



Little Learners
Early Childhood Center
Making Memories, Marking Milestones

Emergency Plans

Fire Plan

1. The supervising staff member(s) will direct all children to line up at the nearest, safest exit.
2. Children will exit the building with the staff member(s) and go to the street light at the far end of the parking lot.
3. The supervising staff member(s) will confirm attendance and a master attendance will be made.
4. The supervising staff member(s) will call 911 on a cell phone. If a cell phone is not available, the staff member(s) and children will walk to the adjacent building and 911 will be called from there.
5. Parents will be called to come and get their children.
6. Monthly fire drills will be conducted to practice the fire plan.

Tornado Plan

1. The director(s) will notify staff in the event that the tornado sirens sound or a tornado warning is issued over the weather radio.
2. The supervising staff member(s) will take the children to the teacher workroom in the basement.
3. Children will get in a protected position by crouching down and covering their heads with their hands (turtle tuck).
4. The supervising staff member(s) will confirm attendance and a master attendance will be made.
5. The supervising staff member(s) will take the children back upstairs when an "all clear" is issued.
6. If there is storm damage to the building, parents will be called as soon as it is safe to pick up their children.
7. Monthly tornado drills will be conducted to practice the tornado plan.

Severe Storm Plan

1. Battery operated flashlights are available in the event that electrical power is lost.
2. A battery-operated weather radio will be used to monitor severe weather.
3. The supervising staff member(s) will take the children to the basement, if warranted, due to severe weather.
4. The supervising staff member(s) will confirm attendance and a master attendance will be made.

Flood Response Plan

1. The director(s) will notify staff if there is a flooding situation or high risk of flooding.
2. Staff will be advised to move children out of rooms with flooding and into dry rooms.
3. The supervising staff member(s) will confirm attendance and a master attendance will be made.
4. In the event of flooding which requires evacuation of the building, children will be moved to a location of higher ground and parents will be notified to come pick up their children.

Serious Injury Plan

1. The supervising staff member will check the injury, call 911 (if necessary), and administer appropriate first-aid.
2. Supervision of other children will be provided by another staff member on duty.
3. Parent will be notified.
4. The supervising staff member will take the injured child and all paperwork to get medical attention. (If a parent is not immediately available, then a staff member will ride in the ambulance with the child.)

5. The supervising staff member will complete an injury report and send it to the Johnson County Health Department by the next working day.

Lock-Down or Shelter in Place (chemical release, acts of violence/terrorism)

1. The director(s) will notify staff in the event that there is a concern for lock-down to occur.
2. The director(s) will call 911.
3. All staff will take the key from outside their door and lock the door so that it cannot be opened from the outside.
4. All staff supervising children will find a space within the classroom that is not visible from doors or windows to gather and monitor children until the lock-down is released.
5. The supervising staff member(s) will confirm attendance and a master attendance will be made.
6. All staff will take the classroom phone so that they will be in communication with the director and other staff throughout the lock-down.

Utility Failure

1. Battery operated flashlights are available in the event that electrical power is lost.
2. Blankets are available in the event that heat is lost. Thermometers for classroom temperature monitoring can be located on the classroom clock.
3. The supervising staff members would monitor the temperature in the room and supervise children in quiet activities and restroom use during electrical power loss.
4. Parents would be notified immediately for pick-up depending on the weather conditions and conditions within the building as far as temperature.

Attendance Discrepancy

1. All staff will take preventative measures by counting children at every transition throughout the day to make sure that the number of children in care matches the number of children on the current attendance record.
2. Attendance verification will be completed at any transition between staff members.
3. Should there be a discrepancy, the supervising staff member will notify the director and arrangements will be made to cover the classroom with an available staff member and the supervising teacher, director, and other available staff members will retrace steps of the last transition and search throughout the building and grounds to locate the child who is unaccounted for at the time.
4. An additional staff member will check the electronic attendance record to see if the child was signed in or out for the day.
5. If a child cannot be located during a short search throughout the building and grounds, the director will call 911.
6. The parents will be notified after calling 911.