

Dottie's Daycare

Emergency Preparedness Plan





Emergency Preparedness Plan

In consultation with local authorities and local emergency management, childcare agencies shall develop a written multi-hazard plan to protect children in the event of emergencies.

Dottie's Daycare is located at 813 E. Midland Street, Shawnee, OK 74804. The primary contact of Dottie's Daycare is Angela Walker-Burns. My cell phone number is 405-765-6325. My email is Dottiesdc16@gmail.com

The following emergency numbers are readily available to staff and located near the phone.

Fire Department	911
Police Department	911
Sherriff's Office	911
Ambulance/Fire Department	911
Poison Control Center	1-800-222-1222
Non-emergency situations	405-273-2121
Local Emergency Management	405-273-5272
OKDHS Child Abuse Hotline	1-800-522-3511

In the event of an emergency or severe weather procedure, designated relocation and evacuation routes are posted in the following places: by the entrance and exit on the wall.

In the event of a public health emergency, Dottie's Daycare will remain open unless required to close by the state or local government for essential workers. Full payment is required from all families while we remain open.

Dottie's Daycare will communicate with parents through emails or by phone. Any actions, operational, or policy changes that need to be made by Dottie's Daycare in the case of emergency declarations, public health emergencies, or natural disaster will be given in writing by the director and will be updated as needed.

If we are forced to close, we will continue to clean and sanitize the childcare for when families are allowed to return. During this time, we will also keep in contact with families through emails and phone at least once every week. We will follow licensing and government when making the decision to reopen.

During an emergency, my first responsibility is to move the children to a designated safe area or alternate shelter, depending on the circumstances.

My designated "in place" shelter for emergencies such as tornadoes or other severe weather is in the hallway. The children will be accounted for by roll call and head count to ensure everyone is accounted for.

My designated "out of place" shelter for emergencies such as fire or gas leaks is 101 Ken Del Apt 24 in Shawnee, OK 74804. The home belongs to Michael Walker (405-827-2070) which is 5 blocks away from the daycare's address, 813 E. Midland Street, Shawnee, OK 74804. The children will be accounted for by roll call and head count to ensure everyone is accounted for.

My designated shelter away from my home for emergencies such as severe flooding or should authorities require me to evacuate is 1933 N Park Avenue in Shawnee, OK 74804. The home belongs to Lekeisha Miller (302-423-0721) and is 7 blocks away from the daycare's address, 813 E. Midland Street, Shawnee, OK 74804. The children will be accounted for by roll call and head count to ensure everyone is accounted for.

Should it be necessary to evacuate to this location, we will transport by vehicle unless directed by authorities to leave by an alternate means, such as calling 911 for assistance. The children will be accounted for by roll call and head count to ensure everyone is accounted for.

Should it be necessary to ‘LOCK DOWN’ if danger arises within our home. I will ensure employees are able to hear the Lock-down Announcement: LOCK DOWN. I will move all children and employees to the nearest safe room (Dining Room), Lock doors (Do NOT block entrances). I will direct caregivers to take attendance and account for all children in care. We will secure windows, close window coverings and move away from windows when possible. We will stay quiet and turn off any lights or sounds that may indicate our presence. I will direct caregiver to stay in their secure locations until an announcement is made.

If danger is in the area outside my operation, I will ensure employees are able to hear the lock down announcement. We will lock all entrances to the operation and move all the children and employees to the nearest safe room and lock the doors. I will direct caregivers to take attendance and account for all children in their care. I will secure windows; close all window coverings and move away from windows when possible. I will direct caregivers to stay in their secure locations and continue normal activity until an announcement is made confirming the threat is clear.

For lockdowns, children will not be released until the area is deemed safe by local law enforcement. All Lockdown rooms and car will be equipped with a “go bag” filled with essentials including water, food, and something to keep children occupied until help arrives or area is clear. All essential telephone numbers and emergency medical care forms and my cell phone will be taken with us to the relocation location. My cell phone number is 405-765-6325.

If there is a utility outage/failure

We would stay calm and reassure students. If necessary, implement the appropriate emergency procedures (e.g. evacuation) to ensure that students are not exposed to danger. If there is no immediate danger, staff and students will remain in place unless directed by Director to go to another location. If necessary, we will call the parents to alert them of the outage and give them ample time to pick up their children if the lights are not back up in 2 hours.

Director will open blinds to let outside light in if it is a power outage. The children will be accounted for by roll call and head count to ensure everyone is accounted for.

Removal of Infants

Infants: Should it become necessary to remove more than one infant from my home: I will load them up in the 4 seat stroller (located in the garage) and push them to safety. I will use any means to make sure they are safe. All children will be accounted for by roll call and head count to ensure everyone is accounted for.

In the event of an emergency, I will contact 911 first, and then all parents and guardians identified on the child's admission forms will be notified via email and/or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent to parents when the emergency situation is remedied and sheltering precautions are lifted and to let the parents know our location for pick up.

Fire

Fire Alarm Signal during our practice drill is the word: Fire. An alarm noise will also be made which will signal the teachers and kids into action. During a real fire, the signal would be the sound of the alarm and walking toward the exit through the garage and to the corner two houses down. Our all clear signal is the words, "ALL CLEAR."

We have informed and trained staff on the location and use of fire extinguisher. (Between kitchen and living room mounted on the wall). The frequency at which all fire extinguishers are regularly inspected is: Twice a year

The frequency at which all smoke detectors and/or fire alarms are regularly inspected is: Monthly when practice fire drill is conducted.

Fire drills are conducted every month. A drill other than fire is conducted every other month. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at: Dottie's Daycare located at 813 E. Midland Street, Shawnee, OK 74804.

Tornadoes/Severe Weather

We receive warnings of severe weather using the radio app and the text alarms on the phone.

Earthquakes

If there is an earthquake, the children and staff will take shelter in the hallway. Both children and staff know how to crouch and protect their heads and necks. If outdoors, everyone will stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris. After an earthquake, our plan is: All children will be accounted for by roll call and head count to ensure everyone is accounted for.

Chemical Spills and Hazardous Materials

To receive notifications of hazardous materials incidents, we will get updates from social media, the radio app, and news updates that are texted to the phone.

In the event of a hazardous materials incident, if we have been told to evacuate or if we feel it is unsafe to remain, our response plan is to evacuate and go to our designated public shelter at 101 Ken Del Apt 24 in Shawnee, OK 74804.

Accommodating Children with Special Needs

Children will be paired up with the provider, Angela Walker-Burns to help with special needs students for emergency response. The provider has trained on how to communicate with the students and how to safely evacuate. Dottie's Daycare will check on each special need student to assure he/she is accounted for during an evacuation and continue to practice drills which will help to diffuse real-time fright.

If the student is on medication, the provider will supply a 72-hour supply in a Ziploc bag provided with instructions. All medications will be gathered before evacuation. Special medications, supplies and equipment will transport with the special needs student. Contact and medical information for all students and individual medical information will also be brought along.

All staff are trained monthly on this Emergency Preparedness Plan. This Emergency Preparedness Plan is reviewed every 3 months. Review and training documentation are located at: Dottie's Daycare located at Dottie's Daycare located at 813 E. Midland Street, Shawnee, OK 74804.

Director Name Signature: _____

Emergency Preparedness Plan and Review Log

Month	Date of Monthly Review by Owner/Director	Date of Annual Staff Review	Training Description	Coordinated By:
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Agency Notes:				

Fire/Smoke Detector/Fire Extinguisher Drill Log

Month	Fire Drill Date and Time	Smoke Detector Test Date and Time	Fire Extinguisher Test Date and Time	Conducted By:
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Agency Notes:				

Tornado/Flood/Hazardous Materials Drill Log

Month	Tornado Drill Test Date and Time	Flood Drill Test Date and Time	Hazardous Materials Test Date and Time	Conducted By:
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Agency Notes:				

Earthquake/Bomb/Other Drill Log

Month	Earthquake Date and Time	Bomb Threat Test Date and Time	Other Drill Test Date and Time	Conducted By:
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Agency Notes:				