

Early Childhood Center

Emergency Preparedness Plan

2013-2014



100 Welsh Park Drive, Rockville MD 20850
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The Early Childhood Center Emergency Plan

Early Childhood Center (ECC) has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack.

The types of emergencies that ECC prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

ECC Emergency Plan Development

- The emergency plan needs to be reviewed annually by the Director and will direct the office staff to update the plan as needed.
- Staff will be notified of any changes during Teachers' Week or, if changes occur during the school year, the Director will email the changes to staff as soon as possible and review the changes at the next staff meeting.
- ECC Staff will educate parents about the emergency plan at Parent Orientation and Back-to-School Night.
- ECC will notify parents of any changes to the emergency plan by sending information home with backpacks and through an email.

Distribution of Emergency Plan

- Each staff member will receive a hard or electronic copy of the emergency plan.
- A copy of the emergency plan will be in each "Ready To Go Kit" for each class.
- There will be a downloadable pdf copy of the emergency plan on the ECC website, www.eccpreschool.com.
- There will be copy of the plan in the ECC hallway near the front door.
- Unitarian Universalist Congregation of Rockville's (UUCR) Church Administrator and the Rockville City Police will also have a copy of the emergency plan.
- There will be an office copy of the plan kept in the Emergency Cards 3-ring binder on the shelves next to the photocopier in the office.

Personnel Responsibilities During an Emergency

<u>Director</u>	<u>Office Staff</u>	<u>Teacher</u>	<u>Classroom Assistant/Aide</u>
Declare an emergency	Carry "Disaster Supply Kit"	Lead evacuation lines	Close windows and doors of classroom
Call for assistance (911)	Check rest rooms	Keep accurate headcount of students	Carry "Ready to Go Kit"
Make decision to EVACUATE, LOCKDOWN or SHELTER	Check storage areas	Supervise students	Carry needed medications
Initiate contact with evacuation site if decision made to evacuate	Guard or lock exits	Entertain and comfort students	Put LOCKDOWN or SHELTER sign on the windows of the classroom facing parking lots during LOCKDOWN or SHELTER conditions.
If necessary, direct Classroom Assistant/Aide to contact class families	Complete final building check after evacuation		If Directed by Director, contact families with a cell phone with the emergency contacts in her class
Arrange transportation for students/staff	Contact families via text message and/or email (preferably text) from cell phone or internet connection		Pet arrangements if time allows or applicable
Contact the President of the ECC Board	Write note on door about the emergency status and, if applicable, evacuation location		
Conduct fire drills	Leave message on answering machine		
Communicate the emergency plan to parents	If necessary, turn off ventilation system.		
Act as media contact	Monitor weather stations in case of weather emergency.		
Determine when the emergency is over			
Check to make sure everything on this chart is completed			

Personnel Chain of Command

Director reports to the ECC Board of Directors. The Office Staff and Teachers report to the Director. The Classroom Assistant/Aides report to the Teachers.

During an emergency, the command post is the ECC Office.

ECC's Director will be in charge in case of an emergency. If the Director is not available the Assistant Director will be in charge. If neither person is available, staff, who have taken the Emergency Preparedness Training and the Medication Training, will be in charge. Preferably this will be a 5-day week staff member. The names of the current staff with that training for each year will be posted on the bulletin board in the Office Annex.

Letter of Agreements

Letter of agreements have been arranged with UUCR and the Rockville Swim Center. Please find these agreements in the form of printed emails in the Emergency Plan Folder and as an addendum at the end of this document. These agreements should be reviewed and updated annually by the ECC office staff.

Staff Training and Drills

Staff Training will be held annually during Teachers' Week. It will be conducted by either the Director or appropriately trained staff. Training will include

- Reviewing the actual plan
- Outlining each staff person's responsibilities during emergency
- Reviewing items that each family must provide the school, including up-to-date emergency forms, MIST bags, and change of clothes.
- Reviewing emergency exit and evacuation routes.
- Ensuring that everyone has important emergency contact information in their emergency binders.
- Providing staff with opportunities to ask questions.
- Participating in two non-fire emergency drills, one which include a practice emergency evacuation to the Rockville Swim Center.

Communications

ECC monitors a NOAA weather emergency radio and has registered with Montgomery Alert and Rockville Alert. In case of an emergency, the school will monitor radio stations WTOP (103.5 FM) and/or WMAL (630 AM).

ECC, adapting to the policies outlined by Montgomery County Public Schools (MCPS), will use the terms Lockdown, Evacuate or Shelter to identify the response that will be implemented during an emergency.ⁱ

Lockdown is an emergency alert and response to imminent danger in school or on campus. Students (under adult supervision), staff, and visitors report to the nearest securable location. A member of the ECC Office Staff will ensure that 911 is called to request immediate assistance. Students, staff and visitors remain secured until police have controlled the situation.

Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

Shelter is an emergency alert and response called by an office staff when it is too dangerous to leave the school. There are three types of shelter alerts: Public Safety Shelter, Severe Weather Shelter, and Outside Hazardous Materials Release (More detailed descriptions below).

Announcing Emergency within ECC Facility

Within ECC, the fire alarm will be activated or the Director or office staff will ring a loud bell to announce an evacuation. In case of lockdown or shelter, the Director or office staff will verbally inform the teachers.

Announcing Emergency and Communicating with Parents outside the ECC Facility

- Notifying parents: Depending on the emergency situation and the school's communication capabilities during and after the emergency, ECC will attempt to inform and instruct parents/guardians about the emergency in a number of different ways in the following order including:
 - An email message sent to primary family contacts by the Office staff.
 - A text message sent from the office to emergency contact numbers given to the school from the parents and staff members.
 - A phone call from an ECC staff member. After the text message has been sent or in the absence of the text message being sent, the Classroom Assistant/Aide or teacher or, if necessary, any present office staff will call the emergency contact numbers for each student until an authorized adult is reached. Teachers and Classroom Assistant/Aides will have all the emergency contact numbers for the students in their class and the emergency plan contact list numbers stored in their emergency binders. Office staff, including the Director, will have the emergency contacts for the teachers and Classroom Assistant/Aides in their cell phones. The Director will contact the President of the Board of Directors, who will notify the rest of the ECC Board. If necessary, ECC staff will ask board members and room parents to help reach families.
 - Once the emergency status has changed or is lowered, the emergency contact will receive either a second text or a phone call from an ECC staff member informing him/her of the change in status.

- Answering machine: If possible, the school will leave a message on the answering machine notifying parents of the emergency status of the school and any appropriate instructions for the parents to follow.
- Sign on front door: In case of “Shelter” or “Lockdown”, a sign stating either “Shelter” or “Lockdown” will be placed on the door and the windows of the classrooms. In case of an evacuation, the evacuation location and contact information will be shared on the door.
- Website: If possible, emergency updates will be posted on ECC’s website.

Testing of communications equipment: Cell phones and walkie-talkies will be tested once a month during the emergency drills. The emergency contact list, including communicating via text and voice, will be tested twice a year. Parents will be given plenty of advance notice of the drill before any test text messages are sent or phone calls are made.

ECC recommends that parents monitor WTOP radio station (103.5 FM) and sign up for Rockville Alert and Montgomery County Alert. Both systems send out alerts in an emergency that is city or county wide. Please go to the following websites to sign up:

<https://alert.montgomerycountymd.gov/index.php?CCheck=1>

<https://alert.rockvillemd.gov/index.php?CCheck=1>

LOCKDOWN

LOCKDOWN is an emergency alert and response to imminent danger in the school or on campus. It can be caused by a specific local emergency such as a perpetrator in the area or a possibly dangerous person in the premises. This indicates that there is an emergency that requires all of the building be secured.

LOCKDOWN means that the students and staff will remain in UUCR’s Building 2 (ECC’s school building) until the Director determines it is safe to release the students to authorized adults. Staff will remain with the students until all have been released to authorized adults. Students will only be released to those adults authorized on the emergency form.

- Staff will remain in place with the students.
- If students are outside, they will be taken into their classroom immediately and teachers will take attendance.
- Exterior doors will be secured and locked by Director or Office Staff. Windows will be locked and shades will be pulled down.
- Staff will turn off lights in the room.
- Staff will move themselves and students away from windows and doors and keep students as calm and quiet as possible.
- Either a text message or a phone call will be made to all emergency contact numbers. A text message will be sent out to let parents know about the LOCKDOWN and that they should NOT come to school.

- Another text message or phone call will follow when the LOCKDOWN has been lifted and they can proceed to come to school.
- A “LOCKDOWN” sign will be placed in the classroom windows that faces the parking lots and on the front door to alert parents of the LOCKDOWN situation.
- Exterior doors will be locked and no one will be allowed into or out of the building.
- Parents and guardians will not be allowed into the school to retrieve their students until the emergency status has been lowered by emergency personnel.

SHELTER

SHELTER is an emergency alert and response called when it is too dangerous to leave the school. There are three types of shelter alerts:

- Public Safety Shelter is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues.
- Severe Weather Shelter is used when a high wind warning has been issued for the community near the school. All students, staff and visitors are brought into the building. If necessary, staff and students will shelter in designated weather-safe areas.
- Outside Hazardous Materials Release requires students, staff and visitors to be brought into the main building. Exterior doors and windows are secured. Ventilations systems are shut down.

Long-Term Shelter

If students need to be sheltered in the school for a period of time beyond the regular school day, ECC will do its best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of time. The school’s disaster supply kit will include:

- Child appropriate items to help entertain and calm the students for potentially long periods of time
- A first aid kit kept to COMAR standards
- General supplies including non-perishable food, drinkable water, change of clothing for each child, extra blankets, money, flashlight, cell phone (charged), whistle, matches, tools, plastic sheeting, plastic bags, etc.
- “Ready To Go” file: attendance lists, sign in/out sheets, contact lists, copies of emergency cards, program essential papers, map of area, and written directions to the emergency site
- Each child’s Emergency Care Kit includes a MIST bag, and a complete change of seasonally appropriate clothing. The MIST (My Important Stuff) bag is to be a support for the child during an emergency. It is filled with “important stuff” that comfort and

reassure a child. This bag will be kept in the class emergency backpack. Parents will pack and provide for each child for each class a LABELED gallon zip lock bag with items from home and return it to the teacher on Parent Orientation night. The bag should include comfort items such as a family photo, soft toy like a beanie baby, cards or coloring activity, or book. Please make sure the zip lock bag is sealed shut with the items inside. It must also include certain essentials such as a change of underwear and socks.

EVACUATE

Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

- The decision to evacuate will be made by the Director.
- When evacuation is necessary, the ECC staff and students will evacuate to either the Universalist Unitarian Congregation of Rockville (UUCR) Building 5 (The sanctuary which has a basement) or the Rockville Swim Center at 355 Martins Lane (walking distance).
- The Director or office staff will notify UUCR and Rockville Swim Center staff via cell phone when the evacuation decision is made and warn them that ECC staff and students will be arriving shortly.
- In the event that an evacuation is necessary, the Director will either sound the fire alarm or ring the bell.
- ECC staff will follow the evacuation procedures practiced during drills.
 - If it becomes necessary to evacuate the building to find shelter in a basement, ECC staff will accompany the students to the UUCR basement located under the church's sanctuary in Building 5.
 - If it becomes necessary to evacuate the immediate area, ECC staff will accompany students to the Rockville Swim Center. The staff and students will follow the driveway towards Welsh Park and follow the footpath through Welsh Park by the basketball courts and the Skate Park to the Swim Center.
- In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same and as outlined above.
- Teachers will evacuate with the class "Ready to Go Kit," which includes: attendance lists, sign in/out sheets, contact lists, copies of emergency cards, program essential papers, map of area, and written directions to the emergency site.
- In the case that shelter outside the facility must be maintained for longer periods of time, the "Disaster Supply Kit" will be brought along to the evacuation location. The "Disaster Supply Kit" will be transported in a bag with wheels and kept in the front hall closet. The collapsible wagon will also be used for transportation of materials if it is not necessary for transporting students or staff.
- Transportation: All transportation will be walking. ECC has a collapsible wagon to help students who cannot walk on their own.

- The double doors entering Building 1 and 5, and next to Fellowship Hall, are unlocked starting at 9 am Monday through Friday. The Director, Assistant Director and Bookkeeper have keys to the UUCR Building 1 & 5.

Evacuation Routes from Classrooms

General Procedures:

1. Close door to hallway.
2. Line up in front of the outside door. Do not stop to take coats.
3. Take the class "Ready to Go" kit and cell phone.
4. Count students to see if anyone is missing.
5. Exit the room and close the outside door.

Directions for Evacuating Away From Buildings (i.e. – in case of a fire)

Room 1:

1. Once you exit the building using the emergency door, walk along sidewalk to the parking lot.
2. Cross the lower parking lot and line up on the far side (near the field) next to the cones.
3. Count students again.
4. If all students are present, continue leading students towards the driveway along the parking lot on the grass. Wait on the corner of the grass next to the driveway.
5. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your students.
6. Wait for the "all clear signal" and return to the building going up the sidewalk and walking in the front door.

Rooms 2, 3, and 4:

1. Once you exit the building, walk carefully, checking for oncoming traffic, directly across the church parking lot to the Visitor Parking Sign on the grassy hill.
2. Count students again.
3. If all students are present, continue leading them along the driveway, on the grass, until you reach the beginning the second parking lot. Join the other classes on the corner of the playground next to the driveway.
4. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your students.
5. Wait for the "all clear signal."
6. To return to the building, cross the church driveway, walk along the sidewalk between Building 4 and Building 2 and go in the front door of ECC and return to the classroom.

Directions for Evacuating to Building 5

1. Exit the emergency door and walk in the direction of UUCR Building 1. Enter UUCR Building 1 through the double doors closest to Founder's Hall with the ramp (not stairs).
2. Count students in the foyer in Founder's Hall.
3. When directed by the Director, proceed down hallway past UUCR mailroom. Enter Building 5 – hallway leading to UUCR Sanctuary. Continue towards Sanctuary and turn left at the elevator and enter stairwell leading to the basement.
4. Lead students down stairs and gather in the basement kitchen. Count students again.
5. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your students.
6. Wait for further instructions from the Director.

Dismissal and Emergency Pick-Up Process

In the case of an emergency, the authorized pick-up guidelines outlined in the ECC Parent Handbook still apply. ECC staff will notify guardians (via the communication lines outlined above) when it is appropriate for dismissal and the Emergency Pick-Up Process to begin. If the school has evacuated, the school will communicate to parents where to pick-up their child. The safety of children enrolled at ECC is our primary concern. An ECC staff member will remain with your child until an authorized person is able to pick the child up from the school or the emergency location. The Emergency Pick-Up Process guidelines are outlined below:

Authorized pick-up: (excerpt from ECC Parent Handbook)

- If your child is to be picked up by someone other than a parent or the “persons authorized to pick up child” (listed on your child’s *Emergency Form*), you must provide written notification to ECC in each instance. Give the person’s full name and inform this person that ECC will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the *Emergency Form* in order for us to be assured that ECC staff is speaking to the parent. There is always a possibility that you will not be able to reach office the staff on the phone in an emergency. Consequently, it is really important that you list on your child’s *Emergency Form* multiple people who would be able to pick-up your child in an emergency.
- ECC wants to ensure each child’s safe transition from ECC’s care to an authorized adult at dismissal time. Following Maryland State Department of Education (MSDE) training guidelines, staff is encouraged to observe the state of the adult picking the child up from ECC. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any

person picking a child up is under the influence of alcohol or drugs, or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's *Emergency Form*. (Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers Maryland State Department of Education training booklet)

Procedures to Safeguard Records

- All ECC electronic information on the computers is backed up off site on a regular basis.
- There are at least two copies of the emergency cards, one set is the ECC office and another is kept with each class' emergency "Ready to Go" kit.

ECC Continuity of Operations Plan for Influenza (COOP)

As of February 18, 2010

The **ECC Continuity of Operations Plan for Influenza (COOP)** is implemented by ECC staff and parents. All parents/guardians of students enrolled at ECC have responsibilities to assist in the plan's successful implementation. ECC's internal preventive and responsive procedures, as well as parents' responsibilities, are outlined below.

ECC Procedures

A. Preventive Health and Safety Procedures

1. **Hand Hygiene:** Students and staff will practice proper hand washing methods. Students and teachers should wash hands upon arrival at school, before and after sensory table and play dough activities, before eating, after outdoor play, after bathroom use, and after sneeze into hand or use of tissue.
2. **Respiratory Etiquette:** The ECC community will practice proper cough/sneeze etiquette, including covering your mouth and nose when coughing or sneezing, and using tissues or the crook of the elbow instead of hands. Students will be taught and reminded how to use tissue properly and how to put all tissues in the trash and wash hands.
3. **Daily Health Checks:** ECC follows Maryland State Department of Education (MSDE) and Center for Disease Control (CDC) guidelines to determine whether a student or staff member is healthy enough to attend or teach class.
4. **Routine Cleaning:** ECC uses the "Three Step Cleansing Procedure," as required by licensing, for cleaning toys, classrooms and bathrooms.
5. **Possible Program Changes:** During an influenza pandemic, arrival and dismissal procedures may be assessed and changed as needed. Field trips, large group activities, observers to ECC classrooms and the use of the sensory table and play dough may be reduced or removed from ECC's program.

6. School Closure: If an excessive number of parents, students and/or staff become ill, ECC may find it necessary to cancel a class, or close completely for a short period of time. The decision to close will be made by the Director.
7. Precautionary Separation: If a student, parent or staff member becomes ill while at school, that person will be separated from his/her class until s/he can be sent home. A critical component to controlling the spread of flu-like illness is for sick individuals to avoid contact with others.
8. Key Personnel and Order of Succession: In the event that the Director is ill, the Director's responsibilities will be fulfilled by the most senior staff member present in the building at that given time. ECC maintains a substitute list and all teachers have substitute plans on file in the office. In the event that a teacher is out sick, there is a curriculum plan for the day all ready to go, to ensure the least amount of disruption for our students.
9. Communications: In the event of a change in operations due to illness, ECC will contact families by the following lines of communication outlined in the "Communications" section above.

ECC is taking a proactive approach to preventing the spread of the flu. It is our intention that the systems we have put in place will help limit the effects in our community. As this is dynamic situation, ECC's plan is subject to change as new information becomes available. Any changes will be communicated to parents and staff through emails and notes home in school backpacks.

Parent Responsibilities

ECC encourages seasonal and H1N1 flu shots for all ECC students, staff and parents.

Please familiarize yourself with the symptoms of flu (see the CDC website) so that you may recognize and respond to them if your child becomes ill.

The following is from the CDC brochure "Preparing for the Flu": "Early childhood programs can be challenging places to prevent the spread of flu. Young children are vulnerable to infections and are at higher risk for complications from the flu. Children are in constant contact with one another, sharing toys and other items. It is also hard for children to understand and practice good hand washing and covering of coughs and sneezes. It is not possible to completely prevent the spread of infectious out of these settings. Parents should watch their students carefully for signs and symptoms of flu and keep them home if they become sick."

ECC encourages parents to make appropriate decisions and have students stay home from school if they are ill with flu-like symptoms. In keeping with CDC guidelines, students, staff and

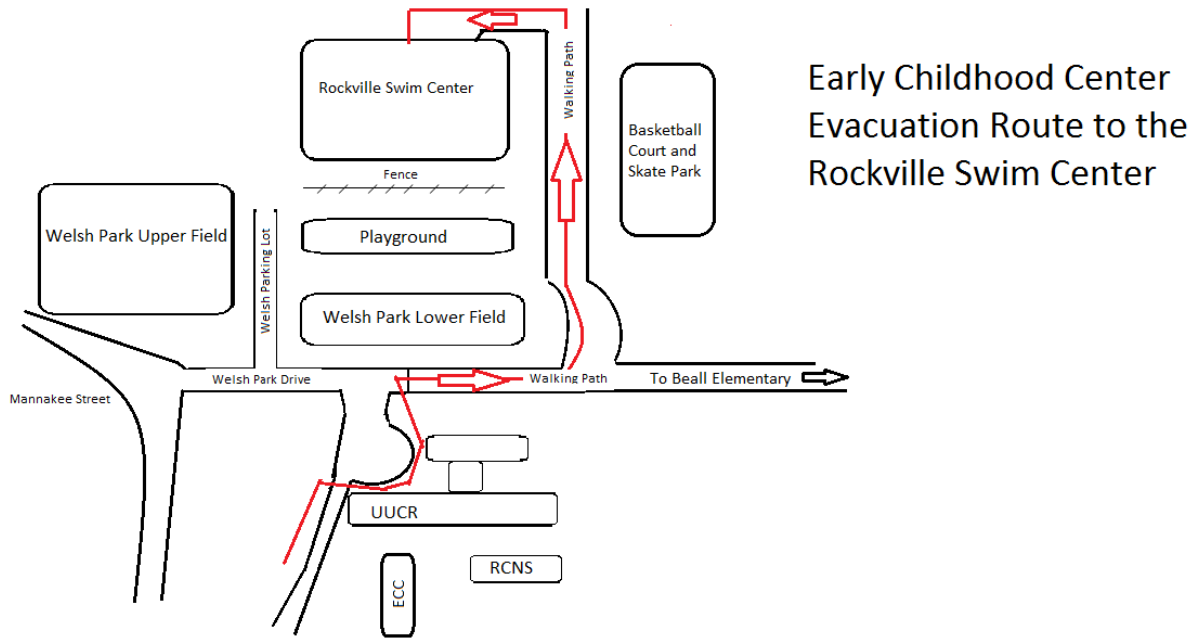
parents should stay home for 24 hours after fever subsides without the use of fever reducing medicine. Please see the ECC Parent Handbook.

If your child is absent from school due to illness, you must notify the school. As suggested by the county health department and the CDC, ECC maintains a daily health log to track illness.

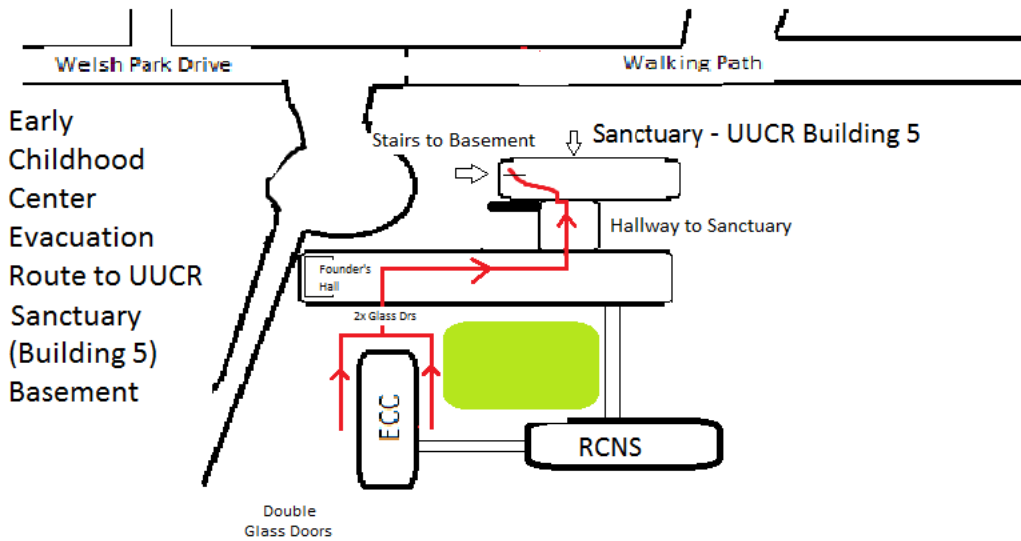
Missing Children

In the unlikely event that a child is discovered missing from an ECC program, the staff will do a quick but thorough search of the property and buildings. The search will include notifying the UUCR and Rockville Community Nursery School staff and searching the outdoor areas immediately surrounding the church buildings and inside the buildings. If the child has not been found after the initial one-two minute search is conducted, the office staff will notify the police and will contact the student's parents. ECC staff will continue searching until the police arrive. ECC will be maintaining an up-to-date photo of each student in his/her file. The photo will be turned into school. A printed copy will be kept in the student's folder.

Evacuation Routes



Early Childhood Center
Evacuation Route to the
Rockville Swim Center



Early
Childhood
Center
Evacuation
Route to UUCR
Sanctuary
(Building 5)
Basement

Safe Havens for Emergency Shelter In-Place



ⁱ Language for the following section is copied from the MCPS Emergency Preparedness brochure, published by the State of Maryland Department of Material Management for the Department of School Safety and Security from August 2012.