



EMERGENCY OPERATIONS PLAN

ANNEX N

CHILD CARE EMERGENCY RESPONSE PLAN

FCCP/Licensee Name: Saint Michael's College, Child Care Center

Child Care Program Address: 76 King Street, Colchester, VT 05446

Reviewed/Updated: February 3, 2020

Please note: This plan must be reviewed and updated at least once every 365 days. All staff must be aware of the location of this plan. All parents must be aware of this plan, particularly where children would be taken if evacuated from the childcare facility.

EMERGENCY CONTACTS

Contact	Phone
Police, Fire, Rescue	911
Poison Control	1-800-222-1222
Child Development Division	1-800-649-2642

	Name	Phone	
Local Police	Colchester Police Department	802-264-5555	
Local Fire	Saint Michael's College Fire, Colchester Center Volunteer Fire Company	802-654-2000 802-655-3212	
Local Rescue	Saint Michael's College Rescue	802-654-2000 802-655-3212	
Local Emergency Management Director	Doug Babcock (EM) Stephen Cushing (EPC)		
Hospital	University of Vermont Medical Center	802-847-3000	
Electric Company Gas Company Water Company Waste Disposal	Saint Michael's College, Physical Plant, Joel Ribout	802-654-2000	
Insurance Provider	Robert Robinson		
Child Development Division	Licenser on duty	1-800-649-2642 option 3	
Saint Michael's College, Wellness Center	Mary Masson		

COMMUNICATION RESOURCES (Emergency - Dial 911 or 654-2911)

ROLES AND RESPONSIBILITIES

Please use the area below to identify staff responsibilities and chain of command during an emergency. As some staff members may be absent during an emergency, you should identify an individual with primary responsibility as well as a backup individual who will fill that role if the primary individual is absent.

Role	Responsibilities	Primary Name	Backup Name
Teacher	<ol style="list-style-type: none"> 1. Guide evacuation of children in Rainbow Group 2. Get first aid kit and attendance record 3. Take Attendance 		
Teacher	<ol style="list-style-type: none"> 1. Guide evacuation of children in Moonbeam Group 2. Get first aid kit and attendance record 3. Take Attendance 4. Get AED 		
Teacher	<ol style="list-style-type: none"> 1. Guide evacuation of children in Shooting Star Group 2. Get first aid kit and attendance record 3. Take Attendance 		
Teacher	<ol style="list-style-type: none"> 1. Guide evacuation of children in Sunshine Group 2. Get first aid kit and attendance record 3. Take attendance 		
Director	<ol style="list-style-type: none"> 1. Check that all groups are evacuated 2. Communicate with emergency response personnel when they arrive 3. Relay information to all staff members 		
Student Employees	<ol style="list-style-type: none"> 1. Assist with the evacuation of children in assigned work area 		
Director	<ol style="list-style-type: none"> 1. Within 48 hours – Report incident to Child Development Division in the event of an actual emergency / Report incident to Direct Supervisor 		

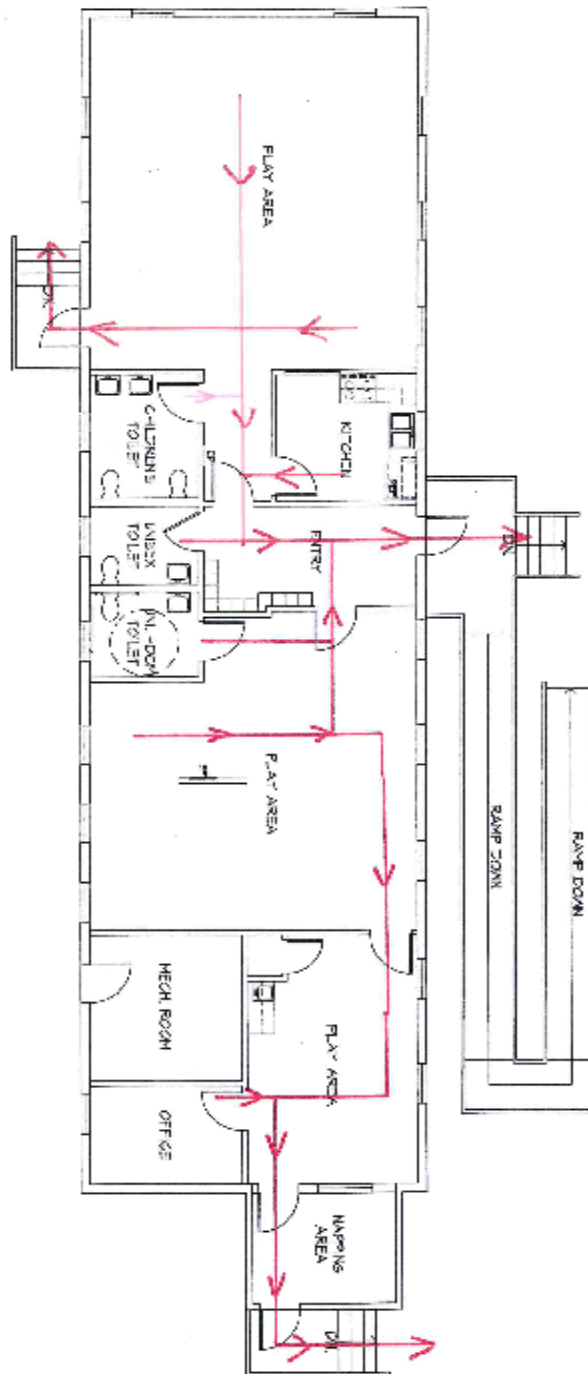
EMERGENCY EVACUATION

Fire Drills will be practiced on a regular basis. There are three fire exits; 1. The back door on the EAST side of the building in the Play Area, 2. The main center door on the WEST side of the building, down the stairs or down the ramp. 3. The back door on the NORTH side of the building in the Napping Area. Staff will assist children when exiting the building. The director or designated staff member in charge brings the attendance book and a first aid kit. After exiting the building, Staff and Children will meet in the EMERGENCY MEETING AREA and Attendance is taken. In the event of an actual emergency, call 911 or 2911.

The Crib “Below” is Used for
Emergency Evacuations.
It needs to stay near the door.

Evacuation Procedure

1. Place all infants in the crib.
2. With 2 adults, one on each end, move the crib out the back door.
3. Shuttle the children individually down the steps.
4. If needed, bring crib down the stairs and put infants back in crib.
5. Meet at designated meeting place.



Saint Michael's College – Early Education Center

Emergency Exit Routes

← = Exit Route

• Emergency Meeting/Evacuation Area

Attendance is taken AT THE MEETING/EVACUATION AREA – EVACUATION PLAN IN PLACE.

SECURITY

Restricted Information

ILLNESS

Childhood illness is inevitable. However, in group child care settings, certain guidelines are followed to lessen the spread of contagious illness among children and staff. State regulations mandate that certain conditions require a child to be excluded from the Child Care Center:

Excludable conditions: *

1. No child shall be admitted if in the opinion of the director or a medical professional the child is too ill to be in day care. This includes the following signs and symptoms:
 - A. **The ill child is unable to take part comfortably in regular activities**
 - B. **The illness creates a greater need for care than staff can provide without compromising the health and safety of other children.**
 - C. **The child has signs or symptoms of a possible serious condition.**
2. A child or staff member diagnosed by a medical professional as having any of the following diseases shall be excluded from the day care sitting until a medical professional indicates that it is safe for him or her to return:

Bacterial meningitis	Hepatitis B with weeping skin	E.coli: 0157:H7
Measles	Shingles	Mumps
Campylobacter	Pertussis (whooping Cough)	Cryptosporidiosis
Ringworm	Salmonella	Rubella (German measles)
Giardia	Tuberculosis (active)	Hemophilus Influenza type b
Polio	Coxsackie virus with fever and behavior change	
Impetigo	Diphtheria	Hepatitis A

3. A child or staff member diagnosed as having the following conditions shall be excluded until indicated below:
 - a) Lice: may return after appropriate treatment is completed;
 - b) Scabies, pinworm infection, and ring-worm infection: may return 24 hours after treatment is initiated.
 - c) Chickenpox: after no new lesions are erupting and all old lesions are crusted and dry.
4. A child or staff member who has the following symptoms shall be excluded from the day care setting until the symptoms disappear or until otherwise indicated by a medical professional:
 - a) Thick, white or yellow/green discharge from eyes;
 - b) Ear drainage;
 - c) Diarrhea- loose or watery bowel movements in an 8 hour period **(must be symptom free for 24 hours before returning to the center).**
 - d) Sores in mouth or nose.
 - e) Vomiting **(must be symptom free for 24 hours before returning to the center).**
 - f) Severe coughing (child gets red/blue in the face or produces whooping/croup noise after cough).
 - g) Jaundice: yellowing of the skin or white part of eye.

- h) Fever greater than 100F. Axillary or 101 F. orally- child must be free of fever (less than 99 F axillary or 100 F orally) **without fever reducing medication for 24 hours** before he/she may return to the center.

Other symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty with breathing, persistent abdominal pain, unusual or severe rash.

*2/12/01 Early Childhood Program Licensing Regulations.

In addition to the excludable conditions delineated by the State of Vermont, there may be additional reasons for a child to remain at home. If your child is too ill to go outside during the day, the child is too ill to be at the Center. **If a child is sent home with a fever, they must be fever free (axillary temperature of less than 99 F) for 24 hours without medication before returning to the Center.**

TRAINING

Within 365 days of opening a *FCCH/*CBCCPP, the *FCCP/Licensee must attend an emergency preparedness training which shall include content specifically relating to sheltering in place in the event of an emergency in which the licensee and children present need to remain in the *FCCH/*CBCCPP for an extended period.

Date FCCP/Licensee attended Emergency Preparedness Training: _____

Location of Emergency Preparedness Training: _____

FOOD AND FOOD PREPARATION

Any food brought to or prepared by Early Learning Center Staff must be cut to a proper size to avoid choking hazards. These foods include, but are not limited to.

- Grapes
- Raw vegetables
- Hotdogs
- Chunks of meat or cheese
- Popcorn
- Hard, gooey, or sticky candy

In the event of any choking incident, Early Learning Center Staff will file an incident report to document the event. The Director or Teacher in charge will make the decision to call 911 or 2911 to request assistance.

*FCCP – Funders Committee for Civic Participation

*FCCH – Family Child Care Home

*CBCCPP – Vermont Center Based Child Care & Preschool Program

SPECIAL NEEDS

The Center will make reasonable accommodations for children with special needs. Parents should discuss any special needs of children attending the daycare as they become known with the director and teachers. If the staff feels that consultation with a specialist is needed, they will suggest it to parents. Teachers should be involved in the planning and implementation of IEP's (Individualized Education Plan) along with parents and specialists. Written instructions from a parent, dietician or physician are needed for a medically required special diet

Days of Operation

The Center is open from 7:30AM to 5:15PM, Monday through Friday, with the exception of designated College holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day
- The week between Christmas and New Year's (a calendar of days closed for Christmas Break will be provided in November)
- Early childhood Legislature Day – The Center will be closed so that staff members can join other Early Childhood Professionals from around the State in Montpelier.
- Mini Retreats – The Center will close at 11:30AM one day per year for in-service.

The Center will also be closed for the Annual Conference of the Vermont Association for the Education of Young Children (VAEYC) which is held on a Friday in October.

Snow days are extremely rare and occur only when Saint Michael's College closes. In this instance, the Child Care Center will also close and all parents will be called to come and get their children as soon as possible. When weather conditions make travel difficult, please use your best judgement. Allow extra travel time when coming to pick up your child and understand that road conditions may impact the arrival of staff members at the Center.

WEATHER RELATED EMERGENCY NOTIFICATION WILL BE REPORTED ON LOCAL RADIO STATIONS, WOKO 98.9, WEZF STAR 92.9, WXXX 95.5 XXX, WVMT 1620 AM.

EXERCISES

The FCCP/Licensee shall ensure that evacuation drills (fire drills) are conducted at least once a month, and children and staff are evacuated in less than three (3) minutes. At least one (1) drill every 365 days shall be conducted while children are sleeping or resting.

	Date	Less than 3 minutes?	Sleeping/ resting?	Notes
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

General Safety / Hazardous Materials

Childproof the facility.

- Protect electrical outlets.
- Remove access to electrical cords.
- Place safety locks on cabinets.
- Place door knob covers on doors.
- Place safety gates at top and bottom of stairs.
- Ensure window blinds strings do not have loops.
- Secure tall furniture to walls.
- Lock up cleaning products.
- Lock medicines in high cabinets.
- Place locks on toilets.
- Place guards on windows.
- Place corner and edge bumpers on sharp edges of furniture.
- Place houseplants out of reach of children.
- Remove choking hazards.
- Keep cribs away from draperies, blinds and electrical cords.
- Ensure children cannot access water features (e.g., ponds, fountains, pools).
- Ensure trash is not accessible to children.
- Remove broken or unsafe play equipment.
- Follow established standards for the care of infants with respect to sudden infant death syndromes (SIDS).

Hazardous Materials.

- Know the location of MSDS paperwork for all materials on site and keep current copies on file.
 - MSDS – Material Safety Data Sheet.
- Lock up chemicals, poisonous/toxic items, medicines, and flammable items.
- Dispose of hazardous materials correctly.
- Keep products containing hazardous material in their original containers
 - Do not remove labels.
 - Do not store hazardous materials in food containers.
- Know who to call when there has been contact with a hazardous chemical.
- Know what to do if there is an explosion.