

Ohio Department of Children and Youth
**EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR
CHILD CARE CENTERS**

Center Name: TOTally Kids Learning Center

Center Address: 2345 Ferguson Road; Cincinnati, OH 45238

Center Email Address: Totallykidslearningcenter@gmail.com

Center Telephone Number: 513-906-7565

1. As required in rule 5101:2-12-16 of the Ohio Administrative Code (OAC), this disaster plan includes procedures that will be used by child care staff members and employees to prepare for and respond to the following emergency or disaster situations:

- a) Weather emergencies and natural disasters. (Severe thunderstorm, tornado, flash flood, major snow fall, blizzard, ice storm, or earthquake)

Procedures to prepare for and respond to:

Severe Thunderstorm:

Children and Staff should exit out of rooms to the Main Hallways, enter into one or both bathrooms as numbers allow per each floor, staff must be present in all bathrooms that are used. Children are to sit quietly on the floor with heads down until the signal has been given to return to Classroom. Staff must have Classroom binder, IPAD, all emergency medications, and center/cell phones. With infants, staff and children are permitted to be in office either in crib or held by staff member. Messages are sent out via HiMama to inform Parents.

Tornado:

Children and Staff should exit out of rooms to the Main Hallways, enter into one or both bathrooms as numbers allow per each floor, staff must be present in all bathrooms that are used. Children are to sit quietly on the floor with heads down until the signal has been given to return to Classroom. Staff must have Classroom binder, IPAD, all emergency medications, and center/cell phones. With infants, staff and children are permitted to be in office either in crib or held by staff member. Messages are sent out via HiMama to inform Parents.

Flash Flood:

Children and Staff will combine classrooms to the upper level, utilizing all 3 rooms. Children are to participate in quiet activities until signal is given to resume normal activities. Parents are informed of pick up procedures, utilizing the front door to avoid water entering the facility, these messages are sent via HiMama. Records are kept on upper floors. Staff will bring Classroom binders and IPADs.

Major Snow Fall/Blizzard/Ice Storm:

Children and Staff will participate in semi-normal activities within the classrooms, in the event of an ice storm, children will gather within office and lower levels to avoid contacts with windows. Parents are informed of pick up procedures, utilizing the front door to avoid possible harm while entering the facility, these messages are sent via HiMama. Contracted services for ice and snow removal.

Earthquake:

Children and Staff should exit out of rooms to the Main Hallways, enter into one or both bathrooms as numbers allow per each floor, staff must be present in all bathrooms that are used. Children are to sit quietly on the floor with heads down until the signal has been given to return to Classroom. Staff must have Classroom binder, IPAD, all emergency medications, and center/cell phones. With infants, staff and children are permitted to be in office either in crib or held by staff member. Messages are sent out via HiMama to inform Parents.

- b) Emergency outdoor and indoor lockdown or evacuation that results in a relocation due to a threat of violence. (Active shooter, bioterrorism, or terrorism.)

Procedures to prepare for and respond to:

Active Shooter:

The Site Administrator or designated person will contact authorities by dialing #911. Children and Staff should exit out of rooms to the Main Hallways, enter into one or both bathrooms as numbers allow per each floor, staff must be present in all bathrooms that are used. Children are to sit quietly on the floor with heads down until the signal has been given to return to Classroom. Staff must have Classroom binder, IPAD, all emergency medications, and center/cell phones. With infants, staff and children are permitted to be in office either in crib or held by staff member. Messages are sent out via HiMama to inform Parents. Lockdown requires closing and locking doors immediately and no one is allowed to enter or exit the building. ALL exterior doors are to be locked to prevent intruders from entering occupied areas of the building. Dictates that once a room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or ALL CLEAR is issued by site administrator.

Bioterrorism:

Staff will attempt to determine Early recognition and identification of agent
Notification of public health agencies
Decontamination, infection control safety measures, isolation, and quarantine and Recommend Treatment, prophylaxis, and vaccination. Parents will be informed via HiMama and referred to the public health agencies. Children may be isolated in other areas of the facility to lessen exposure and risk.

Terrorism:

The National Terrorism Advisory System (NTAS) is a system used to effectively communicate information with the public about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. Staff should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Be vigilant, constantly on the lookout for unusual persons or activities such as: • Unusual unsolicited deliveries; • Suspicious items left around the outside of the child care center/child care home; • Individuals "hanging around" for no apparent reason. Enforce child care center/child care home security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the center/home. In the event of a threat law enforcement is contacted. Parents are notified by HiMama, the release plan of their child is determined by the law enforcement agency.

- c) Emergency or disaster evacuation that results in a relocation due to hazardous material and spill, gas leak or bomb threat.

Procedures to prepare for and respond to:

Hazardous Material and Spills:

All dangerous chemicals located on the premises are locked or put out of the reach of children in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together. • Evacuate the area immediately if a hazardous chemical is spilled. • Do not turn any electrical switches ON or OFF when exiting the room. • Evacuate to an area upwind and uphill from the location of the spill if possible, if outside. • The child care center director or designee will contact local emergency services (e.g. 911) and notify them that there has been a "hazardous materials spill." • The child care center director will contact the maintenance personnel to request turning off the ventilation system to avoid further spread of the hazardous materials. • No person should try to contain, touch, or identify the hazardous material. • Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill. This could expose staff to the fumes, potentially incapacitating them as well. • If any child or staff has come into contact with a hazardous material, the chemical should be washed off immediately with water. Parents are informed by HiMama Staff must have Classroom binder, IPAD and center phone or cell phone. ALL medications and emergency food bag.

Gas Leak:

The children and staff should evacuate the building. • Local emergency services (e.g. 911) should be notified that there is a possible gas leak at the child care center/child care home. • The child care center director should be notified of the situation, and the director or designee will notify the rest of the staff. • Do not turn ON or OFF any electrical switches. • The center should not be entered by anyone until the fire department announces it is safe to return. The designated area is the Police Station, 2300 Ferguson Road in inclement weather, if not, the area is outside, with a minimum of 100 feet away from the building. Staff must have Classroom binder, IPAD and center phone or cell phone. ALL medications and emergency food bag.

Bomb Threat:

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise. □ Any suspicious packages or letters should be reported to authorities. □ Evacuation should be out of the child care center and to another location as far from the center as possible. The shelter is located at the Police Department, 2300 Ferguson Road. The area that is being evacuated should be searched quickly for information that may be important for the responding law enforcement. □ Upon arrival of the law enforcement response team, the child care center director or designee will assist with any questions that the law enforcement response team may have. □ No person should enter the center until the law enforcement response team has been consulted and the situation has been resolved. Staff will Use landline telephones only. Turn all cell phones

off and do not use them until the situation has been resolved. Telephone Threat: The staff member taking the call should notify another staff member that a bomb threat is in progress so that: □ The building may be evacuated immediately. □ The child care center director or designee will contact local law enforcement (e.g. 911). When a bomb threat is received, it is important to gather as much information as possible from the caller. Staff will take Classroom binder, IPAD and center or personal cell phone. Parents are notified via HiMama. All medication is taken as well. The emergency food supply bag as well.

d) Outbreak, epidemic or other infectious disease emergency.

Procedures to prepare for and respond to:

Outbreak:

The Health Department will be notified, staff will follow instructions. Parents are notified by Center postings and via HiMama, according to the instructions provided, staff will follow and implement accordingly.

Epidemic:

The Health Department will be notified, staff will follow instructions. Parents are notified by Center postings and via HiMama, according to the instructions provided, staff will follow and implement accordingly.

Other Infectious Disease:

The Health Department will be notified, staff will follow instructions. Parents are notified by Center postings and via HiMama, according to the instructions provided, staff will follow and implement accordingly.

e) Loss of power, water, or heat.

Procedures to prepare for and respond to:

Loss of Power:

Staff will contact the utility company, DUKE energy at 1-800-634-4300 to determine the length of time without services, if a reasonable time is unavailable, the Center will close, Parents will be notified via HiMama and telephone calls.

Loss of Water:

Staff will contact the utility company, DUKE energy at 1-800- to determine the length of time without services, if a reasonable time is unavailable, the Center will close, Parents will be notified via HiMama and telephone calls.

Loss of Heat:

Staff will contact the utility company, DUKE energy at 1-800-634-4300 to determine the length of time without services, if a reasonable time is unavailable, the Center will close, Parents will be notified via HiMama and telephone calls.

f) Procedures to prepare for and respond to other threatening situations that may pose a health or safety hazard to the children in the center:

Rapid dismissals plans are posted in each classroom. The staff will direct children to designated areas within the Center or to the emergency evacuation place of the Police Station, 2300 Ferguson Road. Drills are conducted monthly or quarterly or by the designated season. Children are shown the proper way to exit the building, a written report is kept on file when this procedure is implemented. Emergency evacuation plans including fire and weather are posted throughout the building.

2. In accordance with rule 5101:2-12-16 of the OAC, the following procedures outline how child care staff members and employees will ensure children are safely cared for and reunited with their parents during emergency or disaster situations.

a) Procedures to follow during shelter in place or evacuation that results in a relocation, including how the center will care for and account for the children until they can be reunited with their parent:

Safety plans are designed for implementation in extreme emergencies, including all disasters. Staff will provide care and meals as needed until children are able to be reunified with parent, parents are notified by phone, HiMama and FOX 19 Center cell phones are options as well. Staff will have Classroom binders, IPADS, portable internet access is available.

b) Procedures to follow to assist children with special needs and/or health conditions and accommodate infants and toddlers during disasters or emergencies:

Assist children with special needs and/or health conditions:

Children require assistance due to special health conditions or needs, if applicable, will be taken care of first, all medications taken as well; one staff member will manage the child, other staff members will assist with other children

Accommodate infants and toddlers:

Infants will be transported in evacuation crib, with necessary food, those having special needs will be addressed first as needed, a food bag is provided.

c) Procedures to follow for reunification with parents:

(i) Communication of the center's emergency contact information to parents:
Via HiMama

(ii) Ensuring that the parent emergency contact information is easily accessible in an emergency:
Annual updates and bi-monthly parent meetings requesting updated information

(iii) Notifying and communicating with parents regarding the location of the children if evacuated:
Via HiMama

(iv) Communicating with parents during loss of communications, or when there is no phone or internet service available:
FOX 19 is utilized, as well as HiMama messaging services; there is a portable internet access as well.

d) Location of supplies and procedure for gathering necessary supplies for staff and children, if they are required to shelter in place:
An evacuation bag is prepared and located in the Infant room, marked for evacuation.

e) Procedures for caring for children if a disaster occurs during transportation, such as during a field trip or routine trip:
N/A; this Center does not participate in field trips or walks off the premises.

f) This plan is made available to all child care staff members and employees by:
The plan is updated annually, posted in all classrooms. Monthly, Quarterly or Seasonal drills are conducted.

g) Procedure for training staff on this plan including how staff duties may be reassigned based on the disaster:

Trainings are conducted during new employee orientation, monthly, quarterly and seasons drills are conducted.

h) Procedure to ensure this plan will be updated annually as required by 5101:2-12-16 of the OAC.

The administrator has written procedures to update plan annually as a part of their responsibilities.

i) Procedures for administrator, child care staff member or employee communication with local emergency management officials during a disaster:

Local emergency officials are granted a copy of plan and staff are in contact with emergency management officials.

DISASTER PLAN REVISION DATE: 3/2024