

# DISASTER PLAN

for

## PETITE ACADEMY

*Revised August 11, 2022*

<b>OUR PROGRAM'S ADDRESS:</b>	<b>1810 N. 155th St. Shoreline WA, 98133</b>
<b>OUR NEAREST CROSS-STREETS:</b>	<b>Wallingford &amp; N. 155th St.</b>
<b>OUR PROGRAM'S PHONE NUMBER:</b>	<b>(206) 362-8278</b>
<b>OUR OUT-OF-AREA CONTACT:</b>  <b>PHONE NUMBER:</b>	
<b>OTHER CONTACT:</b>  <b>PHONE NUMBER:</b>	

*The purpose of this plan is to assist child care and other early learning programs in preparing for and responding to an emergency or disaster.*

*All programs are encouraged to seek additional information and training on emergency/disaster preparedness from their local emergency management or public health agency.*

# TABLE OF CONTENTS

.....	
.....	
<b>EMERGENCY INFORMATION</b> .....	<b>3</b>
<b>FACILITY INFORMATION</b> .....	
<b>4</b> .....	
<b>HAZARD MITIGATION</b> .....	<b>5</b>
<b>EDUCATION</b> .....	<b>6</b>
<b>DRILLS</b> .....	<b>7</b>
<b>CHILD RELEASE &amp; FAMILY REUNIFICATION</b> .....	<b>8</b>
<b>GRAB &amp; GO BAG</b> .....	<b>9</b>
.....	
<b>APPENDIX: FORMS &amp; TIPS</b> .....	<b>10-30</b>
Hazard Mitigation Safety Actions .....	<b>11</b>
Disaster Drill Record Form .....	
<b>12</b> .....	
Utility Shut-Off Instruction.....	<b>13</b>
Fire Safety & Evacuation Planning Guide.....	<b>14-15</b>
Fire Drill Record Form .....	<b>16</b>
Child Release Form .....	<b>17</b>
7-Day Critical Medication Authorization Form .....	<b>18</b>
First Aid Kit & Checklist.....	<b>19-20</b>
Safety & First Aid (for 50 People)	
<b>21</b> .....	
Life Safety & First Aid (for 50 people) .....	
<b>22</b> .....	
Administrative (for 50 people) .....	<b>23</b>
.....	
<b>PLAN AHEAD FOR EMERGENCY AND DISASTERS</b> .....	<b>24-30</b>
Evacuation .....	<b>24</b>
Chemical or Radiation Exposure,	

25	Shelter in Place, Earthquake	
	Fire, Dangerous Person, Lockdown	26
	Heat Wave, Contagious Disease/Pandemic Flu,	
	Severe Storm, Windstorm, Lightning	27
	Bomb Threat, Flood	
28		
	Missing or Kidnapped Child, Power Outage	29
	Tsunami, Volcano, Landslide or Mudflow	30

## EMERGENCY INFORMATION

<b>POLICE</b>	9-1-1 <b>NON-EMERGENCY:</b> (206) 625-5011
<b>FIRE/EMERGENCY MEDICAL SERVICES (EMS)</b>	9-1-1 <b>NON-EMERGENCY:</b> (206) 386-1400
<b>POISON CONTROL CENTER</b>	1-800-222-1222
<b>CHILD PROTECTIVE SERVICES</b>	1-800-562-5624
<b>NORTHWEST   SEATTLE EMERGENCY ROOM</b>	(206) 364-0500
<b>SEATTLE CITY LIGHT (ELECTRIC &amp; GAS)</b>	(206) 684-3000 <b>OUTAGE HOTLINE:</b> (206) 684-7400
<b>SEATTLE PUBLIC UTILITY (WATER &amp; SEWAGE)</b>	(206) 684-3000 <b>24-HOUR HOTLINE:</b> (206) 386-1800
<b>PROPERTY MANAGER: PHONE NUMBER:</b>	<b>AMY ZEHRUNG</b> (206) 605-2509
<b>INSURANCE AGENCY</b>	<b>LIBERTY NORTHWEST</b> 1-800-289-0930

<b>FACILITY POLICY PROVIDER #</b>	<b>1133300</b>
<b>PROGRAM CELL PHONE(S)</b>	(206) 427-3285 (206) 605-2509
<b>CHILD CARE LICENSOR: PHONE NUMBER:</b>	<b>PRINCESS YALUNG</b> (425) 309-2666
<b>PUBLIC HEALTH NURSE: PHONE NUMBER:</b>	<b>ELLEN FLAMIATOS</b> (206) 263-8503
<b>EVACUATION SITES</b>	<b>PARKWOOD ELEMENTARY</b> On N. 155th St. & Wallingford <b>SHORELINE FIRE DEPARTMENT</b> On NE. 155th St.

## FACILITY INFORMATION

We have developed this emergency/disaster plan to provide safe care for our children should an emergency occur during hours of operation.

A copy of this plan is always available for review and is located:

**In the Shelf by the Sign In/Out Area of the Entry Hall.**

Staff is introduced to this plan during employee orientation. Additionally, we review the plan with staff: **Annually.**

**FIRE EXTINGUISHERS** are located in the following areas:

- **Downstairs: Kitchen Entryway on Counter**
- **Upstairs: Pre-K Room by Sink**

The following staff members are trained in utility control:

**Director, Assistant Director, Lead Teachers/All Employees at Orientation**

**GAS SHUT-OFF:** Not applicable.

**ELECTRICAL PANELS** are located in the following areas:

- **Downstairs: Toddler Room, on back wall across from stairs.**
- **Upstairs: Preschool Room, smaller room on right side.**

**WATER SHUT-OFF** is located **in the boxed post directly at the bottom of the stairs towards the Toddler Room.**

Parents/Guardians are oriented to this plan **during registration, by Newsletter, and a copy is available at Parent Resource Center.**

A parent/guardian from each family is asked to sign that they have reviewed the plan.

## **HAZARD MITIGATION**

Assuring a safe environment is an important step in disaster planning. Hazard mitigation is the key to preventing injuries both every day, and during a disaster. Mitigation is done throughout the facility.

### **HAZARD MITIGATION PRIORITIES:**

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from a room?
3. Would/could it break and fall and keep the facility from opening the next day or soon thereafter?
4. Does it hold sentimental value?

### **HOW TO MITIGATE RISK:**

- Bolt, anchor, or strap furnishings to the structural parts of the building (studs or framing) to prevent injuries and prevent falling objects blocking exits.
- Rearrange the furnishings to prevent injuries and prevent falling objects from blocking exits.
- Keep beds and cribs away from windows or glass.

- Store chemicals safely in locked/child-safe cabinets or storage spaces.
- Provide back-up for important records in a place off-site and out of the area of the facility.

**MITIGATION ACTIVITIES:**

Knowing that our environment is ever-changing, we regularly reassess for hazards and correct them as soon as possible. All staff regularly review their areas and/or classrooms to ensure the environment is safe. In addition, to ensure that each area is viewed objectively, we rotate staff to look for hazards in program areas in which they usually do not work.

The charts on the following pages track the work done to reduce any hazards in our facility. (Copy and complete one for **all** rooms, including classrooms, offices, hallways, storage rooms, and kitchens.

We formally review our environment for hazards monthly.

**EDUCATION**

**STAFF ARE EDUCATED ABOUT:**

- Personal preparedness, including:
  - Emergency Contacts
  - Home/Family Plans
  - 7-10 Day Supply of Food and Water at Home
- Facility's emergency/disaster plan
- Personal role in plan and responsibilities before, during, and after a disaster
- Safe actions to take in event of a fire or earthquake
- Reducing hazards in environment
- Controlling utilities

We educate staff annually, and at orientation.

**CHILDREN ARE EDUCATED ABOUT:**

- Safe action to take in the event of a fire, earthquake, or other emergency/disaster (if age-appropriate)

We educate children monthly.

## **PARENTS ARE EDUCATED ABOUT:**

- The facility's plan, including:
  - Care provided to children in all circumstances
  - Communication in case of a disaster
  - Procedures for releasing children and reuniting families

We educate parents **annually**.

## **DRILLS**

*Drills provide people with the skills and confidence necessary to respond in an actual disaster situation.*

### **CRITICAL DRILLS:**

There are **3** critical drills that we regularly practice to assure our staff and students are prepared to respond to emergencies:

- **FIRE DRILL** (Evacuation) is practiced **monthly**, as required by WAC.
- **EARTHQUAKE DRILL** (Drop, Cover & Hold) is practiced **quarterly**.
- **LOCKDOWN DRILL** (Secure Building, Stay Together) is practiced **annually**.
  - Lockdown is most often completed with just staff. If children are included, we used these words: "**Let's practice being together and staying safe. Let's play the quiet game.**" Parents/Guardians are informed prior to the drill and informed of exactly what to expect.

All of our drills are done with the intent to learn something more. We are thoughtful of what we want to accomplish, and plan accordingly. Each time a drill is completed, we

utilize the attached "Drill Record Form" to keep a history of what's been practiced, evaluate how it went, and plan for any needed changes.

In addition, we practice other parts of our plan at various times of the year to assure we are ready.

*Typical practice could include:*

- *Distributing water*
- *Setting up shelters*
- *Reuniting children and their families*
- *Getting an "emergency" message to families, etc.*

## **CHILD RELEASE & FAMILY REUNIFICATION**

On a daily basis, parents/guardians entrust child care centers with the safety, health and well-being of their children. Once a child arrives at the center, staff is morally and legally responsible for that child until they are picked up by their parent/guardian or an authorized individual.

This responsibility remains, even when disaster strikes and circumstances require schools to keep students beyond the normal business day.

**STAFF ARE EDUCATED ON CHILD RELEASE PROCEDURES.** This includes:

- Identifying staff for a release team
- Identifying locations for parent check-in and release gates
- Assembling necessary supplies
- Training other team members
- Creating a plan for team members to practice and drill child release and family reunification procedures and scenarios.



**WE EDUCATE FAMILIES ON WHAT TO DO BEFORE AN EVENT.** This includes:

- Each parent/guardian identifying at least three (3) emergency contacts for they child/children. This can be family, friends, or neighbors.
- Report any changes in emergency contacts immediately
- Inform contacts of their responsibility as emergency contacts

**WE EDUCATE FAMILIES ON WHAT TO KNOW DURING AN EVENT.** This

includes:

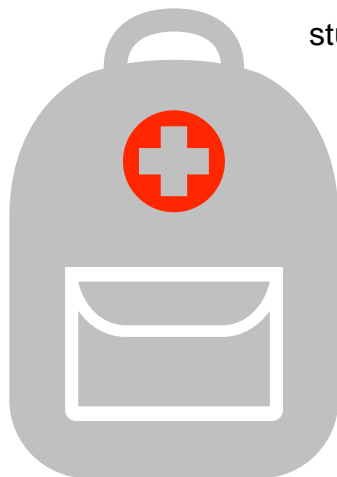
- Being aware of information and communication options such as emergency phone numbers, AlertSeattle, and emergency radio
- Understand the child release procedures and the time frame to get organized and reunite families

## **GRAB & GO BAG**

**Be sure this is located somewhere you can grab it on your way out of the door, every time you go outside!**

● **Backpack, labeled for easy identification, containing:**

- Emergency forms for
- "Rescue" medications
- Whistle
- Flashlight & batteries
- First aid kit
- Bottled water



students & staff

with authorization forms

- Age-appropriate snacks and infant formula (if applicable)
- Paper cups and/or infant bottles
- Tarp or ground cover and emergency blankets
- Tissues or toilet paper and/or wipes and diapers, as needed
- Plastic bags
- Age-appropriate time-passers (books, crayons, paper, etc.)

## **APPENDIX:**

# FORMS & TIPS