

# **LITTLE LOG CABIN EMERGENCY PLANS**

## **FIRE AND BOMB THREAT EVACUATION PROCEDURE:**

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, Crooks United Methodist Church, Cook Road, Yorktown, VA. In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify Wavy-TV 10. Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

## **TORNADO AND EARTHQUAKE PROCEDURE:**

Notification of a tornado or earthquake will be announced by a whistle blow. The center keeps a weather radio on alert at all times. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe areas (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, Crooks United Methodist Church. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

## **SEVERE WEATHER AND POWER FAILURE PROCEDURE:**

If the cities Public Schools are closed for the day due to inclement weather, LITTLE LOG CABIN may or may not also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to severe weather, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, LITTLE LOG CABIN will start sending members of the staff home according to those that live the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, LITTLE LOG CABIN will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, Crooks United Methodist Church.

## **CHEMICAL SPILL EVACUATION PROCEDURE:**

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center vans and in staff members vehicles and taken to an area deemed safe by the authorities. Information will be given to the police and then Wavy-TV-10 to have them notify the parents of our location.

**INTOXICATED PARENT PROCEDURE:**

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the intoxicated parent persists, he/she would be informed that the police and child protective services will be called.

**INTRUDER PROCEDURE:**

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

**LOST OR ABDUCTED CHILDREN PROCEDURE:**

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.