



### **Contingency Plan for Natural Disasters, Fire, Loss of Power, Heat, or Water.**

This plan will be effective for the following situations: fire; oil or chemical spills; loss of power, heat, water, gas leaks; natural disasters which can include but not be limited to a hurricane, tornado, earthquake; a disgruntled individual or sniper that might threaten the well being of the children.

- A. It is always advisable to be alert to weather conditions and to monitor any significant changes in weather conditions. It is also advisable to recognize that in certain situations it is best to remain inside until help arrives. For most natural disasters it is best to seek shelter on the lowest level of the building and to remain in an inside location away from doors and windows. At Sunny Hill Preschool the basement, specifically the Stay and Play area or accessible interior rooms, would be a safe location. The staff at Sunny Hill Preschool will annually review potential situations that would result in the implementation of this plan.
- B. The travel bags at Sunny Hill Preschool are well equipped with the emergency information for each child. The teacher in charge always keeps the bag with the group, so the information is available if the group seeks shelter within the building or chooses to leave the building. The teacher's emergency bag will contain the following supplies: flashlight, notebook and pen, emergency contact and release information for each student, and necessary medications. A disaster bag containing the following supplies is clearly marked and located in at the front desk: first aid supplies, 2 flashlights, portable radio with extra batteries, notebook, pen and emergency contact and release information for each student. This bag will be taken to the location for shelter. Disaster supplies including bottled water, food and rest mats, blankets and books to read to the children are stored on the lower level of the building.
- C. Tasks will be assigned annually for the implementation of this plan. One staff member will be named a spokesperson, one staff member will call for help and one staff member will gather the emergency equipment. Additional tasks will be assigned as needed. The remaining staff members will be responsible for gathering the children in a safe location within the building to wait until it is a safe time to evacuate or until help arrives.
- D. The implementation of the plan will be as follows:
  - 1. Follow instructions of the first responder to see if evacuation is advisable and, if so, designated location. From the first responder we hope to obtain knowledge of the safety issues involved.
  - 2. Gather equipment near the emergency exit.
  - 3. Call parents and inform them that the children are in a secure location. Request that parents pick up children as soon as it is safe to do so. Use cell phone if necessary. The lead teacher will remain with the children at all times. A message will also be left on the answering machine and a sign on the school doors for parents who could not be reached.
  - 4. Before returning to the facility and/or reopening the program, check with appropriate authorities to determine if conditions are safe, check operation of all utilities and call parents.
  - 5. In the case of an extended period of power outage, loss of heat or water, Sunny Hill will close. Parents will be contacted by cell/land phone if we are in school at the time of the loss. Afternoon sessions will be canceled if the problem arises in the morning and has not been fixed by 10:30 AM.