

Weber State University  
Nontraditional Student Center Hourly Childcare  
**Emergency & Disaster Plan**

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the center and immediately accessible to all staff, substitutes, and volunteers. Evacuation plans are posted in prominent locations of each room or area of the center. The center holds monthly fire drills and semiannual disaster drills which are documented. The center is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster which requires us to leave our center, we will evacuate to first the Veteran's Center in the Student Services Building (SC154), and as a backup to The Children's School, located in the Education Building. We will walk to the evacuation site.

- The person/position in charge:
  - Nontraditional Student Center Coordinator
  - Hourly Childcare Supervisor
  - We always have two teachers on duty. We only have 5-10 children at the center at one time.
  
- Persons with decision making authority:
  - Nontraditional Student Center Coordinator
  - Childcare Supervisor and Head Teacher in the classroom if Childcare Supervisor is unavailable.
  
- People who will be notified in an emergency (listed in order of priority):
  1. Campus Emergency Response 626-6460 or 911
  2. Childcare Supervisor 564-0672
  3. Parents of children/emergency contacts for children (green emergency cards in purple pack)
  4. Nontraditional Student Services Coordinator 626-7794 or 626-6077
  
- Emergency Telephone Numbers (in purple backpack):
  1. For all emergencies call Campus Crisis 626-6460 or 911
  2. Poison Control 1 (800) 222-1222 or 911
  
- Personnel Assignments for specific tasks during emergencies and disasters:
  1. Head Teacher/Assistant Teacher  
Performing first aid, gathering first aid kit and roll, account for all children
  2. Supervisor  
Contact emergency services and parents, caring for other children, preparing children for evacuation, monitor exits
  3. Childcare Supervisor or Nontrad Coordinator  
Assist teachers in evacuating children, contact parents of children
  
- Procedure to turn off gas, electricity, and water:
  - Because we are housed in the Union Building on Weber State University Campus, all of the procedures are handled by the building manager or assistants (Chris Foote 725-4733) who are always on duty if people are in the building.

\* The purple backpack contains all emergency/medical release forms, snack, water bottle, flash light, coloring books, crayons, diapers, and baby wipes, large zip lock bags. Teachers have cell phones used only in case of emergencies while at work.

## Emergency & Disaster Procedures

### **Fire**

1. Gather children inside the childcare center exit door.
2. Take clipboard, purple backpack, and sign-in sheet to take roll.
3. Evacuate building through fire exits.
4. Once again, take roll.
5. Proceed to the court yard on south side of building.
6. Take roll.
7. Use clipboard to notify all parents. (Emergency green cards in purple backpack)
8. Fire will be reported to 9-911 and Campus Crisis 626-6460

### **Flood**

1. Gather children inside the childcare center exit door.
2. Take clipboard, purple backpack, and sign-in sheet to take roll.
3. Evacuate building through fire exits.
4. Take roll.
5. Proceed to a safe location to contact parents.
6. Contact Cathy Barrow, secretary at 626-7794.
7. Use clipboard to notify all parents.
8. Flood will be reported to Campus Crisis 626-6460.

### **Earthquake**

1. Contact Campus Crisis at 626-6460 and Cathy Barrow 626-7794.
2. Gather children at the door.
3. Take clipboard, purple backpack, and sign-in sheet to take roll.
4. Evacuate building through fire exits.
5. Once again, take roll.
6. Proceed to Veterans Center in the Student Service Building or another safe location to contact parents.
7. Use clipboard to notify all parents.

### **Blizzard**

1. Blizzard will be reported to Campus Crisis at 626-6460.
2. Children, staff, and parents who need shelter will remain in the center unless Campus Crisis directs otherwise.

### **Power Failure**

1. If emergency light remains on, keep children inside classroom and involved with quiet activities such as stories and songs.
2. If room becomes totally dark, follow procedures for evacuation.
3. Power failure will be reported to Campus Crisis, 626-6460 and Lynn Kraalma 626-6930.
4. If emergency power is lost or if the room becomes too cold or too hot, notify all parents to pick up children.

### **Other Disasters (such as toxic spills, water and gas line breaks, etc.)**

1. Health or safety hazard:
  - o Evacuate building if directed by Lynn Kraalma 626-6930.
  - o Disaster will be reported to 9-911 and Weber State University Emergency Response.
2. In case of evacuation:
  - o Head teacher responsible to get first aid kit, clipboard, and take roll.
  - o Assistant Teacher Responsible to watch exits and gather children by door.

- Children will be walked to Veteran's Center in the Student Services Building (SC154)
- Head Teacher will contact Cathy Barrow 626-7794
- If the Veteran's Center for some reason doesn't work out, the back-up site is the Children's School in the Education Building.

### **Missing Child**

1. Contact supervisor immediately and Campus Crisis 626-6460.
2. Supervisor or Coordinator is responsible to contact child's parents.
3. Organize a search of the area with any available teacher and follow directives of Campus Police.
4. Maintain complete supervision of other children at all times.

### **Responding to Medical Emergencies and Serious Injuries**

1. Illness: If a child has any of the following he/she may not attend the center:
  - Temperature of 100 degrees or more
  - Diarrhea
  - Unidentified or contagious rash
  - Vomiting
  - Eye infection
  - Head lice

If a child develops any of these symptoms while in attendance he/she will be separated from the other children and parents will be notified to pick up their child immediately. Supervisor will be notified of any communicable diseases.

An underarm electronic thermometer is located in the first aid kit. The first aid kit is a clear plastic bin with a red label located in the upper shelving. Any vomiting, urine, or diarrhea must be cleaned up using the "bodily fluids clean-up kit" located next to the first aid kit. The latex gloves in the kit must be worn while cleaning up bodily fluids. Dispose of latex gloves, wash hands thoroughly for at least 20 seconds.

### **Medical Emergency or Injury Involving a Child**

1. In case of a life threatening emergency:
  - Coordinator will contact emergency personnel (911) before contacting parents or legal guardian;
  - Coordinator is responsible for performing first aid if necessary; perform necessary first aid using latex gloves if blood is present.
  - Call Campus Emergency 626-6040. Other emergency numbers are posted by the telephone. Contact Arene Newman, Coordinator at (h) 732-1049 (c) 564-0672; Nontrad Secretary 626-7794; and child's parent or emergency contacts.
  - If legal guardian or parents cannot be reached, coordinator will attempt to contact child's emergency contact person.
  - Assistant Teacher is responsible for contacting medical personnel and Coordinator, if necessary, and care for other children.
  - If not administering first aid, or as soon as help arrives, access personal health form from files. If it is a child, their first name is listed on tabs.
  - Allow medical personnel to read health form.
  - Notify parents, guardian, or emergency contact and complete accident reports.
  - In the event of minor scrapes or bumps, please complete an "ouch note" (under "notes from School" in blue folders). Record how the injury took place and when. Also include how you treated it and how the child responded. Put white copy in the child's cubby to give to the parent and put the yellow copy in child's file..
  - If a child continues crying uncontrollably for over 20 minutes, staff **must** notify child's parent.

**Death of a Child or Staff Person**

1. Call Campus Crisis 626-6460 or 911
2. Remove children from the center; take children to the Nontrad Center sitting room.
3. Notify Childcare Coordinator and Nontrad Coordinator Debbie Cragun 626-7794.
4. Notify parents or emergency contact for child or staff.
5. Write incident reports and give to personnel or place in proper files.
6. Report all information dealing with serious bodily injury to Utah Department of Licensing.