

## Community Child Development Disaster Plan

### I. Child Safety is First Priority

#### A. Center

CCDC will prepare for emergencies through practice and preparation. The center will retain responsibility of all children on premises until they are released to a parent, caregiver or other authorized person or until they have been transported to an official evacuation center. Staff will remain with children until all have been reunited with their families. CCDC will complete one fire drill per month and one additional disaster drill.

#### B. Staff

All employees will remain on the premises as designated by Missouri State Child Care Regulations. Staff will be subject to whatever tasks are assigned by the person or persons in charge and may not leave the premises until the director or designate give them official permission to do so.

#### C. Families

Families should not phone the center. Parents will be contacted by Textcaster/Bloomz and should listen to the radio station KWIX/KRES radio for progress reports on whatever disaster is taking place. Follow instructions as relayed by local authorities or center officials. If families are able to reach the center without danger to themselves or without interference with disaster works, they should come to pick up their child/children. Children will only be released to parents or other authorized individuals.

### II. Fire

#### A. Sound Alarm

1. Use fire-alarm pull station
2. Supplement with intercom, or voice shouts as needed.

#### B. Evacuate

1. Evacuate all children, staff, visitors and parents from building.
2. Staff should take attendance sheets, emergency numbers, first aid kit, emergency medications and cell phones, if accessible.
3. Teachers are responsible for counting children before and after arriving at their designated meeting spot. Director will check attendance records against children.
4. In the event of a fire, each classroom will exit through an available exit and proceed to their designated meeting spot as posted in classroom. The meeting spots are as follows: Blue Room, Red Room, Green Room, Orange Room, Yellow Room: Under the Chariton Valley Tower and Purple Room: Next to the NECAC Building.
5. Director and other auxiliary staff will check bathrooms and other areas for children.
6. Fire Drills will be practiced monthly.
7. For prolonged evacuations in inclement weather, CCDC staff and children will seek shelter at the NECAC or Skating Rink.

#### C. Report Fire

1. Dial 911
2. Say, "There is a fire at 815 State Hwy PP in Macon".
3. The director will meet the fire officials unless otherwise designated.
4. Building is not reentered until permission is given by fire officials.

#### D. If the fire is small and in a confined space, a staff member not needed to supervise children may use a portable fire extinguisher to contain the fire until fire personnel arrive.

- E. Obtain signatures of individuals taking children.

### III. Earthquakes

- A. Dangers
  1. Falling objects or toppling furniture
  2. Being thrown by the shaking
  3. Shattered glass, windows and fluorescent light bulbs
  4. Broken power lines
- B. When shaking begins. . .
  1. Shout, "Duck and Cover!"
  2. Turn away from window and drop to knees
  3. Get yourself and children under a table, if possible or stand in doorway and cover head.
  4. Remain silent and hold position until shaking has stopped.
- C. After the shaking stops. . .
  1. Leave building immediately. If accessible, take first aid kit, emergency numbers and cell phones.
  2. Go to the fairground lot across the street or the staff parking lot. Stay away from power lines.
  3. Director and other auxiliary staff will check building.
  4. Director or designate will turn off water & electrical supply.
  5. Director and other auxiliary staff will obtain emergency supplies from building.
- D. Obtain signatures of individuals taking children.

### IV. Power Blackout

- A. Remain calm.
- B. Stay in your classroom until instructed to leave.
- C. Utilize flashlights as necessary.
- D. Director or designate will plug in direct phone for use by the center.
- E. Center will evacuate/close if power is out for an extended period of time.

### V. Tornado

- A. Upon notice of tornado warning, staff and children should proceed to the multipurpose room.
- B. Staff and children should assume the "Duck and Cover" position.
- C. Staff should take emergency numbers, flashlights, radio, cell phones and first aid kit.
- D. Tornado Drills are practiced once a month.
- E. Obtain signatures of individuals taking children.

### VI. Bomb Threat

- A. Fire alarm/Intercom will be sounded.
- B. Children & staff will evacuate following the same procedures for a fire drill.
- C. Staff should take emergency numbers and cell phones.
- D. Obtain signatures from individuals taking children.

### VII. Intruder Threat

- A. Remove door lock magnet.
- B. Classrooms will proceed to their indoor safety areas and stay until notified by director or police.
- C. Director or designate will contact police.
- D. Obtain signatures from individuals taking children.

### VIII. Carbon Monoxide Exposure

- E. Fire alarm/Intercom will be sounded.

- F. Children & staff will evacuate following the same procedures for a fire drill.
  - G. Staff should take emergency numbers and cell phones.
  - H. Call EMS.
  - I. Obtain signatures from individuals taking children.
- IX. Hazardous Materials Exposure
- A. Leave the vicinity of the exposure.
  - A. Keep children together to monitor symptoms.
  - B. Staff should take emergency numbers and cell phones.
  - C. Call EMS.
  - D. Obtain signatures from individuals taking children.

## Macon County Emergency Numbers

### EMERGENCY –Call 911

Community Child Care Development Center-1-660-395-0134

815 State Highway PP, Macon

Macon County Sheriff	660-385-2062
Macon Police Department	660-385-2195
Macon Fire Department	660-385-6436
Macon City Offices	660-385-6421
Samaritan Hospital	660-385-8700
Total Family Healthcare	660-385-8900
Macon Medical Clinic	660-385-3141
Poison Control Center	1-800-222-1222
Child Abuse Hotline	1-800-392-3738
National Child Abuse Hotline	1-800-422-4453
National Domestic Violence Hotline	1-800-799-7233

### Field Trip Emergency Checklist

1. Check on all children and staff.
2. Call EMS, if needed.
3. Treat child/children with appropriate care.
4. Emergency designee assign supervision tasks.
5. Count and identify and care for the remaining children.
6. Contact CCDC at 660-395-0134.
7. CCDC personnel will contact parents and guardians.
8. Notify Child Care Facility Specialist at 660-385-3125.

### General Emergency Checklist

1. Evacuate/Shelter in Place/Lockdown with attendance sheets, emergency information, flashlights and cell phone (if accessible).
2. Notify emergency personnel.
3. Count and care for children.
4. Notify radio stations and Textcaster and Bloomz.
5. Contact parents/guardians.
6. Assess emergency supplies/needs.
7. Make necessary staff assignments.
8. Notify Child Care Facility Specialist at Child Care Regulation at 660-385-3125.

### Emergency Designees

1. Patricia Knowles, Director (8:00-5:00)
2. Tonya Ryherd, Assistant Director (8:30-5:30)
3. Mary Linear, Faciliator (6:30-3:30)
4. Diane Barton (7:30-4:30)