

## DISCOVERY ZONE KIDS

### EMERGENCY PLANS AND PROCEDURES

Discovery Zone Kids, also known and referred to as DZK, has a list of plans and procedures in place for the possible emergency circumstances listed below. All DZK staff are educated on the plans and procedure and are equipped with an emergency bag containing up-to-date attendance sheet and contact list for the assigned classroom and a first aid kit. Monthly drills are performed in the event of a fire or tornado. As in any emergency, DZK's main concern is for the safety of its staff and clientele. In all emergency situations, staff do their best to keep all children as calm as possible.

**FIRE:** In case of a fire, staff is to escort children out of the facility by exiting through the approved EXIT ONLY door and using the designated FIRE ESCAPE ROUTE. Should the exit route be blocked off, staff will escort children through the facility's main front entrance. All staff and children are to meet at designated SAFE PLACE as far away from the facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from the building. Proper notification to the local fire department is to be made immediately by an Administrator. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must notify Bright from the Start Childcare Services within 24 hours of the incident.

**TORNADO:** In case of severe weather, staff is to keep children indoors, away from the window, and as calm as possible as well as keeping all floors as dry as possible to prevent any further incidents/accidents.

In case of a tornado, staff is to escort children into the hallway or an interior room away from windows. Children will be instructed to sit on the floor with their heads between their knees and backs against the wall. Administration will have cell phones on hand for weather updates and call emergency response immediately upon execution of the emergency plan. Staff is to conduct attendance after imminent danger has passed and notify parents once all children are safe and accounted for. The Director/Assistant Director must notify Bright from the Start Childcare Services within 24 hours of the incident.

**ELECTRICAL POWER OUTAGE:** In case of electrical power loss, staff is to keep children as calm and entertained as possible. Administration is to contact the power company to report the loss and request an estimation of when the power will be restored. In warmer weather, staff is to open windows to allow air flow into the classroom, if needed to keep children cool. In cooler weather, staff is to put warmer clothes on children and/or use blankets to keep children warm. If an extended power outage is expected, DZK will close for the day. Staff is to notify parents for children to be picked up as soon as possible from the facility.

**LOSS OF WATER SERVICE:** Bottled water is kept on hand within the facility in the event a loss of water service should occur. Two sealed gallon jugs of water are also stored in each classroom for drinking purposes as well as two more sealed water jugs for sanitation purposes. Administration is to report the loss to the proper city authorities or local plumber to report the loss and request an estimation of time until restoration. In the event DZK will be without service for an extended period, the facility will close for business until proper repairs are complete. Staff is to notify parents for children to be picked up as soon as possible. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**GAS LEAK:** In case of a gas leak, staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Administration and staff will be at a designated SAFE PLACE as far away from the facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from the building. Administration is to contact the local fire department to report the gas leak immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**STRUCTURAL DAMAGE:** In case of structural damage, staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Staff is to conduct attendance to ensure all children have been safely escorted from the building. Administration is to contact the local fire/and or police department to report the structural damage immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**BOMB THREAT:** In case of structural damage, staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Staff is to conduct attendance to ensure all children have been

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safely escorted from the building. Administration is to contact the local police department to report the bomb threat immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**SERIOUS INJURY:** In case of serious injury to a child, local emergency service is to be called immediately and administration is to be notified. Staff is to do their best to keep the child calm and comfortable until medical service arrives. Staff and/or Administration are to notify the parents to report the injury and give any information concerning the injury and subsequent information such as where the child is taken for medical care, if possible. Staff is responsible for completing an incident report detailing the injury and any actions taken and presenting it to the parent for review and signature. The incident report is to be kept on-site within the child's permanent file. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**LOST CHILD:** In order to keep each child safe at DZK, no child is EVER left alone, and children are always accounted for. In the event a child does become lost, staff is to notify administration for the local police department to be contacted immediately. Staff is to notify the parents to report that the child has been lost and the amount of time the child has been missing. All available staff is to look throughout the entire facility, playground areas, and immediate surrounding areas. Once the child is found, he/she must be examined by local authorities/medical services to ensure health and safety are restored. Staff is responsible for completing an incident report detailing the injury and any actions taken and presenting it to the parent for review and signature. The incident report is to be kept on-site within the child's permanent file. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**DEATH OF CHILD:** In order to keep each child safe at DZK, no child is EVER left alone, and children are always accounted for. In the event a child does succumb to loss of life, the staff is to notify administration for the local police department to be contacted immediately. Staff is to notify the parents to report that the child has been lost and the amount of time the child's been missing. All available staff is trained in CPR and is to make all attempts to resuscitate the child. Staff is responsible for completing an incident report detailing the injury and any actions taken and presenting it to the parent for review and signature. The incident report is to be kept on-site within the child's permanent file. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

**COPIES OF ALL FACILITY LICENSES, RULES, EVALUATION REPORT, COMMUNICABLE DISEASE CHART, STATEMENT OF PARENT ACCESS, NAMES OF PERSONS IN CHARGE, CURRENT MONTHLY MENU, EMERGENCY PLANS, AND STATEMENTS FOR VISITORS ARE POSTED AT ALL TIME ON THE BULLETIN BOARD INSIDE.**

I have read and fully understand the Emergency Plans and Procedures above. I hereby accept and agree to the terms stated by Discovery Zone Kids. I have received a copy of the Emergency Plan and Procedures for my own records.

_____ Parent/Guardian	_____ Date
_____ Parent/Guardian	_____ Date
_____ Administration	_____ Date