

EMERGENCY PLANS AND PROCEDURES

Discovery Zone Kids, herein known and referred to as DZK, has a list of plans and procedures in place for the possible emergency circumstances listed below. All DZK Staff are educated on the plans and procedures, and are equipped with an emergency bag containing an up-to-date attendance sheet and contact list for the assigned classroom and a first aid kit. Monthly drills are performed in the event of a fire or tornado. As in any emergency situation, DZK main concern is for the safety of its Staff and clientele. In all emergency situations, Staff do their best to keep all children as calm as possible.

FIRE:

In case of fire, Staff is to escort children out of the facility by exiting through an approved EXIT ONLY door and using the designated FIRE ESCAPE ROUTE. Should the exit route be blocked, Staff will escort children through the facility's main front entrance. All Staff and children are to meet at designated SAFE PLACE as far away from facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from the building. Proper notification to the local Fire Department is to be made immediately by an Administrator. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must notify Bright from the Start Childcare Services within 24 hours of the incident.

TORNADO:

In case of severe weather, Staff is to keep children indoors, away from windows, and as calm as possible as well as keeping all floors as dry as possible to prevent any further incidents/accidents.

In case of tornado, Staff is to escort children into the hallway or an interior room away from windows. Children will be instructed to sit on the floor with their heads between their knees and backs against the wall. Administration will have cell phones on hand for weather updates and call emergency response immediately upon execution of the emergency plan. Staff is to conduct attendance after imminent danger has passed and notify parents once all children are safe and accounted for. The Director/Assistant Director must notify Bright from the Start Childcare Services within 24 hours to report the incident.

ELECTRICAL POWER OUTAGE:

In case of electrical power loss, Staff is to keep children as calm and entertained as possible. Administration is to contact the power company to report the loss and request an estimation of when power will be restored. In warmer weather, Staff is to open windows to allow air flow into the classroom, if possible, to keep children cool. In cooler weather, Staff is to put warmer clothing on children and/or utilize blankets to keep children warm. If an extended power outage is expected, DZK will close for the day. Staff is to notify parents for children to be picked up as soon as possible from facility.

LOSS OF WATER SERVICE:

Bottled water is kept on hand within the facility in the event a loss of water service should occur. 2 sealed gallon jugs of water are stored in each classroom for drinking purposes. 2 gallon jugs of water are also stored in each classroom for sanitation purposes. Administration is to report the loss to the proper city authorities or local plumber to report the loss and request an estimation of time until restoration. In the event DZK will be without service for an extended period of time, the facility will close for business until proper repairs are complete. Staff is to notify parents for children to be picked up as soon as possible from the facility. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

GAS LEAK:

In case of a gas leak, Staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Administration and Staff will meet at designated SAFE PLACE as far away from facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from building. Administration is to contact local fire department to report the gas leak immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start within 24 hours to report the incident.

STRUCTURAL DAMAGE:

In case of structural damage, Staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Administration and Staff will meet at designated SAFE PLACE as far away from facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from building. Administration is to contact local fire department to report the gas leak immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start within 24 hours to report the incident.

BOMB THREAT:

In case of a bomb threat, Staff is to escort children out of the facility through approved EXIT ONLY doors and using approved EXIT ROUTE as soon as possible. Administration and Staff will meet at designated SAFE PLACE as far away from facility as possible. Staff is to conduct attendance to ensure all children have been safely escorted from building. Administration is to contact local fire department to report the gas leak immediately. Staff is to notify parents once final attendance is complete and all children are safe and accounted for. The Director/Assistant Director must contact Bright from the Start within 24 hours to report the incident.

SERIOUS INJURY:

In case of serious injury to a child, local emergency service (911) is to be called immediately and Administration is to be notified. Staff is to do their best to keep child calm and comfortable until medical service arrives. Staff and/or Administration are to notify parents to report the injury and give any information concerning the injury including subsequent information such as where the child is taken for medical care, if possible. Staff is responsible for completing an Incident Report detailing the injury and any actions taken and presenting it to the parent for review and signature. The Incident Report is to be kept on-site within the child's permanent file at the facility. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the injury.

LOST CHILD:

In order to keep each of the children safe at DZK, no child is EVER left alone, and children are accounted for at ALL times. In the event a child does become lost, Staff is to notify Administration for 911 and/or the local police department to be contacted immediately. Staff and/or Administration are to notify parents to report the child has been lost should an extended amount of time has elapsed. All available Staff and/or Administration are to look throughout entire facility, playground areas, and immediate surrounding areas. Once child is found, he/she must be examined by local authorities/medical services to ensure health and safety are restored. Staff is responsible for completing an Incident Report detailing the injury and any actions taken and presenting it to the parent for review and signature. The Incident Report is to be kept on-site within the child's permanent file at the facility. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

DEATH OF CHILD:

In order to keep each of the children safe at DZK, no child is EVER left alone, and children are accounted for at ALL times. In the unfortunate event a child does succumb to loss of life, Staff is to notify Administration for 911 and/or the local police department to be contacted immediately. All Staff is trained in CPR and is to make all attempts to resuscitate the child. Staff and/or Administration are to notify parents to report the incident. Staff is responsible for completing an Incident Report detailing the injury and any actions taken and presenting it to the parent for review and signature. The Incident Report is to be kept on-site within the child's permanent file at the facility. The Director/Assistant Director must contact Bright from the Start Childcare Services within 24 hours to report the incident.

DISCOVERY ZONE KIDS

COPIES OF ALL FACILITY LICENSES, RULES, EVALUATION REPORT, COMMUNICABLE DISEASE CHART, STATEMENT OF PARENT ACCESS, NAMES OF PERSONS IN CHARGE, CURRENT MONTHLY MENU, EMERGENCY PLANS, AND STATEMENTS FOR VISITORS ARE POSTED AT ALL TIMES IN THE RECEPTION AREA.

I have read and fully understand the Emergency Plans and Procedures above. I hereby accept and agree to the terms stated by Discovery Zone Kids. I have received an exact copy of the Emergency Plans and Procedures for my own records.

PARENT/GUARDIAN

DATE

PARENT/GUARDIAN

DATE

ADMINISTRATOR

DATE