

**Risk Management Plan (Parent Copy)**  
**I Am! I Can! Preschool & Daycare Center, Inc.**  
**3707 Grant Road, Johnsburg IL 1-815-363-1333**  
**Director/Owner Trevor Johnson**

**EMERGENCY PLAN**

This emergency plan describes the procedures that will be used by I Am! I Can! Preschool & Daycare Center, Inc. to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations. Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. Code words are kept private and only known by staff.

**PURPOSE**

To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.

To assure coordination and cooperation with local government and emergency services.

To reduce the risk of child abuse and neglect allegations.

**EMERGENCY EVACUATION ON PREMISES/INTRUDER**

\*Director will call 911

- 1) Code word is announced to room #1, passed to room #2, passed to room #3, passed to room #4.
- 2) Children will be taken outside and meet at designated marked spots for each classroom.
- 3) Director in charge will be inside trying to defuse situation and waiting for police.

- 4) If weather is inclement after meeting outside; children will be taken into the basement from the outside playground.

## **OFF SITE EVACUATION**

**\*Director will call 911**

**\*Director will call McHenry Township 815-385-5605**

- 1) Director will make a quick assessment of the situation and any injuries to children  
and or adults.
- 2) Director needs to determine an evacuation route and safe outside meeting area to  
be sure that it appears clear of obstructions.
- 3) Director will provide quick directions regarding the evacuation route and immediate  
meeting area to classroom teachers.
- 4) If possible and time permits, change the voice mail to include:  
Evacuation site if different then the McHenry Township Building.
- 5) Director will have a working cell phone
- 6) If township cannot house children and also needs to be evacuated  
then McHenry Emergency Services will be called for specifics as to  
where children will be brought for safety.

**1-815-338-6400 (Emergency Management McHenry County)**

A Relocation Note stating that we are at the Township building will be posted on the front door.

## **Teachers**

**Listen for evacuation instructions.**

Take attendance sheets, emergency cards and first aid kits.

If possible and time allows, bring jackets.

If there is an injured child, call for assistance if needed.

Director will assist classrooms based on most significant need first (injured children, staff, etc.)

Teachers would assemble children to evacuate building – one teacher in front of the children and one behind the children.

Once your class has safely exited the building and is at the designated area, verify attendance (have children sit down, if possible).

On a separate sheet of paper, create an injury list which includes the following:

Child's first and last name

Brief description of injury (any injury that will need more medical attention than first aid)

Give the injury list to the child care director

Evacuation should be conducted quietly with minimum talking to minimize confusion and allow for changes in orders to be heard.

Teachers will help children quickly board the Township Bus to transport us across the street.

## **Staff Training and Drills**

All staff are required to attend 15+ hours of child development training per year.

Regular drills on fire and tornado safety will be conducted on a regular basis and documented so that fire and tornado drills can be carried out quickly and safely.

Fire drills will be carried out monthly and tornado will be practiced twice yearly.

Procedures should be just as important as time. It's important to make sure that everyone gets it right as well as done quickly.

Conduct drills at various times of the day and year. Some hazards are seasonal, but disaster has no calendar.

Drill evaluations: Keep records and share lessons learned with others.

\*Train all staff on proper use of a fire extinguisher and location of fire extinguishers.

## **Fire Drill Policy**

Alarm will sound

Pick up box with emergency names and roll calls

Staff will lead children out in an orderly manner and should assemble at designated point

Designated point for each room is posted in respective classrooms and on fence

Director will check that all rooms are in correct area and document times

When director accounts for all classes and staff; children can return to classrooms

Fire drills are documented monthly (any problems are discussed and rectified)

## **Fire and Explosions**

Fires and explosions are an ever present danger. They may originate within the building or threaten from outside. Internal fires may result from anything from carelessness to arson.

\*Director will ensure that the alarm system is in good working order.

## **Fire Evacuation**

On discovering a fire, sound the alarm

Director will call 911 and not hang up until confirms address

Pick up box with emergency names and roll calls and immediately evacuate the building

Staff will lead children out in an orderly manner and should assemble at designated point

Designated point for each room is posted in respective classrooms and on fence

Director will check building and close all doors as proceeds out

Director will account for all children and staff members

Director will let staff know how to proceed

If needed, Township will be called to evacuate children to Township building

\*If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

All classrooms, kitchen and basement have updated fire extinguishers.

## **Severe Weather Watches and Warning Procedures**

### **Severe Thunderstorm Warning**

Advise all staff members of the weather condition.

Monitor radio NOAA for updates.

Terminate outdoor activities and seek shelter.

### **Snow and Ice Storms**

## **See More Ways to Know Before You Go in School Handbook**

Parents can tune into Channel #2, #5, #7, #9 and #32 to get school closings.

Parents can call 1-847-238-1234 to get school closings.

Parents can go to [www.EmergencyClosings.com](http://www.EmergencyClosings.com) to search for facility by name and city or by phone number.

If weather conditions get dangerous while children are present at school, parents will be called to pick up children at an earlier time.

## **Tornado Procedures**

Director and or staff will be listening to NOAA radio to determine if watch has turned into a warning and which direction weather is heading

If, watch turns into a warning

### **Horn will sound**

Director will post a sign on front door stating children are evacuated to basement.

Each classroom will take emergency cards/attendance sheets with them

Children will be lined up by doors of classroom

Teachers will do a head count

Order of procession will be in a calm manner: Room #2 Bring key, flashlight and unlock basement door Room#3 proceeds after #2, Room#4 after #3, Room #1 after Room#4

First class down the stairs will spread the blankets for the remainder of classes

After each class is safely in basement; one teacher from each room will come back up the stairs to help with the younger children

Entire school will do a head count of all classes

Parents will be called if necessary

Located in basement: Land line, flash light and extra batteries, first aid kit, blankets, port a potty and toilet paper, snacks, water and emergency weather radio.

**If evacuation is necessary (leaving the premises) we will be evacuated by the McHenry Township. 1-815-385-5605**

**\*When playing outside if any thunder or lightning is seen even in the distance all children need to be brought in immediately.**

## **Illness or Injury**

## **Minor**

Treat with medical supplies on hand

Evaluate periodically to see if further medical attention is required

Fill out accident form

## **Major**

Employ first aid techniques as trained, if needed.

Contact 911, if immediate medical attention is required.

Call Parents or guardian of child; if staff, call significant other.

If an illness or injury requires a Doctor's care, but emergency services are not required, staff will call parent or guardian.

## **Bomb Threats**

General Precautions

Any bomb threat should be treated as real until proven otherwise.

Unidentified or suspicious objects should be reported to the authorities.

Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.

Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.

Upon arrival of law enforcement authorities the facility director, or designee, will assist with search (i.e: unlocking doors, identify strange or suspicious objects).

The appropriate authorities should be consulted prior to re-entry into the building.

## **Written Threat**

The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.

Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.

The building should be evacuated until it is determined that there is no longer a danger.

All materials involved in the threat should be turned over to the authorities.

In the event that there is a lengthy loss of power, air, heat, water or phones the McHenry Township has a generator on site. I Am! I Can!; be would evacuated to the Township building if needed where constant telecommunications would be ongoing.

## **Utilities and Maintenance Emergencies**

### **Gas Leak**

If any staff member or children smells gas, act quickly.

Open windows immediately.

Call 911 and report the possible gas leak.

Do not turn any electrical switches on or off. Eliminate all flames.

If the gas odor remains strong evaluate the area immediately.

Do not return to the building until the fire department announces it is safe.

### **Power Failure**

The building's emergency lights should come on automatically.

The center has flashlights in daycare rooms and basement.

A battery operated emergency radio is located in the basement.

In the event of a power failure, the director on duty should contact the following:

**Local Power Company    Phone:1-800-334-7661**

If the electricity goes out we will wait for ½ of an hour. If after ½ hour goes by and we still do not have electricity; we will call parents to pick up their children.

### **Loss of Water**

There is an emergency supply of water located in the basement on the shelves. This water should be used sparingly, and only for emergency.

In the event of the loss of water, the director should contact:

**Well Co. Phone: 1-815-385-0414**

If we have a loss of water we will wait for ½ of an hour. If after ½ hour goes by and we still do not have water, we will call parents to pick up their children.

### **Loss of Telephone Service**

The director has a cellular phone located in the office in the mornings.

Afternoon directors; if needed would use their phones to call for assistance.

**AT & T - Phone Repair # 1-800-727-2273**

### **Loss of Heat/Air Conditioning/Plumbing**

Director will contact a plumbing or heating contractor for heat and air problems:

**Phone: 1-815-385-0481**

### **Problems with Locks and Keys**

Director will be contacted

### **Mandated Reporters**

All employees of childcare providers are mandated reporters of child maltreatment. The director or staff member witnessing will call the child

abuse hotline immediately 1-800-252-2873. New hires learn about this law at orientation.

## **Missing Child**

Teacher reports child missing to director.

Director will: 1) Gather necessary information from the teachers

2) Director will check sign in and sign out sheets to see if the child was checked out.

3) Director and teachers will search the facility, classroom, playground and bathrooms.

If the above actions do not result in finding the child, a director will notify parents of missing child and attempt confirmation that the child is with the family; if not, inform parents of situation and steps taken.

If the child is not located within 5 minutes, a director will call 911 – provide the following information:

Center's name and address

Child's name and age

Time and location child was last seen

Physical and clothing description of the child

Medical status, if appropriate

\*The Director will report the incident to licensing agent and to the hotline

The Director will complete an investigation and take appropriate action.

## **Poisoning**

If you suspect a child has ingested something that could be poison or potentially harmful, notify Director and tell them it's a poisoning.

One staff member needs to locate the possible source of poisoning (cleaning agent, medication, etc.)

Director will tend to the medical needs of the child.

Assist the child

Call the poison hotline: **1-800-222-1222**

Call **911**

One staff member must be prepared to meet the ambulance and provide direction to the child.

### **When calling the poison hotline**

Provide the name and amount of the poisonous material/liquid digested

Follow all directions provided by medical personnel on the phone

### **When calling 911**

Provide center name and address

Answer all questions and provide information as directed by emergency personnel

Ensure one staff member is prepared to meet the ambulance and provide direction to the child

### **When the situation is under control**

Contact the parents and provide the following information:

Brief overview of situation

Provide the health/medical status of child, if known

Name of hospital

Steps taken as provided by the Poison Hotline

Director will go to the hospital and stay with the family until situation is stable

The Director will complete an Accident Report and submit it to the insurance company

The Director will notify the licensing agent regarding the incident

## **Food Service and Sanitation**

Food staff needs to meet Department of Health Standards and requirements and participate and complete Food Sanitation Course.

Food preparation area will be kept empty and sanitized before and after food preparation.

Staff will wash hands before and after food preparation.

Food will be served by adults.

Each child will have their own plate with proper portions placed on their plates by staff.

Dishes will be washed and double rinsed using hot water and bleach used during the final rinse; air dried.

Frozen foods will be kept in a temperature controlled; monitored freezer.

Freezer defrosted bi-yearly.

Refrigerated foods kept in a temperature controlled; monitored refrigerator.

Refrigerator cleaned monthly and coils vacuumed bi-yearly.

Dry storage kept on shelves in pantry or in basement. Food service equipment kept on cabinet shelves.

Cleaning supplies kept in storeroom-inaccessible to children from classrooms.

## **Indoor Premises**

Hallways are handicapped accessible. One bathroom is equipped with handicapped fixtures. Bathrooms are located in classrooms, easily accessible to children. Drains are in floor in case of toilet overflow. If an overflow occurs; plunge toilets and wash floor with bleach solution.

Entrances and exits are equipped with emergency lighting.

Crash bars are on the two front doors.

Each classroom is vacuumed daily.

Rooms used for lunch are vacuumed after lunch and tables are sanitized.

Classrooms are dusted weekly.

Hallways are vacuumed daily.

Furnace and air conditioner are checked yearly.

### **Outdoor Premises**

Yard is completely fenced with a 4' chain link fence.

All equipment is cemented into ground.

Grass is maintained by a maintenance company.

Outdoor equipment is checked weekly for defects and repairs.

\*Teachers will make director aware of any needed repairs to equipment.  
Repairs/replacements will be done in a timely manner.

Garbage and recycling is kept in closed containers, outside of building and play area. Garbage is collected weekly.

### **Indoor Furniture, Equipment and Toys**

Selection of furniture chosen by owner. Sufficient amounts of chairs, tables, cots, etc. are kept in rooms to accommodate maximum of 20 children.

Storage for toys consists of low open shelves. Shelves wiped down weekly.

Centers are marked by symbols that children understand and can identify.

One large cabinet in each room for teacher supplies.

Each classroom is vacuumed daily.

Sinks in each room are sanitized daily.