



Little Explorers Nature Center Preschool

5218 Reiner Road Madison, Wisconsin 53718

Telephone: 608.837.6100

Email: Ddavis@littleexplorerspreschool.org

Emergency Procedures

Fire Evacuation

- Activate the fire alarm if not sounding.
- Notify Admin immediately of the location of the fire.
- Administration will:
 - Evacuate staff and children to the on-site evacuation meet-up location.
 - Make a final check of all spaces inside the main building.
 - Call 911 once safely outside of the building.
- Administration will notify:
 - Parents
 - And advise NOT to pick up children from the Center until the incident is over
 - And advise if children will be moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written incident report for licensing.

Storms

- If the Center closes during the hours of operation due to snow and/or ice:
 - Administration will notify parents via email that the center is closing and when.
 - If weather conditions prevent a parent (or other designated person) from reaching the center before it closes (6 PM), a staff member will care for the child until the child can be safely picked up. If the child is not picked up within 24 hours of Center closing, Administration will contact the Police to transport the child to a Child Protective Service

site; and emergency supplies from the backpack will be used if needed.

- Administration will notify Licensing if Policy and/or Child Protective Services is called.
 - Administration will complete a written report for Licensing.
- If there is a chance for inclement weather during the hours of operation.
 - The administration will listen to the weather radio for threatening weather. If a “warning” is issued by emergency personnel or a weather radio, the following will occur.
 - Administration will:
 - Have staff take shelter in the on-site evacuation location within the main building.
 - And decide when, and if, it is safe for the staff and children to return to their classrooms,
 - If the administration determines it is not safe inside the building, the off-site evacuation location procedures will be implemented.
 - Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.
- If the center closes during the hours of operation due to an electrical outage
 - Administration will notify Parents via email and advise parents when, and if, the Center will reopen.

Missing Child

- 911 will be called, and the following information will be provided:
 - Child’s name, age, physical description, and medical status if applicable, and Little Explorers Preschool’s address and phone number.
- Teachers will notify the administration, and the premises will be thoroughly searched again.

- The child's information and photo will be immediately given to the police upon arrival.
- Administration will notify:
 - Parents
 - Licensing
 - A written report to licensing will be completed.

Kidnapping

- 911 will be called, and the following information will be provided:
 - Child's name, age, physical description, and medical status if applicable, and Little Explorers Preschool's address and phone number.
- Administration will be notified immediately and shelter in place/lockdown procedure will be followed.
- The child's information and photo will be immediately given to the police upon arrival.
- Administration will notify:
 - Parents
 - Licensing
 - A written report to licensing will be completed.

Child Abuse

- Teachers will report abuse to the Administration.
- The administration will:
 - Notify licensing and file an incident report.
 - Notify child protective services and file an incident report.
 - The written incident report contains the following information:
 - Date and time child protective services was called;
 - Child's name, address, phone number, birth date;
 - parent/legal guardian's name, address, phone number and names of other children (if known);
 - Any statements made by the child (Child is **NOT** to be "interviewed" by teachers or administration);
 - nature/extent of the injuries, neglect, and/or sexual abuse;
 - Any evidence of previous incidents of abuse or neglect;
 - Any other information helpful in establishing the cause of suspected abuse.

Assault

- Call 911; observer stays with the victim.
- Relay following information:
 - Victim's name and description of what happened (if known);
 - Little Explorers Preschool's address and phone number.
- Report the incident to Administration immediately and follow shelter in place/lockdown procedures.
- When safe, the victim's family will be notified of the incident by phone.
- Administration will notify:
 - Parents
 - Licensing
 - A written report to licensing will be completed.

Note: Any reports made to licensing and/or child protective services and/or law enforcement may become legal documents. Confidentiality of the reports must be strictly observed.

Gas leak

- **DO NOT** activate the fire alarm or any electrical equipment.
- Notify Administration immediately.
 - Administration will:
 - Have staff and children follow the site evacuation protocol and evacuate to the off-site evacuation location.
 - Have all doors closed and windows open (if possible); however, if there is a threat of explosion, have window shades, blinds and curtains closed (if possible).
 - Call 911 from outside the building and have the following information available for emergency personnel:
 - Location of leak (if known)
 - Number of children and staff members
 - Any unaccounted for staff and/or children
 - Floor plan and internal system information.
 - Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.

External Hazardous Materials

- Notify Administration immediately.
- Call 911 immediately.
- Administration will:
 - Have staff initiate a shelter-in-place/on-site evacuation, or an off-site evacuation if designated by emergency personnel.
 - Have the following information available for emergency personnel:
 - Location and description of hazardous material (if known);
 - Number of staff and children in the building;
 - Floor plan and internal system information.
- Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.
- Hazardous materials will be disposed of by the appropriate trained professionals.

Internal Hazardous Materials

- In the event a person comes into contact with suspected hazardous materials, follow safety precautions posted on-site or listed on the container.
 - Notify Administration immediately.
 - Call emergency health personnel for additional instructions.
 - Contact Poison Control Center for common household product poisonings;
 - Call 911 if additional assistance is needed.
 - Administration will notify:
 - Parents (if it is a child)
 - Emergency contact person
 - Licensing
 - Administration will complete a written report for licensing.

Note: all potential hazardous materials must be stored separately, locked up and stationary so they do not fall over in the event of an earthquake. All MSDS sheets for potentially hazardous materials on site are located in the laundry room on a clipboard.

Intruder Alert/Emergency lockdown Procedure

- In the event that an individual without permission enters the facility or school grounds, a member of administration will be made aware, and individual safety procedures will be followed.
 - Administration will notify:
 - Parents
 - Will be advised after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.

Bomb Threat

- Try to keep the caller on the phone.
 - Notify Administration immediately through another staff member.
 - Attempt to obtain the following information:
 - Location of bomb;
 - Time the bomb is set to go off;
 - Type of bomb;
 - Identity of the caller;
 - Listen for the following:
 - Male or female voice/speech impediment or accent;
 - Any background noise.
 - Note the following:
 - Date and time of call.
 - Administration will:
 - Call 911 and have the following information available to emergency personnel:
 - Information about the call;
 - Number of children and staff;
 - Any unaccounted-for staff and/or children;
 - Floor plan and internal system information.
 - Confer with emergency personnel about the off-site evacuation.
 - Have staff and children follow site evacuation procedures.

- Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.

Media Relations

- The Administration will meet with or speak to the media on behalf of Little Explorers Preschool in emergency situations.

Shelter In Place/Site Evacuation Areas

- Shelter in place/lockdown evacuation site - classrooms
- Shelter in place/on-site evacuation location in the main building - gym
- Shelter in place/on-site evacuation location outside the main building - The barn
- Off-site evacuation location - Sandy Lee Lane Barn (next door neighbor's barn)

Site Evacuation Procedures

- If it is decided that staff and children will be moved to an evacuation area;
 - Children will be assigned to a designated staff member and the following will occur:
 - Attendance will be taken as soon as staff and children arrive.
 - Staff will bring the following items to the evacuation location:
 - Disaster supplies stored in a backpack in each classroom;
 - Classroom attendance sheets;
 - Children's emergency and medical information and supplies.
 - Administration will:
 - Call 911
 - Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.

- Will be informed if children have been moved to the off-site evacuation location.
- Licensing
 - Administration will complete a written report for licensing.

Shelter In Place Procedure

- The shelter in place procedure should be conducted if:
 - A vapor cloud can be seen;
 - There is a smell of unusual odor outside;
 - Instructed to do so by emergency personnel, a weather radio or television broadcast.
 - Administration calls 911 and
 - Listens to the local radio station for emergency information or from the local fire/police department;
 - Stays alert for announcements. Emergency personnel from your local police/fire department may give you specific instructions via loudspeakers or door-to-door;
 - Stay in touch with responding agencies/emergency personnel and, in conjunction with responding agencies/emergency personnel, determine whether to shelter in place/on-site or to evacuate to an off-site location.
 - If a threat is imminent, the administration will:
 - Have facility maintenance person turn off all fans, heating/cooling and/or ventilation systems, along with clothes drying vents;
 - Have all windows shut and locked;
 - Have all interior doors shut;
 - Have all non-essential rooms, such as storage areas, laundry rooms, etc., closed off;
 - Have all windows, doors, heating/air conditioning vents, bathroom vents, kitchen exhaust fans, stove and dry vents sealed off;
 - Pre-cut plastic sheeting, wax paper, aluminum foil, or duct tape can be used.
 - Have staff initiate the shelter in place/on-site evacuation location in the main building;
 - Determine if it is necessary to provide protection for breathing by covering mouths/noses;

- Decide when, and if, it is safe for the staff and children to return to their rooms.
 - If administration decides it is not safe inside the building, the off-site evacuation procedure will be implemented.
- Administration will notify:
 - Parents
 - Will be advised to wait until after the incident to pick up their children.
 - Will be informed if children have been moved to the off-site evacuation location.
 - Licensing
 - Administration will complete a written report for licensing.

Child Medical Emergencies

- In the case of an on-site medical emergency;
 - Administration will:
 - Access the child's medical needs.
 - Notify parent(s)/legal guardian.
 - In the event an injury, allergic reaction or other medical affliction requires immediate medical attention by a trained medical professional.
 - Administration will:
 - Call 911 and give them the following information:
 - Child's name;
 - Child's age; and
 - Description of injuries.
 - Perform basic first aid to prevent further injury.
 - Accompany the injured child in the ambulance to the families preferred medical care facility, if possible.
 - If there is not time to reach parent(s)/legal guardian, the child will be transported to Meriter.
 - Complete a written report for licensing.

First Aid/CPR

- First Aid
 - Little Explorers Preschool is able to provide only the basic kind of first aid in the case of an accident including:
 - Soap;

- Water;
- Ice; and
- Bandages.
- Accidents will be recorded on a report form that will be signed and turned into the office.
- If a more serious injury is indicated Medical Emergency Protocol will be followed.
- CPR
 - All staff is trained in CPR.
 - Training is repeated biannually.

Intruder Evacuation Plan for Teachers