Little Blessings Christian Childcare Center
Crisis Management Plan

Purpose

This manual is about managing a crisis. Sooner or later each of us may be faced with a crisis. How we manage and communicate during this crisis will ensure the safety of each child in our school. Crisis management is about protecting our children and about communicating about our children – before, during, and after a crisis – with other children, parents, and emergency personnel.

The following plans of action have been developed to provide for the safety of our children in the event of a crisis. The plans will be followed by each member of the staff upon notification of a crisis situation by the Director, Program Coordinator, or a designee. The Crisis Management Plan will be reviewed by the staff on an annual basis as a part of the pre-service training before the opening of school.

Crisis Kit

A Crisis Kit will be located on the wire shelf in the staff break area of building 1 at all times as well as in the adult bathroom of building 1 and will contain the following items which may be needed in a time of crisis:

- Copy of the Crisis Management Plan
- Building map showing exact locations of utility shutoffs and pre-determined assembly areas
- Paper and pens/pencils
- Roster of all staff
- Emergency contact information of all staff
- Roster of all students
- Child Emergency Cards
- First Aid Kit
- Copies of CPR and First Aid manuals
- Portable radio and batteries
- Flashlight and batteries

Evacuation Areas

If need arises and Little Blessings has to be evacuated, there are two predetermined evacuation areas. The immediate evacuation will be the playground in the rear of the Little Blessings property.

If the emergency is such that it is necessary to relocate to a nearby location, the Director or Program Coordinator will contact: Dr. Callis 515 Old Toll Rd, Madison, 203 421-4100. Children will walk, escorted by staff, to the office of Dr. Callis where they will wait in the waiting area for the all clear or their emergency contact person is able to pick them up.

Crisis Plan

I. Responsibility

A. The School

Little Blessings will retain responsibility of all children on premises until they are released to a parent, caregiver, or other designated person, or until they have been transported to an official evacuation center, in which case the Director/Program Coordinator will remain with children until all have been reunited with their families.

B. The Staff

All staff will remain on the premises as service workers and will not leave the premises until the Director/Program Coordinator give them official permission to do so. State regulated ratios for children under three years of age (1:4) and children over three years of age (1:10) will be maintained at all times at Little Blessings Christian Childcare Center.

C. Parents and Caregivers

Parents and caregivers should not telephone the center. They should listen to the radio or television for progress reports on whatever disaster is taking place and follow official instructions as relayed by officials via the radio or television. If parents and caregivers are able to reach the center without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, caregivers, or other designated persons. Little Blessings will make a reasonable attempt to update parents by Brightwheel, email, and/or phone/text contact.

MULTI-HAZARDS:

Local Emergency Management Director's Name	Phone Number
Ed Wolff, Fire Marshall	203-245-5617

II. In Case of **FIRE EMEREGENCY**

A. Save Life: Evacuate any persons in immediate danger.

B. Sound Alarm:

1. **The intercom of the building's phone system will be used to notify all classrooms of a fire. Our Fire Alarm system will also notify us of a detected fire.**
2. Supplement alarm with voice shouts.

C. Report Fire:

1. Dial 911.
2. Give location of fire.
3. Assign one person to meet the fire officials.

D. Use Wall Fire Extinguisher if it is safe to stay in the area while doing so.

1. **Fire extinguisher is located by the main entrance of Building 1, by the adult bathroom of Building 2 and in the Barn.** .

E. Close all doors to contain/slow the spread of fire and smoke.

1. Teachers/Assistants are responsible for doing this in their own rooms and in neighboring rooms they know are empty.
2. Director/Program Coordinator does this in all other rooms.

F. Utilities: If fire is major, assign one person to shut off electricity at circuit breaker panels in the Director's office (building 1) and in the Toddler Room (building 2)

1. **Evacuate the children and adults to the official evacuation area. Infants, using evacuation cribs, and Waddlers should proceed out the courtyard door/parent's entrance of Building 1 and continue to the playground. Toddlers should exit courtyard door and continue around to the playground. Preschool/Pre-K class should exit by way of the rear door to the playground. If children are in the Barn at the time of a fire, teachers should direct them out the rear door of the Barn to the playground.**
2. Teachers/Assistants bring with them daily attendance sheet, car keys, and personal cell phones.
3. Director/Program Coordinator checks bathrooms.
4. Director/Program Coordinator takes Crisis Kit & Emergency Contact Box with her.
5. Infants should be placed in emergency evacuation cribs and wheeled outside. Staff that is not needed for ratios should help those classes in need, *especially* younger children.

G. After Evacuation:

1. When safe within the evacuation area, all children and adults must be accounted for. The Director/Program Coordinator/ and/or teachers will take attendance using the name to face method and the daily Sign In/Out on Brightwheel Attendance App. Parents or emergency contact persons will be notified using the phone numbers on Child Emergency/Medical Permission Cards.
2. First aid is administered if needed.
3. Building is not reentered until fire officials give permission.
4. Upon consideration of the severity of the fire, the Director/Program Coordinator will decide whether or not to further evacuate, by foot, to the office of Dr. Callis, 515 Old Toll Rd, Madison, CT
5. When safe within the new evacuation area, all children and adults must be accounted for.
6. Parents will be notified by Brightwheel, Staff will wait for parents/caregivers to arrive.
7. Ratios will be maintained at all times and two program staff 18 years or older will remain with the children until all children are picked up.

H. Fire Safety drills will be conducted regularly, using the alarm, to familiarize the children and staff with fire emergency procedures. The Director will maintain a log, recording the fire drill dates, times, and comments.

III. SHELTER IN PLACE:

In the event of severe weather, such as tornadoes, hurricanes, winter storms, or any other unsafe situation where evacuation is not possible, staff, program staff, and children will remain indoors in a safe location in their classroom away from closed windows and doors. Program staff will have appropriate supplies available for the comfort and engagement of the children. First aid program staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

IV. Lockdown

Should an emergency or threat that involves potential violence in or around the facility requires the need to stay put, the director/person in charge will notify the staff by intercom that they should begin lock-down procedure. 911 will be called.

Each program staff is responsible for the children in their care at that moment. The program staff will gather the children to the safest area of the room, away from any windows or doors. Doors and windows will be locked, lights turned off, and curtains/blinds closed to all interior windows.

Program staff will calm the children and help them stay quiet. Attendance will be taken periodically.

The director/person in charge will remain in constant communication with the emergency personnel.

Parents are not permitted access to the facility until it is determined that it is safe to do so.

During the emergency, the director/person in charge will do all they can to notify parents by Brightwheel however, certain emergency situations may preclude this possibility.

Wait for all clear from the emergency personnel. The director/person in charge will communicate all clear to staff, program staff, and children.

Parents will be notified by Brightwheel after all clear has been given by the emergency personnel.

CONTINUATION OF OPERATIONS:
If an emergency causes the facility to be unsafe for childcare, program staff will notify parents and refer them to 211 for other childcare options. The Operator will submit an initial application for Change in Location and will notify the Office of Early Childhood when an alternate location has been identified so that an inspection can be completed as soon as possible so it can be approved for childcare.

ACCOMODATIONS FOR INFANTS, TODDLERS, AND CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS:
In consultation with the child's parent, program staff will develop a plan to ensure the special needs of the child are met during an emergency, including the provision of necessities such as medications, diapers, wipes, formula, and other comfort items.
Cribs can be used to evacuate infants, toddlers, and children with special health care needs or disabilities.

MULTI-HAZARD EMERGENCY DRILL:
A multi-hazard emergency will be practiced at least annually which includes the demonstration of all staff, program staff, and children sheltering, locking down and evacuating the facility.

V. In Case of **MEDICAL EMERGENCY** – In the event that any student is injured and requires medical attention, the following procedures will be used:

A. Eliminate the need for a medical emergency by taking the following precautions in the classroom:
    1. All electrical outlets must be covered.
    2. There must be no dangling electrical cords.
    3. The cords to any blinds must be safely secured.
    4. All chemical cleaning agents must be kept out of reach of children.
    5. No hot glue guns or irons may be used in the classroom.
    6. Push pins must not be within reach of children (including climbing on a chair to reach)

B. Notify the Director/Program Coordinator and provide basic First Aid/CPR until trained persons can respond.

C. If deemed necessary, the Director/Program Coordinator will call 911.

D. If the student's injuries are not serious and the student is kept in school, the Director/Program Coordinator/Teacher will notify the parents.

E. If further medical assistance is needed:
    1. Parents will be notified and asked to pursue non-emergency assistance.
    2. If it is determined that an ambulance is needed to provide emergency medical assistance, 911 will be called.
    3. If the injured child is transported by ambulance, the Teacher will accompany the child and remain with him/her until the child's parent(s) arrive.

F. The Teacher/Assistant Teacher who has witnessed the injury/illness will fill out an Accident Form and submit it to the Director's office immediately, providing a copy to the parents.

VI. In Case of **EARTHQUAKE**

A. If OUTSIDE when tremors are first felt, IMMEDIATELY gather children together in an area by fence.

B. **If INSIDE when tremors are first felt and time permits, IMMEDIATELY evacuate children to "safe zone" which is free from windows and doorways. The Barn would be the gathering area if time allows. Otherwise gather in a bathroom within your classroom.**

C. If INSIDE when tremors are felt and there is very little time to respond, have children crawl under tables or if space allows, go into the bathrooms in the classroom.

D. Director/Program Coordinator checks bathrooms for occupants and brings Crisis Kit to evacuation area.

E. When safe within the evacuation area, all children and adults must be accounted for.

VII. In Case of **FLOODING**

A. If it is safe to remain in the building, go to the Barn or place furthest away from entering water.

B. If ordered to evacuate buildings and the grounds are flooded outdoors, wait for official assistance.

C. If assistance isn't forthcoming, get children to the highest possible location.

VIII. In Case of **TORNADO**

A. If there is a tornado **watch**, children can be picked up by their parents or caregivers, if desired.

B. Children who are at the school during a tornado **warning** will not be released until the threat has passed. Children should be kept indoors and taken to the designated safe zones:
    1. Building 1: Adult bathroom outside of Director's office.
    2. Building 2: Adult bathroom outside of toddler room.
    If time allows, teachers should crack the windows in the classrooms for proper air pressure.

C. Use a portable radio to keep informed of the progress of the tornado and of predictions and/or any special instructions from local officials.

D. Director/Program Coordinator takes Crisis Kit & Emergency Contact Box with her.

IX. In Case of **BOMB THREAT TO BUILDING, GAS LEAK, EXPLOSION, AIRCRAFT CRASH**

A. Follow instructions of police or other officials if on the site.
B. Dial 911 and give nature and location of emergency.
C. If police or other officials are not on site, evacuate, school property by foot to a safe building within 1 mile of facility (Dr. Callis, 515 Old Toll Rd, Madison)
    1. Teachers/Assistants bring car keys, cell phones, and the daily attendance sheet as they exit building and either transport children in their own vehicles or by walking (weather permitting) in the safest way possible.
    2. Director/Program Coordinator checks bathrooms for occupants and brings Crisis Kit & Emergency Contact Box to safe building.
    3. When safe within the evacuation area, all children and adults must be accounted for.
    4. First aid is administered if needed.
    5. Wait for parents/caregivers to arrive.

X. In Case of **HAZARDOUS SPILL OR NUCLEAR THREAT TO IMMEDIATE AREA**

A. Follow instructions of police or other officials if on the site.
B. Dial 911 and give nature and location of emergency.
C. **If police or other officials are not on site, evacuate preschool property by foot to a safe building: the office of Dr. Callis, 515 Old Toll Rd, Madison, CT.**
    1. Teachers/Assistants bring car keys, cell phones, and the daily attendance sheet as they exit building.
    2. Director/Program Coordinator checks bathrooms for occupants and brings Crisis Kit & Emergency Contact Box to safe building.
    3. When safe within the evacuation area, all children and adults must be accounted for.
    4. First Aid is administered if needed.
    5. Wait for parents/caregivers to arrive

XI. Case of **ABDUCTION** – In the event that any child is abducted or suspected to have been abducted from the preschool, the following procedures will be used:

A. Report the incident immediately to the Director/Program Coordinator.
B. The Director/Program Coordinator will call 911 to report the incident.
C. Any witnesses (staff/students) will remain in the Director's office area until police personnel can speak with them. The witnesses will remain separated.
D. If a student has been abducted, the Director or Program Coordinator will contact the parent/guardian. The parent will be advised of what has occurred as well as what is being done. The parent will be instructed to come to the school to meet with school and police officials. The parent will be asked to bring a recent photo of the student as well.
E. The Director/Program Coordinator or other staff member will go to the location where the abduction is known or is reported to have occurred to keep that area secure until police personnel arrive.
F. Staff will assist police as they arrive by providing the student's file and any school photos.

XII. In Case of **INTRUDER** – In the event that a threatening intruder or intruders enter the building, the following procedures will be used.

A. Director/Program Coordinator/Teacher will call 911 and announce "5 0 3" over the intercom.
B. **Children on playground should go inside the preschool/Pre-K door and wait in that classroom.**
C. **Children playing in the Barn should go to the adult bathroom at the top of the ramp if time allows, otherwise should gather in a corner of the Barn behind play equipment.**
D. Children in classrooms with doors that DO have windows in them will be QUIETED and escorted into the bathrooms located within the classrooms. If possible, teacher will lock/barricade the door, turn off lights, close blinds if present, and wait until identifying police officer gives the all clear and come to safety.

    -**INFANTS**: **secure infants in emergency cribs and wheel them to area by the kitchen counter. Shut the door, close blinds and turn off the lights**.
    -**WADDLERS**: **Bring children to class bathroom, shut the door, close the blinds, and turn lights off**
    -**TODDLERS**: **bring children to class bathroom, shut the door, close the blinds, and turn lights off.**
    -**Preschool: bring children to class bathroom, shut the door, close the blinds and turn lights off.**
    -Pre-K: bring children to bathroom, shut the door, turn off lights and close blinds.

    Preschool and Pre-K should try to squeeze everyone into the bathroom since that is the safest place. If it is not possible, then one teacher will take as few kids as possible and hide in a corner or area of the room away from doors and windows.
E. Children in hallway will return to the nearest classroom.
F. Staff will be responsible to follow all directions of police officers.

XI: If there is an unknown person seen on the premises by way of the security cameras when school is not in session, Madison police will be called to ask for an officer to search our property to be sure it is safe to enter.
If there is an unknown person on the premises while we are in session, the person seeing them will notify the Director or Program Coordinator who will determine if 911 should be called.

If at any time you feel that you or the staff and children are in imminent danger, **do not hesitate to call 911**.

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