Business Policies

Owner/Operator:
EMERGENCY PHONE NUMBERS

Emergency Medical Care
Police/Fire/Ambulance 911

Other Important Numbers

DHS Licensing
Oklahoma Child Abuse Hotline 1-800-522-3511
County Emergency Management Information 411
Poison Control 1-800-222-1222
Police/Fire Non-Emergency 918-683-8000
ODOT Road Conditions 1-877-403-7623
Oklahoma Department of Mental Health and Substance Abuse 1-800-522-9054
Utilities
   Electric
   Water
   Gas
Emergency Contact
   1 in town and one out of town
Quick Reference

The list below provides direction in particular situations. Refer to the section(s) indicated for specific procedures.

IMMEDIATE EVACUATION

- Smoke
- Fire (or explosion)
- Gas Leak
- Bomb Threat

EVACUATION AND RELOCATION

- Hazardous Spill
- Chemical/Industrial Accident
- Flood
- Wildfire

SHELTER IN PLACE

- Tornado
- Dangerous High Winds
- Earthquake
- Blizzard
- Ice Storm
- Terrorist Attack
- Bomb/War
- Biological Attack
- Armed Intruder/Attacker
- Hostage Situation
- Radiological Emergency

The emergency evacuation pack is located in the storage room closet.

Children with special needs will be attended to include insuring any medications that are on site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.

Utility disruptions require children be picked up after 2 hours without power or when temperatures inside facility reach over 85 or under 60 degrees.
EVACUATION AND RELOCATION

Evacuation: Smoke, Fire, Gas Leak or Bomb Threat

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near the facility, rising flood waters, or an evacuation order issued by the local police, fire, or other governmental authority. A verbal order to evacuate for any other reason will be given by me. Children will be accounted for visually and with a head count upon departure from the home and upon arrival to the ______________. This allows for a safe distance from the threat and room for emergency responders. Secondary location will be ______________.

I will grab the emergency pack, and lead children. Once we are safe, I will call emergency services. If children cannot be safely evacuated, emergency personnel will be immediately notified of who is in the building and where. Once children are safe and accounted for, I will notify parents immediately and we will remain clear of the building.

Relocation: Hazardous Spills, Chemical/Industrial Accidents, Flood, Wildfire

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel (law enforcement, fire department, emergency services personnel, national guard), staff and children will be moved to ______________. I will insure a notice of the relocation is posted on the entry to the facility which includes contact information. I will secure children in vehicle as safely as possible and grab emergency pack. On arrival at __________, I will notify parents or guardians to come get their children. Secondary location will ______________.

Evacuation or relocation will always be done by me unless I am incapacitated. __________ will be trained in the procedures as well.

In any evacuation or relocation, all children will be accounted for at the start, and again, at the completion. During any evacuation, a quick assessment of the situation will be made. Minor injuries to staff or children will be cared for as soon as time permits.

Children will not be released except to an identified authorized pick up person.

Transportation in an emergency will be provided by myself in my _____ and _____ in their _____.
EVACUATION AND RELOCATION CHECKLIST

☐ Grab emergency bag

☐ Evacuate children and other individuals in the home

☐ Attach notice to entrance area

☐ Secure children in a safe place

☐ Call 911 from outside the home

☐ Take attendance, search for anyone missing

☐ Have the following items ready for emergency responders
  - Number of children
  - Knowledge of anyone remaining inside
  - Floor plan

☐ Notify parents for pick up

☐ Calm the children and address their needs

☐ Notify licensing

☐ Write incident report after incident is complete
SHELTER IN PLACE OR LOCKDOWN

Tornado, Dangerous High Winds, Earthquake, Blizzard, Ice Storm, Terrorist Attack, Bomb/War, Biological Attack, Radiological Emergency, Armed Intruder/Attacker, Hostage Situation

Weather Emergencies:

- Tornado or Dangerous High Winds:
  - Get inside if outside
  - Account for all children
  - Lock all doors and windows and close blinds/curtains
  - Shelter children in ___________
  - Stay away from windows
  - Calm children and address needs
  - Contact parents when possible

- Earthquakes:
  - If outside, get away from buildings and structures
  - If inside, shelter children under kitchen table.
  - Account for all children
  - Calm children and address needs
  - Contact parents when possible

- Blizzard/Ice Storms:
  - Watch weather reports closely
  - Calm children and address needs
Terrorist Attack, Bomb/War, Biological Attack, Radiological Emergency, Armed Intruder/Attacker, Hostage Situation:

☐ Get inside if outside
☐ Account for all children
☐ Lock all doors and windows and close blinds/curtains
☐ Shelter children in __________
☐ Stay away from windows
☐ Calm children and address needs
☐ Call 911 for help
☐ Contact parents when possible
☐ Notify licensing after event
☐ Write incident report after incident is complete

ASSAULT ON CHILD OR STAFF

☐ Call 911
☐ Administer CPR/First Aid as necessary
☐ Follow lockdown procedures
☐ Notify parents
☐ Notify licensing
☐ Write incident report after incident is complete
MISSING CHILD

☐ In the event I identify a child as missing, I will immediately call 911.

☐ Search for child again

☐ Call the child’s parent or guardian. If the parent or guardian is not reached the emergency contact persons on the child’s enrollment form will be called. Attempts will be made to contact the child’s parent or guardian; or emergency contact, until one of them has been contacted.

☐ Insure all other children, who are supposed to be there, are verified to be in the facility.

☐ I will insure each child in their care is in the indoor care area with them pending further direction.

☐ Cooperate with law enforcement in the search for the missing child. Provide information and photo of child to law enforcement.

☐ Notify licensing.

POISONING

☐ Call poison control 1-800-222-1222

☐ Follow instructions given

☐ Call 911 if necessary

☐ Notify parents when possible

☐ Notify licensing

☐ Write incident report after incident is complete
EXPULSION POLICY

___________ reserves the right to expel students at any time for any reason. Some of these reasons may include, but are not limited to:

Safety of children in care or provider

Lack of compliance with contract and policies such as negligent payment history, not abiding by business hours, etc.

Disrespect for provider or care provided.

Any other reason provider feels expulsion is necessary.
Name of Child:

I have read and understand these policies.

Name:

___________________________________________
Signature                                      Date