Emergency Plan For:

Learning To Grow Preschool LLC

**Emergency Procedures:**

* Children’s emergency contact information is kept in the emergency bag located on top of the medicine tote in the hall closet.
* As well as the children’s emergency contact information, the emergency back contains first aid supplies and a flashlight.
* Emergency procedures are posted in the classroom and a copy is kept in the emergency bag.
* Emergency phone numbers are posted on the preschool’s hand-held phone and in the emergency backpack.
* First aid kits are stocked and available at all times. First aid kits are kept on the top shelf of the hall closet and also in the emergency bag located on top of the medicine tote in the hall closet.
* Regular testing of smoke alarms will be conducted and the batteries changed accordingly.
* Fire extinguishers are kept out of reach of children on the top shelf of the hall closet.
* Emergency drills are conducted monthly with the children for fire evacuation and semi-monthly for earthquake drills and practice calling 911. Evacuation plans are posted on the bulletin board by the front door on which the emergency exits are clearly marked.

**Evacuation Procedures (in order):**

1. Children line up against cubbies.
2. Children hold hands forming a long chain and exit with the teacher.
3. Teacher will guide children out through the closest safe exit.
4. Staff will make sure all children are accounted for and call 911.
5. Off Site Evacuation: If we must evacuate to an off-site location, children will be taken to the McDonalds at 5701 Main St in Springfield.

**Earthquake Procedures:**

1. Children will be instructed to “drop and cover”, the lesson table will serve as cover.
2. When shaking stops, the teacher will assess the building for any visible signs of danger.
3. If the earthquake cased damage to the property rendering it unsafe for use, children will be evacuated following the steps for evacuation shown on this form.

**Power Outage Procedures:**

1. An emergency light source is available for each room used by the children.
2. Blankets are available in children’s naptime bags.
3. Parents will be contacted to pick up their children if the power outage last for an extended period.

**Severe Weather Procedures:**

In the event that sudden, severe weather occurs during operating hours, the provider will take steps to assess whether conditions warrant an early pick up of children. The teacher can use various methods to obtain information about the severe weather in determining whether or not to close the facility. This can include, but is not limited to; checking with ODOT (Oregon Department of Transportation) or the local police non-emergency number. If early pick up is required, parents will be asked to pick up their children as soon as possible, but no more than 45 minutes from contact.

**Medical Emergency Procedures:**

1. Provider and Staff will follow all recommended CPR and First Aid practices.
2. 911 will be called if necessary.
3. If it is known that a child has ingested a dangerous compound, Poison Control will be called.
4. Parents will be contacted immediately upon the first opportunity to do so.
5. An injury/accident report will be filled out within the first 24 hours of the incident and the Licensing Specialist with the Early Learning Division will be notified.

**Dental Emergency Procedures:**

1. Provider and Staff will follow all recommended CPR and First Aid practices.
2. Check for more serious injuries to the head and neck.
3. Call the Child’s parents first to decide on a course of action. If a parent cannot be reached, call an emergency contact and/or the child’s dentist.
4. Keep the child calm and reassured while waiting for parents or the emergency contact.

**Lock Down and/or Shelter in Place Procedures:**

1. In the event that a lock down is required, all windows and doors will be locked, and the shades on all windows will be closed.
2. Staff will keep the emergency bag close at hand while sheltering with children in the living room.
3. Attendance will be taken.
4. Emergency Response and parents will be notified.
5. Teacher will provide activities and a calm environment to the children until the lock down is lifted.

**Emergency Numbers:**

Emergency Response (Fire, Police, Ambulance) **# 911**

Poison Control **# 1-800-222-1222**

Springfield Police Non-Emergency **# (541) 726-3714**

**In the event that local lines are down, Dan Wood will serve as an alternative contact for parents. Dan can be reached by calling # (541) 225-8473.**