**Pamela’s Playhouse and Learning Center**

**Emergency preparedness plan**

TORNADO

* Tornado watch- conditions are favorable for tornados to develop.
* Tornado warning- a tornado has been sighted.
* The evacuation route to the hallway by the bathroom will be followed; daily attendance sheets will be taken with us.
* We encourage children to move rapidly, but not run.
* Everyone will stay away from windows, exterior door, and outside walls.
* No one will attempt to return for forgotten items.
* Once all the children and staff have made it to the hallway, we will count the children.
* We will remain in the hallway until permission is given by Pamela Pfeiffer or Brandy Beasley to return to normal daily routine.

INTRUDER

* If an intruder is in the building the lockdown code is check the prize room. If this phrase is heard, we will make sure that all doors are locked, and we will make sure that all windows and blinds are shut; we will then take the children to the safe room. The safe room is located down the hallway next to the bathroom. As soon as we get all the children and staff to the safe room we will keep all children as far away from the doors as possible.
* If there is an unsafe event happening in the surrounding area we will be locked down as necessary.

OFF-SITE EVACUATION

* If it becomes necessary to evacuate the area, we will transport the children in our cars. The assembly point will be at Graceway Baptist Church 5010 S Farm Road 136 (golden and weaver) Springfield, MO 65810, 417-887-0212. In the event that Graceway Baptist Church is not available we will evacuate to Brandy Beasley (assistant) home at 1366 E Gretna St. Springfield , MO 65804; 417-569-7186.

FIRE

* The children will be gathered and the buddy system is used (each child has a partner and they hold hands) as we follow the designated evacuation route to the main daycare doors located by the cubbies. Attendance sheet will be grabbed as we walk out the door. The assembly area outside is down the walkway then we cross the street so we are far enough away from the house.
* Once we get across the street we will count the children and check the attendance sheet.
* Emergency instructions given by Pam and/or Brandy will be followed.
* Children and adults will be encouraged to move rapidly but not run.
* The telephone will only be used to report the emergency.
* NO ONE will attempt to return to the house for forgotten items. We will remain outside until permission is given by Pam and /or Brandy to return to the house.
* If we are unable to return to the house we will follow the off-site evacuation plans listed above, once we get the kids to the evacuation site we will then get in contact with all the parents.

MEDICAL EMERGENCY

* 911 will be called. The 911 operator will be provided with the name and location of all affected individuals. The call will NOT be disconnected until the dispatcher gives instructions to do so.
* We will then get in contact with the parents of the affected children
* Someone will meet the ambulance outside and escort them to individual requiring assistance.

EARTHQUAKE

* All people including adults will be instructed to DROP, COVER, and HOLD as soon as the shaking starts.
* As soon as the shaking stops we will evacuate and conduct a basic damage assessment of the daycare.
* Evacuation will be done in an orderly manner.
* If there is no fire or other life hazards, we will get the children’s shoes and coats, if we are not able to reenter the house we will follow the off-site evacuation plan listed above.
* Pamela and Brandy are both CPR and FIRST AID CERTIFIED and we will deal with all injuries
* If the injuries are severe we will call 911
* As soon as the children are situated and safe we will make contact with each parent.

WINTERSTORM/WINDSTORM

* This type of disaster usually is forecasted and not a surprise.
* The children will be kept inside away from windows
* We will monitor radio stations and weather channels as often as possible.
* If the phones go out we have a corded phone ready for use in the safe room. Pam and Brandy will also have cellphones available for emergency uses.
* If the snow accumulations increase rapidly, we will inform all parent that the roads in are getting bad in our area.
* We will let all the parents know that the children are safe.

POWER OUTAGE

* A power outage can occur at any time.
* If we lose power at any time during business we have a generator that will ensure that we have lights heat and phones for a limited amount of time.
* We will then get in contact with all the parents to inform them what is going on and the steps that will need to happen next.

FLOOD

* Heavy rains can cause flooding in our area
* If we are threatened by flooding we may be ordered by law enforcement or fire officials to evacuate, in the event that we have to evacuate we will meet at Graceway Baptist Church 5010 S Farm Road 135 Springfield, MO 65810 and if Graceway Baptist Church is unavailable for use we will evacuate to 1366 E Gretna St. Springfield, MO 65804.
* As soon as we get to the location we will make sure that the kids are safe then we will contact each parent to inform them where their children need to be picked up at.

I have reviewed the emergency plan set fourth by pamela’s Playhouse and Learning Center and understand the emergency procedures that will be followed.

Child’s name (please print)

Parent/guardian signature/print Date

Parent/guardian signature/print Date