

EMERGENCY PROCEDURE PLAN

Kradle To Kindergarten Preschool I & II, Inc.

(SCHOOL SAFETY IS MOST IMPORTANT AT OUR FACILITIES)

Emergency Drills are very important safety precautions; they are required by LAW to instruct staff should an incident occur such as:

1. **A Missing Or Lost Child,**
2. **Suspected Maltreatment Of A Child,**
3. **A Child With An Injury Or Illness Requiring Hospitalization or Emergency Medical Treatment,**
4. **Death Of A Child/ Staff Member,**
5. **Presence of an Intruder, or**
6. **Relocation Site.**

Every month the prescribed Emergency Drills listed above are conducted:

- Anytime a **CHILD IS UNACCOUNTED** for, the staff member responsible should notify the Director, search premises inside and out, double check with other staff members or check to see if the child was picked up by their parent or guardian.
- If the child is not located and all areas have been searched, the director must begin lockdown procedure no person/personnel should be let in or out of the facility.
- Law enforcement should be called (911) and provided the best description of the child. The following information should be documented; Child's name, age, height, weight, date of birth, hair color and the child's clothing that he/she was wearing at the time the child went missing. The director will notify the child's parents/guardians that the child is missing from the center.
- During any time that a **CHILD IS SUSPECTED OF MALTREATMENT** as a result of or from a disaster, we will safely do our best to reunite children with their families. We will ensure there are multiple phone numbers to contact parents/guardian and others to whom the child can be released to.

An emergency number will be provided to all parents upon enrollment of child/children.

- If a child becomes injured or ill requiring hospitalization or **EMERGENCY MEDICAL TREATMENT**. The teacher will stay with the injured child, notify the director and send another staff member to call 911. First Aid/CPR will be provided as needed. Staff will keep a current incident log to record illness or injury. A responsible staff will contact the parent/guardians or the child's alternate emergency contact person. Staff member will accompany the injured/ill child in a transport to the hospital if necessary and is required to stay with child until a parent/ guardian or emergency contact arrives. Serious illness/injuries, which require medical attention, will be reported to the licenser immediately. A copy of the illness or injury form will be sent to licensing no later than the day after the incident. A copy will be placed in the child's file.
- If **DEATH** occurs at the facility, 911 will be called immediately to request for emergency assistance.
- Local law enforcement will be contacted to notify family members.
- The body should not be moved or tampered with.
- All children will be moved to a section of the building away from the body.
- The children and staff will only be told what is essential for them to know about the incident, but they will be offered comfort and counselling as needed.
- No news media will be contacted, if a news reporter is aware of the incident and solicit information he/she will be referred to the facility's director.
- No filming or photograph personnel will be allowed inside the building.
- Licensing will be notified immediately.

In the event an **INTRUDER** has gained entrance in the facility, immediately call law enforcement (911) and notify security.

- Staff must alert security and center director that they may have a condition for selective/partial evacuation (this may be within the building if the potential violent person does not leave the area).
- If for any reason, you may think the individual has a weapon a selective/partial evacuation will be ordered if possible.
- If the intruder chooses to leave, the premises allow them the freedom to exit making sure to note their vehicle make and model, license plate and direction of their travel. Communicate this to the emergency dispatcher.
- Try to isolate the intruder away from as many adults and children as possible.
- Remain calm.
- Do not physically restrain or block their movement.
- While you are engaging the potentially violent intruder, other available persons should direct unaffected classrooms to move to locations in the center that are farthest from the incident point. This selective/partial evacuation should proceed room by room, quietly and orderly as possible being careful to use routes not visible to intruder.
- Once law enforcement arrives, they will assume charge of the situation, negotiate and dictate further movements.
- **RELOCATION SITE: SHOULD AN EMERGENCY OCCURS AT KRADLE TO KINDERGARTEN PRESCHOOL I** If and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as playground or our alternate site. Staff will follow appropriate evacuation procedures, all children will be transported by an authorized staff using Kradle to Kindergarten Preschool I and II transportation van to our other facility **Kradle to Kindergarten Preschool II. Located at 1269 NW 40th Avenue, Lauderhill, FL 33313. You may contact the center at 954.999.5003.**
- **RELOCATION SITE: SHOULD AN EMERGENCY OCCURS AT KRADLE TO KINDERGARTEN PRESCHOOL II** If and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as playground or our alternate site. Staff will follow appropriate evacuation procedures, all children will be transported by an authorized staff using Kradle to

Kindergarten Preschool I and II transportation van to our other facility

Kradle to Kindergarten Preschool I. Located at 2500 North State Road 7, Lauderdale Lakes, FL 33313. You may contact the center at 954.835.5228.

- All efforts would have been exhausted in notifying Parents/Guardians via telephone as to the Student's Emergency Numbers listed in their files. Updates will be sent when the children can be safely release to authorized person.
- Licensing will be notified immediately upon returning to normalcy.