

# Emergency Preparedness & Response Plan

## 1. Purpose

This plan provides step-by-step procedures to ensure the safety and well-being of children, staff, and visitors during an emergency. It addresses evacuation, relocation, shelter-in-place, lockdown, medical emergencies, and other incidents. All procedures will be followed unless otherwise directed by emergency personnel.

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## 2. Emergency Procedures

### A. Lost or Missing Child

- Immediately secure all other children in a safe, supervised location.
- Conduct a quick headcount and roll call using attendance records.
- Search the building and immediate outdoor areas.
- If the child is not found within 5 minutes, call **911** and provide the child's name, age, description, and last known location.
- Notify the child's parents or guardians as soon as possible.

### B. Supervision and Accountability

- Staff will carry attendance rosters during all transitions and emergency situations.
- Conduct headcounts before, during, and after each emergency procedure.
- No child is left unattended at any time.

### C. Alerting Caregivers and Children

- Staff will be alerted by **verbal announcement** or **designated emergency whistle/air horn**.
- Children will be instructed using calm, clear directions appropriate to their age.

### D. Notifying Emergency Authorities

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- Call **911** for police, fire, or medical emergencies.
- Call **Poison Control Center: 1-800-222-1222** if applicable.
- Provide location, nature of emergency, number of children involved, and any hazards.

### **E. Evacuation & Relocation**

- **Primary safe area:** At the well pump house located at the corner of the property near the intersection of SE Samuels Rd and SE Heiple Rd.
- **Alternate shelter location:** The entrance to Quackenbush Farm on Heiple Rd located east of the property.
- Staff will lead children in a calm, orderly manner.
- Attendance will be taken before leaving, upon arrival at the safe location, and upon return.

### **F. Shelter-in-Place / Lockdown**

- Move children to the designated safe room: Living Room.
- Lock doors, cover windows, turn off lights, and maintain silence.
- Keep children engaged in quiet activities until “all clear” is given by authorities.

### **G. Responding to Natural & Human-Made Disasters**

- **Power Outages:** Use emergency lighting, keep children calm, avoid unsafe areas.
- **Severe Weather:** Move children to interior rooms away from windows.
- **Earthquake:** “Drop, Cover, Hold On” until shaking stops; then evacuate if needed.
- **Air Quality Alerts:** Remain indoors, close windows, run air filtration if possible.

### **H. Serious Illness, Injury, or Death**

- Provide first aid and/or CPR as trained.

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- Call **911** immediately for serious conditions.
- Notify parents/guardians and licensing within required timelines.

### **I. Hostile Intruder**

- Initiate lockdown procedure immediately.
- Call **911** and remain in secure location until law enforcement arrives.

### **J. Individual Child Needs**

- Maintain an updated list of children with disabilities, chronic medical conditions, allergies, and special needs.
- Keep individual care plans accessible during all emergencies.

### **K. Emergency Contact Information**

- A portable emergency binder with all child and caregiver contact information, medical authorizations, and special care plans will be taken during any evacuation.

### **L. Parent Notification & Reunification**

- Parents will be notified once children are in a safe location and accounted for.
- Reunification will occur with ID verification before releasing a child.

### **M. Continuity of Care**

- Copies of critical records and electronic backups will be stored in a portable file box and/or off-site secure location.
- Staff will implement temporary operations if the facility is unusable.

### **N. Pool & Swimming Safety**

- If applicable, pools will be secured and inaccessible during emergencies.

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- Children will never be evacuated toward a pool area.

### O. Medical Care Provider

- Designated emergency medical care provider: **Adventist Health Urgent Care, Sandy.**
  - Address: 17055 Ruben Ln, Sandy, OR 97055 | Phone: 503-668-8002
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### 3. Hazard Awareness

The provider will monitor for and respond to:

- Heat above 100°F or as directed by authorities.
  - Cold below 20°F or as directed by authorities.
  - Lightning, tornadoes, hurricanes, or flooding with immediate or likely danger.
  - Earthquakes.
  - Air quality emergencies.
  - Lockdowns ordered by public safety.
  - Any other incident posing a health/safety risk.
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### 4. Emergency Equipment

- Flashlights and/or battery-powered lanterns in working condition, stored in an easily accessible location.
  - Extra batteries available.
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### 5. Plan Review

## Emergency Preparedness & Response Plan

- Reviewed and updated **annually** or as needed.
- All caregivers trained on plan **once per licensing period** and whenever updates are made.
- Document review dates in staff training records.

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**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signatures (upon review):** \_\_\_\_\_