an off-site location is necessary, parents will be informed of the pick-up location.
14. Staff will assess the facility for damage before returning the children to the classroom.
15. Any injuries will be treated, and incident reports will be completed.
16. If the center is unsafe, children will remain in the shelter area or be relocated until picked up.

Physical Plant Problems (heating, cooling system, water, electricity, damage)

If any of the above list problems occur, All About Kidds will assess the issue and determine if the facility remains safe for occupancy. If conditions pose a health or safety risk, the center may close temporarily until repairs are completed.

1. Heating and cooling failure: If indoor temperatures become unsafe, emergency measures (fans, heaters, blankets) will be used. If conditions become extreme, parents will be notified of early pickups.
2. Water Disruption: If restrooms and sinks become unusable, bottled water and hand sanitizer will be provided. Extended disruptions may require closure.
3. Electrical Failure: Emergency lights will be used. If power is not restored within a reasonable time, the center may close.
4. Structural Damage: If a system failure results in unsafe conditions (flooding, exposed wiring), the facility will be evacuated if necessary.

Parents will be informed immediately through phone, text, or email or app if early pickup or closure is required. Parents will be given a location to meet staff and children for pickups. Updates on reopening will be provided as soon as possible.

Child Serious injury or Death.

Immediate Response to Serious Injury.

1. **Assess the situation.** Staff will immediately evaluate the severity of the injury. First aid will be administered as appropriate.
2. **Call 911.** If the injury is life-threatening or required emergency medical care, staff will call 911 immediately. A designated staff member will stay with the child to provide comfort and support.
3. **Notify Parents/Guardians:** The director or designated staff will contact the child's parents/guardians as soon as possible. If the parents cannot be reached, emergency contacts listed on the child's file will be called.
4. **Document the Incident.** Staff will complete an incident report detailing the events leading to the injury, actions taken, and witness statements. Photos may be taken (if appropriate and in compliance with regulations) for documentation.
5. **Transporting the Child:** If transported by ambulance, staff member will accompany the child if a parent is unavailable.

Response to a child's Death

1. Call 911 immediately

Staff will not move the child unless they are instructed by emergency personnel. Emergency responders will take over once they arrive.

2. Notify parents/Guardians: The director or designated staff will contact the child's parents/guardians immediately in a compassionate and professional manner.

3. Notify Authority: The daycare will report the incident to the appropriate licensing agency and law enforcement as required by law.

4. Secure the area: The area where the incident occurred will be cleared and secured until the authorities arrive. Staff will cooperate with all investigations.

5. Provide Support: Staff, children, and families affected by the incident will be offered counseling resources.

A formal review will be conducted to assess how the incident occurred and determine if policy changes, or additional safety measures are needed. Staff will receive additional training as necessary.

LOSS OF CHILD: Missing Or Kidnapped child

MISSING CHILD

- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- Call 911 with:

Child's name and age Address of program Physical description of child Description of child's clothing

Medical condition of child, if appropriate Time and location child was last seen Person with whom child was last seen.

Have the child's information, including photos, available for police when they arrive.

Continue to search in and around sites for children.

KIDNAPPED CHILD

- Call 911 with:

Child's name and age Address of program Physical description of child

Description of child's clothing

Medical condition of child, if appropriate Time and location child was last seen Person with whom child was last seen.

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

Situation

- Help to prevent kidnapping:

Do not release a child to anyone other than parent, guardian, or designated emergency contact.

Call 911 if adults or children express concern about a person at or near program site.

Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

BOMB THREAT

BOMB THREAT

- Check caller ID if it is available.
- Signal 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 the 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 the 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 an emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to SHELTER-IN-PLACE or EVACUATE, as per instructions.
- If inside, stay inside (unless directed otherwise.)
- If exposed to chemicals or radiation outside:

Remove outer clothing, place it 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.

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 from a safe place.

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 the designated evacuation site.
- and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside keeping children in classrooms and initiating LOCKDOWN

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

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 the floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to the lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- If a phone is available in the classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until the situation is resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

Relocation Procedures Following Emergencies: All children will be transported by company bus/vans to a safe location, 216 Valley Hill Rd SW Riverdale, GA 30274 and information will be passed on to the parents/guardians.

COMMUNICATOIN WITH FAMILIES DURING EMERGENCIES

The family will be updated every 15 minutes during the emergency via companies' app and will be informed of the centers concerns to remaining open or closing. If the center is unable to reopen parents will be given a pick-up location (Youth Life Center) @ 216 Valley Hill Rd SW Riverdale, GA 30274 to meet with staff and directors to gather their children. All information will be communicated through the company's app in which all parents have access to.

PLANS FOR CONTINUING OPERATIOPN FOLLOWING EMERGENCIES: IF UNABLE TO RETURN TO THE CENTER FOR A PERIOD OF TIME ALL OPERATIONS WILL BE CANCELED UNTIL FUTHER NOTICE.