

EMERGENCY PROCEDURES

Police: 911

Fire: 911

Ambulance: 911

Poison Control: 1-800-222-1222

Florida Abuse Hotline: 1-800-962-2873

Local Health Department: (386) 437-7350

Jet's Daycare Inc.

(386) 263 - 2928

1202 E. Lambert St.

Bunnell, F 32110

Ity Bity Learning Center

(386) 586-3617

205 North Orange Street

Bunnell FL 32110

Rebecca Miller – (386) 503-9923

Julie Dinofrio – (386) 503-1902

Christine Muck - (407) 803-3021

DISASTER AND EMERGENCY

Jet's Daycare Inc. and Ity Bity Learning Center

I. Purpose

This emergency plan has been developed to assist Jets's Daycare Inc. and Ity Bity Learning Center in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Jets's Daycare and Ity Bity Learning Center.

II. Assignment of Responsibilities

The Director/Assistant Director is responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

Children's daily attendance records are kept in the entrance way and on iPads in each classroom. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in each iPad and an additional paper copy is available in the office.

In the case of a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the office. These supplies are updated every six months.

IV. Children in Care

All children in care are between the ages of 0-10yrs. We have no special needs children and we do not offer overnight care at this time.

V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area:

Types of Emergencies and/or Hazardous Situations

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Potential violent situation	○ Thunderstorm
○ Flooding	○ Medical Emergen- cies	○ Tornado: Watch / Warn- ing
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kid- napping)	○ Water Line Disturbance

VI. Types of Emergency Response

Severe Storms/Tornado Warning Policy

The Director will alert staff members to the threat of a severe storm/ tornado warning with a loud whistle. As soon as the whistle sounds, staff members are to lead their children to a designated safe location. For both Jet's and Ity Bity the safe location is the center hallway. Children will sit quietly with their heads down in their laps, arms over their heads. Staff members must take the emergency bag, emergency contact list and class attendance sheet with them. In the safe location, staff members are to take roll and a head count. Staff members will lead children back to their classrooms after the Director has given the all clear.

Missing Child Policy

If a child is missing, the staff is to immediately lock down the facility. Secure all the other children. Begin an immediate search of the area. If the child's not found, the police will be called. Give the police a description of the child:

name, age, weight, height, clothing, footwear, etc. Call parents. When the child is located all involved in search will be informed. Afterwards a meeting will be scheduled to discuss what can be done differently to ensure the children's safety in the future.

Emergency Medical Situation Policy

In the event a child or member of staff needs emergency medical care, the director or assistant director will make the necessary phone calls, while the staff member trained in CPR/first aid assists with the injured child/staff member. The other staff members are to remove any other children from the immediate area and stay with them, keeping them calm. A head count for these children should be taken. If the child/staff member should need to be transported via medical vehicle the child's/staff member's medical records, authorization to treat and the director should accompany the child till parent/guardian can be reached or has arrived.

Exposure Control Plan

Exposure Determination

At Jet's and IBLC, specified child care staff and director are designated first aid providers and carry a valid First Aid and CPR card. Provision of first aid is a collateral duty. A complete list of designated first aid providers is kept in the employee book.

Incidents where exposure may occur:

Providing direct pressure to a bleeding wound

Cleaning or bandaging a wound

Assisting someone who is bleeding

Cleaning spills of blood or other potentially infectious materials

Rescue breathing or CPR

Skin puncture due to a human bite

Compliance: Jet's and IBLC requires the use of Standard Precautions

Standard Precautions An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis B, Hepatitis C and other bloodborne pathogens.

Work Practice Controls

Handwashing: Use running water and soap. The use of an appropriate hand cleanser (such as Purell) is acceptable if running water is not available. Wash hands after removing gloves.

No eating, drinking, smoking, applying makeup, or handling contact lenses in areas where first aid is provided.

First Aid kits are available in each classroom, hanging on wall. Disposable gloves will be available in the first aid kit, outdoor bag and all changing stations. Gloves will be used as needed to prevent contact with employee skin, mucous membranes, etc. Gloves must be worn when providing first aid or whenever blood is present. Gloves are also to be worn when changing soiled clothing. Non-latex gloves will be provided to any staff member or for children with a latex allergy.

Contaminated laundry will be cleaned at no cost to the employee. Laundry will be properly handled at the location of use, sent to a commercial laundry or safely discarded and replaced. The commercial laundry facility will be informed of the presence of blood.

Contaminated sharps (needles, glass) are placed in appropriate containers and disposed of properly.

Cleaning and disinfecting (always wear gloves)
Clean using water to remove contamination; followed by a general cleaning using soap and water. When appropriate flush this solution down the drain.

Summary Exposure Plan for Jet's Daycare and IBLC

Disinfect surface using a solution mixed according to manufacturer's instructions. This solution must be made daily.

Dispose of all towels/tissues and gloves properly.

Hepatitis B Vaccination and Post Exposure Follow-up

Hepatitis B vaccination will be offered to an employee within 24 hours following a first aid incident in which blood or other body fluids were present.

Note: If an employee refuses the vaccination, then the employee will sign a form declining the offer of the Hepatitis B vaccination.

All first aid incidents involving the presence of blood or other body fluids must be reported and documented immediately to the person in charge. *Refer to the Accident or Incident Report.*

Post exposure follow-up will be made available to all employees who have had an exposure incident. Situations will be evaluated after every first aid incident to determine if an exposure has occurred.

An exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parental (needle or other sharp object) with blood or other potentially infectious material that results from the performance of an employee's duties.

All medical evals/procedures, vaccine series, post exposure evaluation and follow-up will be made available to the employee at no cost at a reasonable time and place.

Document and report any first aid incidents or exposures to the Center Director or Designated Person in Charge.

Post Exposure Evaluation and Follow-up

Following a report of an exposure incident, the exposed employee will have a confidential medical evaluation and follow-up made available immediately.

Documentation of the route of exposure & evaluation of circumstances

Identify and document the source individual

Post exposure prophylaxis

Provide the healthcare professional with information

Health care professional's written opinion

The employee who has an exposure incident will document the circumstances, including an evaluation of the policies being followed and "failures of controls" at the time of the incident. The written evaluation will be reviewed by the Center Director and passed onto the center's Child Care Health Consultant for a second review.

Confidentiality will be maintained; Medical Records will be kept confidential.

A training program will be provided to all employees who are assigned any responsibility for providing first aid and at least annually.

Suspicious Individuals or Cars in the Vicinity Policy

If a suspicious person or vehicle is in the area, children and staff should remain inside with doors and windows locked. Director should contact the local authority and remain indoors until authorities resolve the issue.

Abduction Threats Policy

Children will be allowed to leave with individuals, other than the parent, only if that person has been listed on the registration forms as an authorized pick-up, in writing, by the parent or legal guardian. Any changes to authorized pick-ups must be done in person. Phone calls are NOT acceptable. Identification of non-typical individuals picking up a child will be required. If the person picking-up does not have any identification on file or with them, the child will NOT be released to them. If we think an individual is intoxicated or impaired, we will NOT release child/ren to that individual. We will contact the Sheriff's office and hold child/ren till they arrive.

Potential Parental Dispute

must be handled carefully. If at all possible, disputes should be resolved before a parent becomes volatile. If a parent becomes volatile and creates a disturbance, they will be asked to step outside to calm down. Abduction threats will be reported to the local authorities.

Child Abuse /Neglect Reporting Policy

Jet's Daycare Inc. / Ity Bity Learning Center are legally mandated to report, according to the Florida Penal Code. "Any knowledge of, or observation of a child whom he or she knows or reasonably suspects is, or has been, a victim of child abuse." Jet's Daycare, Inc. / Ity Bity Learning Center will report any known or suspected instances of child abuse to a child protective agency.

Jet's Daycare Inc. / Ity Bity Learning Center, under the absence policy for ELCFV, will report if your child is absent for 5 consecutive days and have not contacted us.

Jet's Daycare Inc. / Ity Bity Learning Center abide by the provisions of the "Rilya Wilson Act," and will report to the correct case worker.

Unusual Incident Occurs Policy

- 1) In the case of an unusual incident, the Director/Assistant Director will handle the situation.
- 2) All other staff shall remain with children.
- 3) Director/Assistant Director, if available, shall make any necessary phone calls.
- 4) **JETS DAYCARE INC**>Evacuation sites, if needed: 1st site is Ity Bity Learning Center. Staff is to walk all children down East Lambert St. to Orange St. 2nd site is Bunnell Elementary School's Gymnasium. Staff are to walk children down the road to the elementary school on N. Palmetto Street.
ITY BITY LEARNING CENTER>Evacuation sites, if needed: 1st site is Jet's Daycare Center. Staff are to walk across Orange Street to East Lambert Street. 2nd site is Early Learning Center. Walk up street to Howe St. and cross road.
- 5) Emergency numbers are posted on cork/bulletin boards in every room.

Lock Down / Shelter in Place

The facility will be locked down and used as a shelter if the surrounding area becomes unsafe to the public. Example: Civil unrest/Gunman in area

Location: Jet's Daycare: daycare's center hallway Ity Bity Learning Center:
interior bathrooms

Code Word: 88

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

Evacuation/Bomb Threat

If facility becomes unsafe, staff members will evacuate the facility and go to another location nearby. Evacuation maps are posted by all doorways. These maps outline where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

1st Evacuation Location

Location: Bunnell Elementary
Address: 305 N. Palmetto St.
City, State Zip: Bunnell, FL 32110
Telephone Number: 386 – 437 -7533

2nd Evacuation Location

Location: Early Learning Center
Address: 800 East Howe Street
City, State Zip: Bunnell, FL 32110
Telephone Number: 386-437-7584

Evacuation from a vehicle: N/A

VII. Staff Training & Monthly or Quarterly Drills

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

VIII. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for child care.

Jet's Daycare Inc. and Ity Bity Learning Center
1202 E. Lambert St. / 205 N. Orange St.
(386) 263-2928 / (386) 586 - 3617

Emergency Contact Numbers

All Emergencies	911
Poison Control Center	1-800-222-1222
Fire Department	911
Police Department	911
Ambulance Service	911
Owner/Manager of building Rebecca Miller	(386) 503 - 9923
Child Care Facility Specialist: Julie Dinofrio	(386) 503 - 1902

Dear Parent / Guardian:

In the event of an emergency situation, Jet's Daycare Inc. and Ity Bity Learning Center, has outlined the below response plan. Please know that Jet's Daycare Inc. and Ity Bity Learning Center will make every attempt to notify you. Because of this, it is vital you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation:

1. If the emergency is confined to the immediate area at Jet's Daycare Inc. or Ity Bity Learning Center, e.g.: fire, and the children cannot stay on the premises, the children will be taken to the opposite facility. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g.: flood, and the children cannot remain in the immediate area, Jet's Daycare, Inc. will be walked to Bunnell Elementary School and Ity Bity Learning Center will be walked to the Early Learning Center. The children and staff will remain at these locations while you or your emergency contact is notified of the situation.

Notification:

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. If neither you nor your emergency contact can be reached, a member of staff will remain with your child until an authorized person can pick them up.

Please rest assure, Jet's Daycare Inc. and Ity Bity Learning Center staff will remain with and care for your child/ren at all times during an emergency to ensure your child's safety. As always, please don't hesitate to contact me if you have any questions or concerns about this.

Sincerely,

Rebecca Miller, Owner/Operator
PO Box 1255
Bunnell, FL 32110

Ity Bity Learning Center
205 N. Orange St.
Bunnell, FL 32110
(386) 586-3617

Jet's Daycare Inc.
1202 E. Lambert St.
Bunnell, FL 32110
(386) 263-2928