



EMERGENCY PROCEDURES & GUIDELINES

FIRE

1. Alarm will sound.
2. Students will evacuate building as practiced.
3. Teachers will get preschool file (if possible) and account for all children.
4. Call 911.
5. Parents will be notified by phone.
6. Director or lead teacher will remain until all children have been picked up.

TORNADO

1. Conditions will be determined by the weather alert radio and/or Mitchellville city alert system.
2. Verbal announcement will be made. Children will proceed to designated safe area (interior bathrooms - see map in each classroom) at 1st warning.
3. If necessary students may walk to Mitchellville Elementary.
4. Teachers will get preschool file and flashlight and account for all children.
5. Contact parents by phone for dismissal.
6. Director or lead teacher will remain until all children have been picked up.

BLIZZARD

1. Conditions will be determined by the weather alert radio.
2. Children will remain in classrooms. Teachers will account for all children.
3. Parents will be notified by phone of early dismissal following the inclement weather policy in the staff and parent handbook.
4. Director or lead teacher will stay until all children have been picked up.

POWER FAILURE

1. Children will remain in classrooms. Teachers will account for all children.
2. If preschool must close, parents will be notified by phone.
3. Director or lead teacher will remain until all children have been picked up.

FLASH FLOOD

1. Students will be transferred to Mitchellville City Hall or Mitchellville Elementary by teachers.
2. Teachers will get preschool file and account for all children.
3. If preschool must close, parents will be notified by phone.
4. Director or lead teacher will remain until all children are picked up.

EARTHQUAKE

1. Teachers will alert with a calm verbal announcement.
2. Students will take cover under classroom tables.
3. Teachers will get preschool file and account for all children.
4. If evacuation is necessary, students will be removed from the classroom and walk to Mitchellville Elementary or Mitchellville City Hall.
5. If dismissal is necessary, staff will contact parents by phone.
6. Director or lead teacher will stay until all children have been picked up.

BOMB THREAT

1. Students will be transferred to Mitchellville Elementary or Mitchellville City Hall by teachers.
2. Teacher will get preschool file and account for all children.
3. Staff will call 911 and proceed as directed by police.
4. If school must close, parents will be notified by phone.
5. Director or lead teacher will remain until all children have been picked up.

INTOXICATED PARENT OR VISITOR

1. Staff is unable to keep a child from their parent without a court order for any reason.
2. Notify staff to have children remain in room. No admittance to hall, except for child of parent. If a visitor, no children will be allowed in the hall.
3. Director, Pastor, staff will assist the individual.
4. Staff will kindly suggest they wait in the library while you call someone from the emergency contact list of that child.
5. Director will call 911 if a parent leaves with the child and warn of potential danger, after taking mental notes of what kind of vehicle they were driving, license plate number, etc. Also informing intoxicated individual you will be contacting 911.
6. Teacher will remain with students until all are picked up by authorized person.

UNAUTHORIZED INDIVIDUAL IN BUILDING

1. Notify staff to have children remain in classroom. No admittance to hall.
2. Director, Pastor, staff will assist the individual.
3. Director, Pastor, staff will relay information to the classroom that all is clear.

ARMED INTRUDER

1. Notify staff to have children remain in the classroom. No admittance to hall.
2. Director, Pastor, staff will attempt to call 911.
3. Follow direction of intruder and take mental notes of intruder's features and attempt to get model of car and license plate number.
4. Call 911 if intruder leaves building with or without gain.
5. Teachers will get preschool file (if possible) and account for all children.
6. Parents will be contacted by phone.
7. Teachers will remain with students until all are picked up by authorized person.

LOST OR ABDUCTED CHILD

1. One teacher remains with the class. Second teacher alerts others and assists with search. No admittance to hall.
2. If child is not found, contact parent, then police (dial 911). Be prepared with who, when, description of child, clothing they were wearing, when you last saw them.
3. Proceed as directed by police.

CHEMICAL SPILL

1. Evacuate building according to fire evacuation maps posted in each classroom.
2. Teachers get preschool file and account for all children.
3. Call 911.
4. If school must close, parents will be notified by phone.
5. Director or lead teacher will remain until all children have been picked up.

For all above Emergency Procedures and Guidelines any immobile child who is enrolled in Discovery Time Preschool will be assisted by his/her teacher in carrying out any emergency procedures.

EMERGENCY NUMBERS
Fire, Police, Ambulance: 911
Poison Control: 1-800-222-1222

MEDICAL EMERGENCY PROCEDURE

1. Teachers implement first aid procedure within the scope of their abilities.
2. Teacher stays with the student/staff member. Associate is to stay with remaining class and call help.
3. **Call 911**, unless injury is minor.
Ambulance should be called for:
 - Non-responsiveness
 - Apparent heart attack
 - Severe respiratory distress
 - Serious Injury
4. Director will contact the parents and ask them to come to school and/or contact people listed on the students/staff emergency contact form in their files.
5. If unable to contact the parents or next of kin on emergency form and student/staff needs further emergency care (i.e. stitches) one staff must remain with student/staff while in ambulance, or whoever is allowed by paramedics. Continue trying to contact parents/next of kin, to inform them of the emergency and where the student/staff has been taken.
6. At any time associate may call in a substitute teacher or a board member to assist with children.

IN CASE OF POISONING: Call the Poison Control Center 1-800-222-1222

MEDICAL EMERGENCY PLAN

- Remain calm
- Check victim for signs of life threatening emergency and scene for safety.
- Call 911 for life-threatening emergencies.
- Call Poison Control Center for poisonings.
- Care for any condition you find, using rescue breathing, CPR, and first aid procedures as appropriate.
- Notify parent, director, and/or board chair.
- Complete an incident report and make duplicates for child's file.

DENTAL EMERGENCY FIRST AID

In the event of accident to the tongue, lips, cheek or teeth, attempt to calm the child. All incidents should be handled quietly and calmly. Check for bleeding.

1. If the child is bleeding:
 - a) Stop the bleeding by applying pressure to area.
 - b) Wash affected area with clean water.
 - c) Apply ice for swelling.
2. If tooth is fractured, chipped or broken:
 - a) If injured area is dirty, clean gently.
 - b) Control bleeding.
 - c) Place cold compress on the face, in the injured area to limit swelling.
 - d) Place tooth or any fragment in a clean milk-filled container. Transport on ice.
 - e) Take child and tooth immediately to dentist for treatment.

Dental ER First Aid cont.

3. If tooth is loosened in an accident:
 - a) Rinse out child's mouth.
 - b) Do not attempt to move teeth or jaw.
 - c) Take child to the dentist immediately.
4. If injury to tongue, cheek or lips:
 - a) Rinse affected area.
 - b) Apply ice to control swelling.
 - c) Bring child to dentist or physician if bleeding continues or wound is large.
5. Complete incident report procedure.

DENTAL EMERGENCY FIRST AID PLAN

- Remain calm
- Check victim for extent of injury and for bleeding.
- Call for assistance if needed.
- Care for any condition you find.
- Notify parent, director and/or board chair.
- Complete an incident report, making a duplicate for child's file.

UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS

1. Consider all body fluids to be infectious. Whenever possible, avoid direct contact with body secretion by wearing latex/rubber/vinyl gloves. If skin touches a body secretion, wash area with warm, soapy water as soon as possible. Rinse eyes or other mucous membranes with running water.
2. When cleaning up a blood spill:
 - a) Wear gloves.
 - b) Wipe the area with a paper towel.
 - c) Place all blood soaked articles in a sealed plastic bag.
 - d) Wash the area with a solution of bleach and water.
 - e) Remove the gloves by turning the inside out.
 - f) Put the gloves in the plastic bag and seal.
 - g) If blood spill is larger than a hand towel, dispose of blood soaked articles in large, plastic double-wrapped bag and place in garbage in the kitchen.
3. Wash hands immediately after removing gloves.

What to do if you are exposed to blood:

1. Wash the area immediately with warm soapy water. Rinse eyes or other mucous membranes with running water.
2. Report the exposure to the Director.
3. Complete an injury report.
4. Consult your doctor for follow-up evaluation and care.

INJURY PREVENTION POLICY

Principle: Properly laid out child care areas, properly designed and maintained equipment, and adequate supervision help to reduce both the potential and the severity of injury.

Procedure: To reduce the potential for injury in child care, Discovery Time Preschool will do the following:

1. Manufacturer information on all equipment will be maintained and equipment will be utilized according to instructions.
2. Provider will register all equipment and as acquired will monitor recalls on the CPSC website to decrease the potential of defective equipment being used by children.
3. Water temperature will be checked monthly and maintained between 60-120 degrees.
4. All potentially toxic substances will be kept in elevated cover that is secured with a child proof lock or out of reach/access to children.
5. Environment will be routinely checked for uncovered outlets and dangling cords or strings.

POLICY FOR POSSIBLE PANDEMIC OUTBREAK

We will follow recommendations given by the Center for Disease Control regarding school closing. We will monitor the CDC website and state and local websites to determine a plan of action for reducing exposure to infectious diseases.

What You Can Do to Stay Healthy

1. Stay informed. This CDC website will be updated regularly as information becomes available.
2. Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.
3. Take everyday actions to stay healthy.
 - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - Wash your hands often with soap and water, especially after you cough or sneeze.
 - Avoid touching your eyes, nose or mouth. Germs spread that way.
 - Stay home if you get sick. CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.
4. Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
5. Develop a family emergency plan as a precaution. This should include storing a supply of food, medicines, facemasks, alcohol-based hand rubs and other essential supplies.
6. Call 1-800-CDC-INFO for more information.