

# World of Wonders Emergency Response Handbook



Updated 8/2023

This Manual is Updated Annually

Staff are trained on these policies annually



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## Center Information

- Facility Name: World of Wonders Child Care and Learning Center
- Facility Address: 1200 Columbus Ave, Marysville, OH 43040
- Facility Phone Number: 937-707-1038

## Crisis Response Team

- Executive Director: Lauren Fontaine: 614-499-8195
- Childcare Director: Heidi Edwards: 937-935-2991
- Curriculum Director: Mirranda Beck: 740-751-8196

## Local Emergency Numbers

- Emergency Management Agency: (937) 645-3174, (614) 889-7150
- Marysville Police Non-Emergency Number: (937) 645-7300
- Emergency Number: 911
- Union County Health Department: (937)642-2053
- Ohio Army National Guard (Marysville): (937)215-5377
- Chocolate Emergency Number (Wicked Treats Boutique): (937)209-3608
- Union County Children's Services: (937)644-1010

# Emergency Handbook

## Weather Emergencies and Natural Disasters

### Thunderstorms and Severe Thunderstorms

Emergency procedures to take place during outbreak of thunderstorm, when lightening is visible, or if the National Weather Service issues a Thunderstorm Warning.

- Office will inform staff of inclement weather through phones or verbal contact.
- Students and staff will relocate to a safe location
  - All students, and staff, will enter a sturdy building or vehicle
  - All students and staff will avoid metal pipes and telephone lines
  - All students and staff will keep away from windows in case of high winds
  - Students and staff will stay away from water sources
- Staff will bring emergency paperwork for all students, take name to face attendance and keep children calm.

### Tornadoes

Emergency procedures take place during active tornadoes threats.

- Staff will be informed of tornado threat through phone systems or verbal communication
- Staff will line up children and take name to face attendance
- Children will be escorted to designated tornado shelter areas. These areas are marked with signs in the building and locations are posted in each classroom.
- Staff will bring all emergency paperwork
- Name to face attendance will be taken
- Classroom doors will be closed, and all lights will be turned off
- Children will kneel and place their backs against the wall with their heads down
- Children/staff will remain in position until “all clear” is given

### *Shark-nado*

In case of Shark-nado, curriculum director will be responsible for implementing anti shark fighting techniques including a punch to the nose. Children and other staff will follow tornado procedures.

### Flash Flooding

- If flash flooding occurs all students and staff will enter the building
- If flooding enters building, students will be safely evacuated to higher ground
  - Location 1: Dragon Lanes: 1189 Columbus Ave, Marysville
  - Location 2: Marysville National Guard: 200 Colemans Crossing Blvd
- All children’s files and emergency medication will be brought with staff
- Name to face attendance will be taken

In addition:

- Emergency services will be notified of the evacuation
- Parents will be called
- Updates will be posted on social media sites as mobile service allows
- Parent communication will be done by phone, email, or the Procare site

## Major Snowfall/Blizzard/Ice Storms

If school is not in session and school must close:

- Executive Director will contact a member of the Board of Trustees to approve closure
- News agencies will be alerted that school is closed by executive director
- Social media sites/website will have postings of school closure
- Parents will be notified with the Procure parent application
- School will not open until it is safe to provide services

If school is in session:

- News agencies will be alerted if school is closing early
- Social media sites/Website will have postings about early dismissal
- Parents will be contacted by phone and parent communication application
- All children will be cared for until parents arrive safely to pick them up
- All children/staff will remain indoors until weather allows them to leave the building
- Snow will be cleared from parking/walk area by a contracted company in order to provide safe access for children
- Food/medication/first aid will be provided as necessary
- If building is not able to retain heat, children will be moved to Dragon Lanes or the Army National Guard building.

## Earthquakes

- All employees/children are instructed to stay inside (not to run outside or into other rooms during shaking)
- Children/staff are to drop down onto hands and knees and get beneath sturdy table/furniture
- Name to face attendance will be taken
- Assessment of damage/injuries will be taken when it is determined to be safe, appropriate first aid will be given
- In the event that the building is damaged, children will be moved to Dragon Lanes or the Army National Guard building
- Updates will be posted on social media sites, website
- Parents will be communicated with by phone, email and parent communication application

## Super Volcano

- In case of Yellow Stone Super Volcano or Lake Toba Super Volcano (Indonesia) eruption all children/staff will be kept inside to avoid ash fall and other dangers
- Parents will be called, and updates will be posted on social media/website and through the Procure parent application
- Care will be provided until all parents can safely pick up their children

## Outdoor or Indoor Lockdown Evacuation

### Threats of Violence/Active Shooter/Intruder Alert

#### *Shelter in place*

- Staff will be informed using code words by administration
- Staff will keep children calm and take name to face attendance
- Children will be brought into pre-designated areas (interiors windowless rooms if possible). Areas will be marked in each classroom on emergency plans. If outside classrooms evacuate to a safe distance, classroom will remain there until instructed otherwise.
- Doors and windows will be locked immediately
- Windows will be covered, and lights turned off
- Children will be kept out of sight of windows and doors
- Doors/windows will not be opened for anyone
- No one will leave the room once secured
- Lockdown will remain in effect until “all clear” is given through the phone system

#### *Quick Exit*

- Staff will be informed using code words by administration
- Staff will have children exit the building, as fast as possible, using doors or windows
- Staff will quickly move children as far from the building as possible making sure that all children are with the group
- Children will re-locate to Dragon Lanes or the Marysville Army National Guard

#### *Bioterrorism*

- Children will be moved to a safe location (indoor if threat is outside, outside if threat is indoors) or evacuated to Dragon Lanes or the Marysville Army National Guard
- Airflow into building will be turned off if necessary. Director and curriculum director will be trained in this procedure
- Authorities will be contacted
- Parents will be contacted by phone, social media sites/website/parent app- will be updated as needed
- Children will stay in rooms, and services provided, until parents are able to come and safely pick up their children

#### *Terrorism (Domestic or international)*

- All children/staff will remain inside. All staff/children located outside of the building will be brought in and accounted for
- Shelter in place will be done if necessary
- Staff will be given updates out of earshot/site of children as needed
- Social media site/websites/parent app will be updated
- Parents will be contacted as necessary
- Staff will care for children until all parents are able to safely retrieve their children

## Emergency or Disaster Evacuations

### Hazardous Materials and Spills

Children will be immediately moved to a safe location (inside the school if spill has taken place outside, the other site of Dragon Lanes or the Army National Guard if spill has taken place inside the school)

- Appropriate emergency officials will be notified by administration
- Airflow in building will be turned off if necessary
- If children must be evacuated from premises parents will be called, news agencies will be contacted if the school is to close, social media sites/website/parent app will be updated

### Gas Leaks

- Administration will immediately notify the utility company and appropriate emergency services agencies
- Area will be evacuated by staff. Children will be evacuated to Dragon Lanes or the Army National Guard.
- Parents will be updated by phone/social media sites/website/parent app.
- News agencies will be contacted by administration regarding school closure.
- Licensing agency will be appropriately notified
- School will reopen once it is determined safe by utility companies

### Gas Leaks

- Leaks will be placed in garbage bag
- Garbage bag will be tied
- Bag will be placed in dumpster

### Bomb Threat

- Staff will be informed of the threat using code words given to staff
- Appropriate emergency management agencies will be contacted by administration
- Emergency exit procedures will take place
- Parents will be notified by phone/social media sites/website/parent app of school closures and threat
- Licensing agency will be appropriately notified
- School will reopen once it is deemed to be safe by emergency service agencies

## Additional Emergencies

### Outbreaks/Epidemics/Infectious Disease Emergencies

- Appropriate emergency management agency will be alerted to outbreak by administration
- Children who display signs or symptoms of illness will be quarantined away from other children
- If school is to close, due to advice of emergency management agencies, parents will be informed of school closure by phone/website/social media/parent app
- School will contract cleaning through Cintas cleaning if necessary or provide staff with appropriate materials to clean

### *Zombie Apocalypse*

In the event of a zombie apocalypse children will be relocated to the Army National Guard. All children will be cared for and protected until parents, who are not infected, can safely retrieve their children.

## Loss of Power/Water/Heat

Utility companies will be immediately informed if school loses power/water/heat

If utility company indicates that loss will be for a significant period of time, and this time will impact the safe care of children, in addition to not allowing school to keep safe temperatures (65-85 degrees F), school will announce closure through social media/website/news agencies/parent app and phone calls to parents

## General Procedures

To be used in procedures above, and other threatening situations that may pose a health or safety hazard to the children in the center.

## Shelter in Place

- In each work area is posted a shelter in place location
- All lights are to be turned off
- Doors locked if procedures indicate
- Name to face attendance will be taken
- Staff will inform administration immediately if a child is not with their group
- Staff will take attendance and carry all emergency paperwork with them for the children
- Children/staff will shelter in place until "all clear" is given by administration

## Evacuation

- All children/staff will evacuate using the closest evacuation door to their location
- All children/staff will make their way to location designated on evacuation sheet inside room and meet across from front parking lot
- All children/staff will take count of their assigned children and report to administration
- Children will sit and remain calm until they are taken to a secondary location or allowed to return to the building. Secondary location is Dragon lanes or the Army National Guard.

## Accounting for Children

- All staff are required to take their emergency binders/attendance with them if they leave the classroom
- Upon any emergency children are to be counted using the name to face method using attendance chart
- Staff will immediately inform administration if child is not with their assigned group

## Emergencies during transport or field trips

- Should an emergency occur during a field trip or during transport of children, the bus will pull over to a safe location, or children will be taken to the nearest, safe, interior location
- Emergency services will be contacted
- Center will be contacted to inform administration by personal cell. Admin will send someone to location.
- Group will shelter in place until given instruction by administration
- Emergency services will be called if needed
- Name to face attendance will be taken
- Parents will be contacted by phone or parent application as needed



## Reunification with Parents

- Teachers will bring all contact information for families in case of a disaster. This information will be kept with each classroom until collected by administration.
- Families will be contacted using social media, local media, phone, email, parent communication application and text systems.
- Families will be able to contact the center using phones, social media, email, phone, parent application and text.
- All children will reunify with their parents at location described in emergency procedures
- Administration will talk with each parent prior to parent removing child from program
- Staff will mark children out on their attendance sheets, use the name to face method to count children after each child leaves.

## Assistant Infants/Children with Special Needs/Health Conditions

All classroom emergency papers are marked with children who need additional aid, medications, during evacuations

- All medications will be given by child's primary teacher during an evacuation and taken with the group if the children are evacuated
- Director and curriculum director as well as floating staff will assist infants and children with special needs during an evacuation to make sure all of their needs are met.
- Additional staff, who are not responsible for a group of children will assist with children as assigned by executive director.

## Emergency contact information for parents

- All classrooms contain a binder with up-to-date emergency forms. These are to be taken with them during any evacuation
- Additional copies of the forms are kept in the office
- Additionally, parent communication application and Procure can be used to inform parents of disasters. These are accessible by all administrators.

## Procedures for notifying parents

- Parents will be notified first through social media/news outlets/email/parent communication application and website of any closures or evacuations because of disasters previously listed in this document
- Parents will also be notified through phones (center or personal cell) as needed

## Procedures for communicating with parents during loss of communications

(No phone or internet service available)

- Signs will be posted on door of location of children
- National guard will be contacted in order to inform local emergency agencies of evacuation of children
- If possible, the center will contract carrier pigeons will be contracted to inform parents of updates

### Location of Supplies and Procedures for Gathering Necessary Supplies (shelter in place)

- First aid kits are located in front office, some classrooms, and on the bus
- Food located in kitchen and will be distributed by administration
- Paper products located in office a utility closet and will be distributed by administration

### Staff Assignments During Disasters

- Executive Director: Head Emergency Response (delegates to other staff members)
- Director: Emergency response: infants and children with special needs
- Curriculum Director: Emergency response: infants and children with special needs
- Team Leads: Assigned to their primary groups. Communication between administration and their group.
- Teachers: Assigned to their primary care groupings
- Additional Staff: Assigned to groups by Executive Director