

SMARTY PANTS PRESCHOOL

**EMERGENCY
DISASTER PLAN**

**4748 Mussetter Road
Ijamsville, MD 21754
240-315-6069**

EMERGENCY DISASTER PLAN

TABLE OF CONTENTS

FACILITY INFORMATION	3
EMERGENCY CONTACTS	3
EVACUATION TYPES	3
OVERVIEW	4
GENERAL INFORMATION	5
MEDICAL EMERGENCIES	6
UNEXPECTED UTILITY FAILURES	7
FIRE AND EXPLOSIONS	8
SEVERE STORMS	9
EARTHQUAKES	10
TERRORISM	11
FAMILY CONCERNS	11
PERIMETER ISSUES	11
MISSING CHILD	11
ANNUAL REVIEW AND SIGNATURE PAGE	12

FACILITY INFORMATION:

FACILITY NAME	SMARTY PANTS PRESCHOOL
FACILITY ADDRESS	4748 Mussetter Road, Ijamsville, MD 21754
FACILITY PHONE	240-315-6069
FACILITY DIRECTOR CONTACT	Kim Mong-Kerwin - 301-717-2853
FACILITY OWNER CONTACT	Shannon McKenzie - 240-286-7745
EMERGENCY KIT LOCATION	Kitchen, on top of refrigerator
NUMBER OF CHILDREN	15
NUMBER OF STAFF	3

EMERGENCY CONTACTS:

	CONTACT NAME	NUMBER	WEBSITE/EMAIL
Fire/Rescue 911	Capt. James Davis	301-600-9150	http://www.nmvfc15.org/
Police 911		301-600-1046	https://frederickcountymd.gov/677/Sheriff-Adult-Detention
Fire 911	Capt. James Davis	301-600-9150	http://www.nmvfc15.org/
Hospital	Frederick Memorial Hospital	240-566-3300	https://www.fmh.org/
Poison Control	Maryland Poison Control	800-222-1222	https://mdpoison.com/
Local Emergency Manager	Frederick County Office of Emergency Management	301-600-6790	https://frederickcountymd.gov/2001/Emergency-Management
Electric Company	Potomac Edison	888-544-4877	https://www.firstenergycorp.com/fehome.html
Oil Company	Farmers' Cooperative Association	301-663-5422	http://www.farmerscoop.com/
Insurance Provider	Armstrong Insurance	301-689-6807	https://www.erieinsurance.com/agencies/bb3038
Snow Removal	Alan Poole Taylor & Taylor Trucking	301-748-8784	ptnt96@comcast.net
MSDE Licensing Specialist	Lisa Howk	301 696 9766 ext. 9	lisa.howk@maryland.gov

EVACUATION TYPES:

Facility evacuation	Facility evacuation is used to remove children and adults from a dangerous situation or safety or protection. An example of a facility evacuation would be evacuating the building during a fire drill.
Shelter- In-Place	Keeping children and adults in place inside the building and securing the facility for an immediate threat or emergency. Examples of shelter-in-place would include a tornado warning or poor air quality due to smoke from a wild fire.
Lock Down	Lockdown is used to protect children and adults inside a facility from a dangerous external threat. An example of a lock down situation would be an active shooter in the area.
Off-site evacuation	Off-site evacuation is used to move children and staff out of the entire area to a pre-designated shelter. An example of an off-site evacuation would be a gas leak in the neighborhood.

OVERVIEW

Facility Evacuation routes/exits	<p>#1 - Exit through the front door, walk to the left down the ramp, across the black top and meet at tree between the two fences.</p> <p>#2 – Exit through the back door, across the black top and meet at tree between the two fences.</p>
Facility Evacuation Meeting Place	Large Tree between playground fence and cemetery fence
Shelter in place	Children will be taken to an interior, window less room in the school (bathroom).
Lock Down	Building will be checked for locked security. Blinds will be closed. Children will be moved away from windows and doors.
Off-site Evacuation LOCATION	Urbana High School 3471 Campus Dr, Ijamsville, MD 21754
Notification	Once all children are safely evacuated: <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation
Emergency Kit	Our disaster supply kit is located in the kitchen area on the fridge.
First Aid Kit	Our first aid kit is located in the kitchen area on the fridge.
Transportation to Evacuation Locations	Children will be driven in a personal vehicle
Parent Reunification	<p>In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.</p> <p><u>Parent/guardian contact numbers are:</u></p> <ul style="list-style-type: none"> • Stored in staff cell phone. • Kept in emergency kits. <p><u>Release:</u> Children will only be release to contacts listed on the child’s form with proper identification.</p>
Emergency back pack	<p>Parents will prepare an EMERGENCY BACK PACK for their child and keep at SMARTY PANTS. This will be used in case of an evacuation emergency.</p> <p><u>The backpack contains:</u></p> <ul style="list-style-type: none"> (1) complete change of clothing, including an extra pair of shoes (2) extra diapers/pull ups (2) extra pairs of underwear (1) new sealed SMALL bottle of water (1) non-perishable snack.
Fire extinguishers	We have two fire extinguishers located in the classroom, near kitchen area and near the door of entry.
Fire and evacuation drills	We conduct fire and evacuation drills every month
Shelter in Place/ Disaster Drill	We conduct shelter in place/disaster drill at least twice a year
Smoke and carbon monoxide detectors	Our smoke and carbon monoxide detectors are checked monthly and the batteries are replaced annually.
Emergency numbers	Emergency numbers are posted by every phone inside SMARTY PANT and in the emergency kits.

GENERAL INFORMATION

SMARTY PANTS PRESCHOOL is located at 4748 Mussetter Road, Ijamsville, MD 21754 and normally has 15 children and 3 staff members. Normal operating hours for the facility are Monday-Friday 9:00am-3:00pm. SMARTY PANTS PRESCHOOL assumes responsibility for the health and safety of the children attending.

The preschool is located in Ijamsville, Frederick County, Maryland whose emergency management agency will be the primary source of governmental assistance during an emergency.

Assistance during emergencies will be dispatched through the Frederick County 9-1-1 and be coordinated by the Frederick County Emergency Management Agency.

The preschool may be subject to the following emergencies:

- Medical Emergencies
- Unexpected Utility Failures
- Fire and Explosions
- Severe Storms
- Earthquakes
- Terrorism
- Family Concerns
- Hostage Situations
- Perimeter Issues
- Missing Child

This emergency plan describes the procedures that will be used by SMARTY PANTS PRESCHOOL to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address 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.

The safety of the children and staff members at SMARTY PANTS PRESCHOOL is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members to insure the safety of its children and staff members in the event of an emergency.

In the event of an emergency the owner (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.

In the event of an emergency the Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

MEDICAL EMERGENCIES

Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life-threatening medical emergencies are compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions to insect bites/foods/medications; poisonous plants contact or animal bites; ingestion of chemicals/poisoning; and unconsciousness.

Preparation

- Maintain a fully supplied first aid kit at the preschool.
- Ensure that all staff must have current certification in First Aid/CPR

Response

Person finding injured or ill person shall:

- Remain calm, render first aid, and call for help.
- Do not move the injured or sick person unless his/her safety and health are at risk.
- Call 911 for emergency medical services and report the incident or request someone else to call.
- Stay on the line with the dispatcher and provide information as requested.
- Assign a staff member, if possible, to ensure that the children are removed from the area where the medical emergency is occurring.

Response

Person in charge should:

- Report the incident to 911 if they have not already been called.
- Assign an individual to meet the emergency medical personnel to guide them to the location.
- Pull the medical release form of the injured person from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff person to accompany the patient to the hospital.
- Make notification to appropriate emergency contact of the patient.
- Insure that the appropriate paperwork is completed.
- Contact the following to report the incident:
 - Licensing Representative
 - Immediate Supervisor
- Maintain communication with staff member assigned to stay with the patient for progress reports.

UNEXPECTED UTILITY FAILURES

Unexpected utility failures or incidents are common occurrences and may happen at any time. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to the property and cause power failures. An electrical failure may result in the loss of refrigerated food supplies and medicines or create a severe fire hazard.

Warning

- In this context, the “unexpected” means that there will be no warning.

Preparation

- Identify the possible effects that the loss of each utility may have on the facility. As an example, loss of electricity might affect the heating and cooling system.
- Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
- Develop procedures for an emergency shutdown of utilities.
- Maintain a list of phone numbers, including night and day emergency reporting and repair services, or all serving utility companies.
- Minimize threats of failure through the use of good maintenance practices.

Response

- Gas Line Break/Leak
 - Evacuate the facility immediately.
 - Notify maintenance staff, manager, local utility companies and police and fire departments.
 - Shutting off the gas valves is not recommended unless the leak is minor, and it can be done from outside the structure
 - Do not re-enter the facility until emergency officials say it is safe.
 - Gas service should only be turned back on by the gas company.
- Electric Power Failure
 - Notify the electric company.
 - Notify the maintenance staff.
 - If there is danger of fire, evacuate the facility.
 - If an electrical short is suspected, turn off power at the main control point.
- Water Main Break
 - Call the facility maintenance personnel.
 - Shut off the valve at the primary control point.

FIRE AND EXPLOSIONS

Fires and explosions are an ever-present danger. They may originate within the building or threaten from without. A small fire in a rural wooded area or a built-up urban area can quickly get out of control and threaten a nearby facility. Internal fires may result from anything from carelessness to arson. Explosions and resulting fires may be caused by leaking gas lines or faulty heating systems.

Warning

- Ensure that the alarm system is in good working order.
- In case of malfunction, an alternative signal should be available (cowbell, whistle, bull horn, etc).

Preparation

- Staff members and children should be familiar with the location and operation of alarms and extinguishers.
- All equipment (including extinguishers, sprinkler systems, fire doors, etc.) should be regularly maintained in accordance with State and municipal ordinances
- All staff should be thoroughly trained in the differences in the types of fires (electrical, oil, chemical, etc.) and the various materials and equipment available to combat each type of fire, including commonly available substances and materials (baking soda, sand, water soaked blankets, etc.) as well as how to use fire extinguishers and how long to spend attempting to put out a fire.

Response

- When a fire is discovered, an alarm should be sounded immediately.
- Evacuate the building immediately, using the building evacuation plan.
- After occupants are safe, the fire department should be notified without delay.
- Time permitting, the windows should be closed.

SEVERE STORMS

Thunderstorms are a frequent occurrence in Maryland. Tornadoes and tropical storms/hurricanes are less frequent, but because of their potential to do damage, all are worthy of our attention. Thunderstorms bring with them intense rain, lightning, damaging wind in excess of 50 mph and hail. Winds in tropical storms can get up to 100 mph. Under certain climatic conditions, thunderstorms can be a prelude to a tornado, which can generate whirling winds in excess of 200 mph. Tornado damage can be much localized, while a hurricane can devastate several states. Intensive rain can cause rapid rise in streams and severe flooding. While tornadoes strike with very little warning, we normally get some warning for thunderstorms, and tropical storms/hurricanes are tracked for days before they get to Maryland. Hurricanes can also generate tornados especially in the northeast quarter of the state where hurricanes are at their strongest.

Warning

When weather conditions indicate storm conditions, staff should monitor The National Oceanographic and Atmospheric Administration (NOAA) weather radio or a local radio/TV station for public warnings.

The National Weather Service (NSW) issues the following advisories:

- Severe Thunderstorm Watch: Indicates that weather conditions are such that a thunderstorm may develop.
- Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
- Tornado Watch: Means that weather conditions are such that a tornado may develop.
- Tornado Warning: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.
- Tropical Storm/Hurricane Watch: Means that conditions indicate that a storm is possible, but has not yet occurred.
- Tropical Storm/Hurricane Warning: Means that a tropical storm is expected to strike the area within 24 hours. It contains an assessment of flooding dangers, high wind warnings for the storm's periphery, estimated storm effects and recommended emergency procedures.

Preparation

- Have the facility evaluated for its ability to withstand high winds.
- Identify and designate the best internal protective areas within the facility.
- All staff members and children should know the "signs" of severe thunderstorms and tornadoes.
- Know safe evacuation routes to official shelters.

Response

- When you receive a tornado warning or if a tornado sighting is reported, children and staff members should seek shelter WITHIN the building or in a designated tornado shelter.
- During a severe thunderstorm warning, or during periods of particularly high winds, keep children away from glass.
- During the watch, store portable equipment, outdoor furniture, etc., inside the facility away from shelter areas.
- During the warning, secure or store articles which may act as missiles.
- If there is insufficient time to take shelter,
- Go to the inside wall of a room away from windows.
- Sit, or crouch on the floor next to an inside wall or get under tables or other furniture by sitting or lying prone on the floor, face down.

TERRORISM

It is an unfortunate sign of the world in which we live that there are persons who desire to cause damages similar to the damages caused by natural disasters. Sometimes, the reasons are personal, and directed against the family of one of the children in your program, or it could be simply faceless terrorism. Generally, a terrorist will inflict damage in order to disrupt the way we do things or to gain attention for his/her cause. The results of these actions are hard to predict, but they are seldom all that different from the results of severe weather or of a hazardous materials release. An important thing to remember is that any terrorist action is illegal, and local police will need to be notified whenever any criminal, suspicious, or potentially terrorist activities occur.

Warning

- Most acts of violence happen without warning.

Preparation

- Consider the ways that your facility is viewed in the community and the reaction in the media should a terrorist act occur.
- Active coordination with local law enforcement will give you a better idea of the vulnerability of your facility to terrorist attack and law enforcement's role in the response to suspicious activity.
- Be aware of what's going on in the world.
- The federal Department of Homeland Security tries to communicate the level of threat by using a color-coded system (called the Homeland Security Alert System (HSAS)).
- Governmental; public and private facilities should watch for changes in the color codes and adjust their activities accordingly.
- Be vigilant; constantly on the lookout for unusual persons or things such as:
 - Unusual unsolicited deliveries.
 - Suspicious items left around the outside of the facility.
 - Individuals "hanging around" for no apparent reason.
- Enforce facility security.
- Restrict visitors to only public areas.
- Ensure that all visitors are identified and appropriately cleared before they enter the facility.

Response

- Response to the consequences of a terrorist or violent act will depend on the hazards presented.
 - Armed Intruder – Call for help. Try to get the children to safety, either locked in a safe room inside, or quickly taken outside the building. DO NOT try to confront the intruder and make him/her even more violent. Try to remain calm and to calm down the intruder
 - Hostage situation – Call for help. Don't endanger yourself or any of the children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.
 - Bomb – Any unknown package could be a bomb. If you have any reason to believe that it is, EVACUATE IMMEDIATELY and let the experts deal with it. There can be no possible value in unnecessarily endangering yourself or members of your staff.

FAMILY CONCERNS

If an authorized person picking up a child is angry/disgruntled OR If you have reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the numbers listed on the child's emergency card.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following:

- Remain calm
- Remain polite.
- If the person becomes agitated and/or confrontational, immediately call 911 and security.
- Staff members who observe the problem will go to the nearest telephone and call 911/security (back up call)
- Staff members will alert other staff of the problem.
- Alerted staff members will close the doors of their areas of responsibility.
- If the disgruntled individual's child is immediately known, move the child to another room, out of sight.
- Take note of the method of transportation being used and if an automobile is used write down the license number to give to the police.
- Turn the child over to parent/guardian or authorized representative in accordance with center procedures.
- Report the incident to immediate supervisor.

PERIMETER ISSUES

Procedures for Playground Clearance (i.e. protest/riot adjacent to preschool, toxic spill, suspicious parked vehicles, loiterers)

- Call security or local authorities to investigate the situation and consult with them to determine the level of potential crisis.
- If the situation is of marginal concern or greater, require that all children/staff remain inside. Immediately require any groups outside to come inside.
- Lower blinds to further obscure visibility and consider bringing those rooms in the direct line of sight into another area not visible to outside until the situation is resolved.
- Be prepared to fully evacuate the facility should security or other emergency services make this request.
- Consider whether existing evacuation routes will suffice or if an alternative route must be taken due to the location of the incident.
- Make staff aware of any changes to their evacuation routes if necessary.
- Coordinate your actions with security and any other support services (police, fire department) based on the nature of the incident.

MISSING CHILD

- Immediate notification of the police should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Make all other required notifications.
- Continue searching while waiting for the police.
- The person in charge of the program is to remain at the child care site as the point person and to gather information description of the child to share with authorities.

ANNUAL REVIEW AND SIGNATURE PAGE

The Smarty Pants Preschool Emergency Disaster Plan is reviewed and updated annually by the Owner, Director and staff of Smarty Pants Preschool.

Parents are given access to the most current Emergency Disaster Plan via the Smarty Pants Preschool Handbook which is available at: <https://www.smartypantsmd.com/disaster-plan>

A printed copy is also available in the preschool building at all times.

A parent can also be provided a printed, hard copy of the Smarty Pants Preschool Emergency Disaster Plan upon request.

NAME	SIGNATURE	DATE