

# **Bardstown Child Care Program Emergency Plan Guidelines For Staff Child Care Center**



**510 N. Fifth Street, Bardstown, KY**

**502-331-8811**

*"By failing to prepare, you are preparing to fail."*

**Benjamin Franklin**

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Submitted to Nelson County Emergency Director: \_\_\_\_\_

## Child Care Emergency Plan Guidelines

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# Emergency Evacuation Guidelines

- A) It is the responsibility of the Child Care Facility to prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency, evacuation of the facility should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.
- **Sheltering in place:** Children and staff remain at the facility but seek shelter for the emergency at hand. This would include tornado and chemical releases.
  - **On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
  - **Off-site evacuation:** Children and staff are relocated to designated location not on the facility property.

## Emergency planning should include:

1. Authorities, Director, Staff and Families
2. Evacuation Routes
3. Evacuation Procedures/Locations
4. Evacuation of Handicapped Persons
5. Collection Points
6. Accounting of Personnel
7. Assignment of Responsibilities

## Additional planning should include:

1. Command Post
2. Medical/Triage Post
3. Communication
4. Transportation
5. Shelters
6. Records
7. Food/Clothing
8. Evacuation Cost Assessment
9. Rescue and Clean-up

- A) A completed Emergency Plan should be reviewed annually and updated as needed. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) Facility staff should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency. New staff orientation should include training and review of emergency procedures.
- C) All children should be involved in practicing emergency procedures as outlined by licensing regulations.
- D) Floor plans of the facility should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency equipment should be tested at on a regular schedule.

### **Child Care Regulations –Type I**

**922 KAR 2:120 Section 3: Records** maintained for a 5 year period.

- 10) Written record of quarterly practiced earthquake and tornado drills detailing the date, time, and children who participated.
- 11) Written record of practiced fire drills conducted monthly detailing the date, time and number of children who participated.
- 12) A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

### **Adequate Supervision**

**922 KAR 2:120 Section 1: Definitions**

- 1) “Adequate supervision” means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

# Emergency Procedures and Evacuation

## I. General Information

- A. The first priority of a child care facility is the safety of the children and staff. Emergency plans are to provide facility staff with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency occurs, the Director or designee needs to be notified as soon as possible regarding the situation and the response to it.
- C. In the event of an emergency, the Director or designee may require that all staff remain at work or return to work until the situation is no longer deemed an emergency. This is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice. (922 KRS 2:120) Child-Care Healthy and Safety Standards.
- D. Emergency Planning Sheets are located on pages 18-30.

### Disaster Supply Kit

Class roster with emergency contact information  
Battery or solar operated radio  
Blankets/bucket  
Crescent wrench to shut off gas line if needed (professional will need to restore)  
Extra batteries (replaced twice a year)  
First aid kit (see state child care regulations for required items)  
Flashlight(s)  
Hand sanitizer  
Non-perishable food items and manual can opener (minimum supply for 3 days)  
Formula  
Phone card\ Cell phone  
Plastic trash bags  
Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling)  
Water (1-3 gallons per person per day, 3 day minimum) & disposable cups  
Wet wipes/tissues  
Whistles  
Work gloves

## II. **Fire** (Ky. regs. Require reporting to cabinet within 24 hours any incident involving fire)

- A. Evacuate the area of the fire (stay low if necessary to lessen the effects of smoke and gasses that collect up high) closing classroom doors upon exiting.
- B. Activate the fire alarm.
- C. Call **911 or local authorities**, informing them of the type of emergency and the need for assistance. Initiate alternate communication systems in the event phone service is lost.
- D. If possible, provide emergency services with additional information regarding the fire:
  1. Yellow smoke may indicate the presence of toxic gasses (note: all smoke is toxic).
  2. Gray smoke with brown wisps may indicate an electrical fire.
  3. Gray-black smoke indicates primary fire – the use of a fire extinguish may be helpful in the first minutes of fire discovery and there is little danger of smoke inhalation.
- E. Fire Extinguishers should only be used for small fires, and staff should be trained in the PASS extinguishing method:
  1. **P – Pull** the Pin.
  2. **A – Aim** the extinguisher low and at the source of the fire.
  3. **S – Squeeze** the handle to discharge extinguisher.
  4. **S – Sweep** slowly back and forth across the sources of the fire.
- F. A facility representative will go to the nearest intersection, direct emergency personnel to the scene and make them aware of the situation.
- G. Director or designee will communicate with fire officials in determining next steps.
- H. Make certain that all children and staff are accounted for (using class rosters) and are a safe distance from the facility. This may mean moving children and staff off facility property to an alternate location.
- I. No one should re-enter the facility until fire officials have given the all clear.
- J. With any incident involving fire, ***notify the cabinet within 24 hours.***

### III. Hazardous Materials Incident in the Facility

- A. Evacuate the area immediately.
  - 1. Do not turn any electrical switches on or off.
  - 2. Extinguish all open flames.
  - 3. Evacuation should be to an area (if possible) upwind and uphill of the facility.
- B. Call **911 or local authorities**, and report that there has been a Hazardous Material Spill.
- C. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has contact with chemicals, the chemicals should be washed off immediately.
- F. For an incident in the community that may affect the facility, follow the advice of local authorities which may include evacuation or sheltering in place.
- G. Do not return to the facility until authorities have given the all clear.

#### Communication during a Catastrophic Event

Texting will be used in the event that the phone lines are down or overloaded.



## IV. Inclement Weather -Severe Weather Watches/Tornado Watch & Warning Procedures/Flooding

- A. The **designated safe place for this facility** is the **windowless restrooms and office**.
1. Staff shall gather children (account for everyone) and move to the designated safe place, to an interior room away from windows and doors.
  2. Staff shall maintain flashlight and voice contact at all times.
  3. Children should be seated with their backs against the wall, knees drawn to chest, and head down and covered with their hands. (Tornado Warning)
  4. Staff should assume this position when the children are in position and all accounted for. (Tornado Warning)
- B. After absolute certainty that the storm has passed,
1. Account for all children.
  2. Provide necessary first aid and call **911 or local authorities** for needed assistance.
  3. Check the complete facility for any damages such as fire, water, or structural.
  4. Turn on and test utilities if needed.
- C. Notify Director or designee as soon as possible with update of conditions.
- D. Notify all service representatives of services needed.
- E. **Severe Thunderstorm WATCH**
1. Advise all staff members of the weather conditions.
  2. Monitor radio/television news for updates and/or NOAA Weather Radio.
  3. Modify outdoor activities to ensure that relatively quick access to shelter is available
- F. **Thunderstorm Warning**
1. Advise all staff members of weather conditions.
  2. Monitor radio/television for updates and/or NOAA Weather Radio.
  3. Terminate outdoor activities and seek shelter.
  4. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter and if possible call **911 or local authorities** to report it.
  5. ***If facility is damaged and requires temporary or permanent closure, the cabinet and parents of a child enrolled in the facility should be notified as soon as practicable.***



## F. Tornado Watch

1. Advise all staff members of weather conditions.
2. Monitor radio/television for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter and if possible call **911 or local authorities** to report it.

## G. Tornado Warning

1. Monitor radio/TV continuously.
2. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter (see "A" of this section), and if possible call **911 or local authorities** to report it.
3. Turn off utilities if time permits.
4. Children and staff take shelter in designated area.
5. ***If facility is damaged and requires temporary or permanent closure, the cabinet and parents of a child enrolled in the facility should be notified as soon as practicable.***

## H. Flooding

1. When flash flooding conditions are forecast, the following guidelines shall be used:
  - a. Contact the child care facilities director or designee.
  - b. Monitor television, radio and/or NOAA Weather Radio for forecast updates.
  - c. Move records and valuable equipment to higher areas. Store chemicals out of the reach of flood water to prevent water contamination.
  - d. Make transportation preparation to move children and staff in the event of an evacuation.

The facility off-site evacuation site is: Bardstown Middle School

The evacuation route is: Out the front doors, down the sidewalk/parking lot into the front doors of the middle school.
2. Evacuation
  - a. If the facility is in low lying area vulnerable to flooding, evacuation will be immediate. N/A
  - b. Evacuation is to follow the safest route possible (listen to weather and news reports for routes.) Staff shall maintain flashlight and voice contact at all times and ensure all children and staff are accounted for.
  - c. If time and conditions permit, shut off facility power at the utility box.

- d. If time and conditions permit, all loose outdoor articles should be properly stored.
- e. Lock all doors upon completion of facility evacuation.

## **V. Illness or Injury**

### **A. Minor (report to cabinet within 24 hours if medical attention needed)**

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file.
4. Consult family members.

### **B. Major (report to cabinet within 24 hours)**

1. Staff trained in first aid techniques should triage injuries.
2. Contact **911**, if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but an ambulance is not required, the staff members should then contact the child's family to make arrangements for pick-up and transportation for appropriate medical care.

### **C. Death (report to cabinet within 1 hour)**

1. If a death occurs at the child care facility, procedures are:
  - a. Call **911** and request emergency assistance.
  - b. Contact local law enforcement and Superintendent; allow them to notify the family.
  - c. Do not move or tamper with the body.
  - d. Children and staff should be moved to other parts of the facility away from the incident scene.
  - e. Parents of children enrolled in the facility should be provided essential information and allowed to tell their child (ren) at their discretion (counseling may be needed in the weeks ahead).
  - f. It is in everyone's best interest to keep media out of the facility. No one should answer media questions except for the facility attorney.

## VI. Serious Illness or Injury

(Ky. regulations require reporting communicable disease with 24 hours to the cabinet.)

The immediate concern is to aid the sick or injured person. Staff members should follow this plan.

- A. No staff member should place themselves at risk attempting to rescue an injured child or staff member.
- B. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- C. Notify the facilities staff certified in first aid/CPR. Certified staff members  
Include Name: Danielle Tosh and Melinda Rogers    Classroom: Transition Room  
Name: Angie Edlin and Abby Green    Classroom: One Year Old Room  
Name: Michelle Bryan and Brandi Kidd    Classroom: Two Year Old Room
- D. Call **911 or local authorities** and request assistance.
- E. Treat immediately life-threatening injuries such as:
  1. **Impaired breathing** – Work efficiently. Death can occur in 6 minutes or less once the body is oxygen deprived. Place the victim on his/her back, loosen collar, remove any obstructions to the airway, and begin mouth-to-mouth resuscitation (if you are certified). Once the victim is breathing on his/her own, treat for shock.
  2. **Heart or circulatory issues** – Work quickly. If possible, get the first aid/CPR certified staff to assist you. Work as a team. If heartbeat returns, continue to monitor the patient, treat for shock and wait for EMS.
  3. **Severe Bleeding** – Act quickly. Apply direct pressure on the wound with your hands, using a clean cloth if available. If there are no fractures, elevate the wound. If bleeding is of a squirting or pumping nature, apply pressure to the appropriate arterial pressure point. A tourniquet should not be used except as a last resort.
  4. **Shock**- If there is not head or chest injury, keep the victims head lower than the rest of the body. Loosen constricting clothing and cover with blankets. Encourage fluid in-take if the victim is conscious, and there is no abdominal injury or nausea.
- F. Other injuries/illnesses should be treated in priority with respect to the threat of life.
- G. Assist victim in seeking medical attention or transport to hospital.

## VII. Bomb Threats

**NOTE: Never move or touch unidentified or suspicious objects!**

### A. General Precautions

1. Any bomb threat should be treated as real.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the facility as safely as possible; a minimum of 600 feet. Do a quick search of the area to be used for evacuation to make sure it is secure.
4. Upon evacuation, all windows and doors should be left open, if possible to minimize shock damage from a potential blast.
5. Upon arrival of law enforcement, the facility director, or designee, will assist authorities in identifying strange or suspicious objects.
6. No one is to re-enter the facility until the authorities have given the "all-clear".

### B. Telephone Threat

1. The staff member receiving the call should inform other staff that a bomb threat is in progress.
  - a. Evacuate the facility immediately for an immediate threat.
  - b. Call **911 and Ryan Clark , School Superintendent at 331-8800 or 249-1681 and follow their instructions.**
3. The staff member receiving the call should keep the caller on the line as long as possible.
4. Information about the caller and the bomb should be recorded on the bomb threat form (form on next page).
5. Obtain as much information from the caller as possible regarding the information requested on the bomb threat form.
6. No one is to re-enter the facility until the authorities have given the "all-clear".

### **C. Written Bomb Threat**

1. The staff member receiving the written threat should handle it as little as possible (to preserve finger prints) and should save all materials included in the envelope or container holding the threat.
2. Call **911 and Ryan Clark, School Superintendent, 331-8800 or 249-1681 and follow their instructions.**
3. All materials involved in the threat should be turned over to authorities.
4. No one is to re-enter the facility until the authorities have given the “all-clear”.

**Bomb Threat  
Information Form  
located on the next page.**

## Bomb Threat Information Form

Exact Time of Call: \_\_\_\_\_ Date of Call: \_\_\_\_\_

Exact words of caller:

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### Questions to ask: (if you can keep the caller talking and get this information)

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### Describe the callers Voice (circle)

Male/Female      Age \_\_\_\_\_

Calm	Distinguished	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

### Threat Language

Well Spoken (educated)	Irrational	Message read or recorded
Foul/vulgar	Incoherent	

Did you recognize the voice? Whose voice did you hear? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Who received the call? \_\_\_\_\_

Phone number call received on? \_\_\_\_\_

## VIII. Utilities and Maintenance Emergencies

**It is best practice to be familiar with the locations of all utility shut-offs**

### A. Gas Leaks

1. If anyone smells natural gas, act quickly.
2. Open the windows immediately.
3. Call **911, and Craig Newton, School Maintenance Director 502-249-0240** and report a possible gas leak.
4. Do not turn any electrical switches on or off. Extinguish all open flame.
5. Turn off the main gas line at the meter using a crescent wrench.  
Turn a quarter turn in either direction.
6. If the gas odor remains strong, evacuate the area immediately.
7. Do not return to the facility until the fire department gives the “all clear

### B. Power Outages

1. If the facility has emergency lighting, they should come on automatically.
2. Each room has a flashlight with additional batteries. There is also one in the Disaster Kit.
3. A battery-operated radio is located in the office on the shelf. The radio may be used to monitor weather conditions, etc. Tune to local media stations for updates. Local stations include: 102.7 FM
4. In the event of a power failure, the facility staff on duty should contact one of the following:
  - a. The child care facilities director or designee. Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
  - b. Craig Newton, Director of Maintenance, 502-502-249-0240
  - c. The City of Bardstown at 502-348-5947

### C. Water Loss

1. The emergency water supply is located in the office in the disaster kit.  
This water should be used sparingly, and only for an emergency.
2. In the event of loss of water, facility staff should contact one of the following:
  - a. The child care facilities director or designee. Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
  - b. Craig Newton, Director of Maintenance (502)502-249-0240
  - c. The City of Bardstown at 502-348-5947

#### **D. Telephone Service Loss**

In the event of the facility's line land service is disrupted, use a cell phone to contact:

1. The child care facilities director or designee: Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
2. Steve Arnold, Director of Communications Ext. 8877

#### **E. Heat/Air conditioning Loss**

1. Contact the child care facility director or designee:  
Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
2. Contact Craig Newton, Maintenance Director Phone # 502-502-249-0240

#### **F. Plumbing Problems**

1. Contact the child care facility director or designee: Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
2. Contact Craig Newton, Maintenance Director Phone # 502-502-249-0240

#### **G. Locks and Keys Problems**

1. Contact the child care facility director or designee: Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136,
2. Contact Craig Newton, Maintenance Director Phone # 502-502-249-0240

### **IX. Emergency Evacuation**

In the event of a fire, bomb threat, electrical, chemical or other emergency that requires the evacuation of the facility, all staff members should adhere to the following:

1. Call **911 or local authorities and Ryan Clark, School Superintendent, 502-331-8800 or 502-249-1681** and follow their instructions.
2. Make sure all children and staff are accounted for and safe.
3. Evacuate all children and staff as far away from the facility as safely practical.
  - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - b. All children and staff members with special needs are to be assisted as needed.



4. Again, make sure all children and staff are accounted for and safe.
5. Contact the child care facility director or designee as soon as possible.
6. No one is to re-enter the facility until the authorities have given the “all-clear”.

## **X. Lockdown Procedure**

A. Lockdown is implemented to ensure the safety of the children and the staff from intruders or a major incident in the community.

### **1. Outdoor procedures**

a. Calmly but quickly move the children inside the childcare building to safest space in the room away from windows and doors and establish contact with local authorities as soon as possible.

### **2. Indoor procedures**

- a. Move children into the corner of the room or into bathrooms/kitchenette.
- b. Lock doors, close all blinds and establish contact with local authorities as soon as possible.
- c. Keep children and staff away from windows and doors.
- d. Remain calm.
- e. Remain in classrooms and safe area, unless gunshots are heard or an explosion occurs. In that event, children and staff should exit the building immediately using whichever door is most accessible.
- f. Remain in safe area until “all clear” is given.

### **3. Director or Designee Procedures**

- a. Move to a safe location that has access to a phone. Keep the phone lines clear in order to maintain open communication with the authorities.
- b. Coordinate all activities with the authorities including the “all clear.”

### **4. All Clear**

The Director or Designee will give the “All Clear” when the incident has been resolved and the authorities have approved resuming normal activities.

## Bardstown Child Care Emergency Plan Emergency Contact Information

	<b>Bardstown Child Care Information</b>
Name of Program	Bardstown Child Care Program
Street Address	510 N. Fifth Street
City	Bardstown
State	KY
Zip Code	40004
Telephone Number	502-331-8811
	<b>Off Site Evacuation Location</b>
Name of Program	Bardstown Middle School
Street Address	410 N. Fifth Street
City	Bardstown
State	KY
Zip Code	40004
Telephone Number	502-331-8803
Directions to Facility	School Building next to Staff Child Care
	<b>Facilities Primary Emergency Contact</b>
Name	Christy VanDeventer, Director
Telephone Number	502-331-8920
Cell Number	502-249-1135
Email Address	Christy VanDeventer@bardstown.kyschools.us
	<b>Facilities Emergency Contacts (phone, fax, e-mail)</b>
EMERGENCY	911 or local authorities
Accounting Service	Tracey Rogers, Central Office, 502-331-8800
Bank	Tracey Rogers, Central Office, 502- 331-8800
Building Inspector	Craig Newton, Director of Maintenance 502-502-249-0240
Childcare Resource & Referral Agency	1-800-369-0533 (Kentucky Partnership for Families and Children)
Social Service Hotline	800-752-6200
Electric Company	City of Bardstown, 502-348-5947
FEMA	General # 202-646-2500, Disaster Survivor Line #800-621-3362
Food Service Vendor	N/A
Gas Company	Louisville Gas and Electric 502-589-5511 (emergency #)

Health Department	502-348-3999
Hospitals	Flaget Memorial Hospital 502-350-5000
Local Emergency Management	Joe Prewitt, Director – 502-348-4929
Inspections, License, Permits	Todd Hood, Central Office handles this 502-249-1700
Insurance Agent	Todd Hood, Central Office handles this 502-249-1700
Licensing (local/state)	502-595-5781
Newspaper	The Kentucky Standard 502-348-9003
Non-emergency Dispatch	502-348-3600
Payroll Service	N/A
Poison Control	800-222-1222
Radio Stations	WBRT 1320 AM 502-348-3943 WOKH 102.3 FM 502-348-1027
State Emergency Management	Contact Local Emergency Management Coordinator, Joe Prewitt 502-348-4929
Television Stations	PLG13 TV 502-349-0278
Water Company	City of Bardstown 502-348-5947
	<b>Facility Planning Team Members</b>
Director	Christy VanDeventer 502-249-1135
Staff	Jan Donahoe 502-275-9136
Other	Paul Bowling, Chief Operating Officer 502-249-1134
	<b>Coordinating/Collaborative Agencies in the Area (phone, fax, e-mail)</b>
Closest evacuation site	Melissa Taylor, Principal at Bardstown Middle 502-331-8803
Alternate evacuation site	Chris Pickett, Principal at Bardstown High 502-331-8801
Alternate evacuation site	Brian Courtney, Principal at Bardstown Elementary 502-331-8802
Other	
Other	
	<b>Contact Information for Coordinating Program Re-Opening (phone, fax, e-mail)</b>
Facility Inspection/Repair	Todd Hood, Central Office 502-331-8853 or cell 502-249-1700
Contacting Families/Employers	Christy VanDeventer, 502-249-1135, Jan Donahoe 502-275-9136- Elsie Arnold or Shannon Satterly , Central Office 502-331-8800
Obtaining Equipment/Supplies	Todd Hood, Central Office 502- 331-8853 or 502-249-1700

Room Set up	Jan Donahoe 502-275-9136
Accessing Records	Christy VanDeventer, 502-249-1135. Jan Donahoe, 502-275-9136
Food Service Coordination	Greta Cecil 502-331-8812 or 502-639-1924
Obtaining building inspections/licensing approval	Craig Newton 502-502-249-0240 Todd Hood 502-249-1700
	<b>Post Disaster Clean up Services (phone, fax, e-mail)</b>
Restoration Services	Todd Hood, 502-249-1700 Craig Newton 502-502-249-0240
	<b>Evacuation Plan</b>
Evacuation Manager/Alternate	Jan Donahoe , 502-275-9136 Christy VanDeventer, 502-249-1135
Person responsible for “all clear”	Christy VanDeventer, 502-249-1135
Assembly site manager/alternate	Jan Donahoe , 502-275-9136 Christy VanDeventer 502-249-1135
Staff with First Aid/CPR	<b>See Attached List</b>
E-mail address out of area	
Person responsible for copy and posting of building site maps	Christy VanDeventer, Director 502-249-1135
Person responsible for marking evacuation exits	Christy VanDeventer, Director 502-249-1135
Location of evacuation exits	Christy VanDeventer, Director 502-249-1135
On-site evacuation location	Coordinator: Jan Donahoe, 502- 275-9136 Christy VanDeventer 502-249-1135
Off-site evacuation site	Bardstown Middle School – Melissa Taylor, Principal 502-331-8803 502-249-1139
	<b>Shelter-in-Place Plan</b>
Shelter- in -Place Coordinator	Jan Donahoe 502-275-9136
Shelter- in- Place Alternate	Christy VanDeventer 502-249-1135
Coordinator responsibilities	Makes sure children are all safe and accounted for. Notifies notify parents by using texts and/or group email.
Staff with First Aid/CPR	See attached list
Storm Shelter Locations	Inside area away from windows and doors

“Seal the Room” Shelter Location(s)	On-site -- Seal the Room kits are in each room
Staff Responsible for Maintaining/Refreshing Emergency Supplies	Jan Donahoe 502-275-9136
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	Emergency supplies are checked annually and replenished as necessary.
<b>Communication System</b>	
How we will communicate our emergency plans to staff	Will do staff training on emergency plans, making sure that all staff know where to find a copy of the disaster plan for referral and contact information.
How we will communicate our emergency plans to the children	Monthly fire drills, quarterly earthquake and tornado drills are conducted.
In the event of a disaster, how we will communicate with the staff	By cell phone, land line phone or texting.
<b>Cyber Security</b>	
How we will protect our computer hardware	Main server is off-site. Daily backups to protect critical data.
How we will protect our computer software	Programs are stored on off-site server.
If our computers are destroyed, we will use back up computers located where	IT department has sufficient back-up computers.
<b>Back Up Records</b>	
Person responsible for backing up critical records including children’s records, payroll, accounts, etc.	Christy VanDeventer 502-249-1135 Steve Arnold Director of IT 502-249-1128
On-site location of back up records including insurance policies, facility plans, bank accounts records, and computer back ups	This is all handled at Central Office.
Offsite location of additional copy of back-up records	Records are backed up on 2 servers in two different locations.

The program will provide for continuity if the accounting and payroll records are destroyed	IT Department has taken these steps. Our program is not responsible for payroll or accounting.
	<b>Emergency Shut Off Locations</b>
Electricity	Contact Craig Newton 502-502-249-0240
Water	Contact Craig Newton 502-502-249-0240
Gas	Contact Craig Newton 502-502-249-0240
	<b>Emergency Equipment Locations</b>
Alarm Box	Inside office at Staff Child Care
Fire Extinguisher	Located in the front hallway
First Aid Kit	Located in the Office
Emergency Kit	Disaster Container located in office.
	<b>Emergency Contact Information Annual Review</b>
Date the emergency plan will be reviewed/updated	As needed, but at least once a year







**EMERGENCY FORM**

**INSTRUCTIONS TO PARENTS:**

(1) Complete all items on this side of the form. Sign and date where indicated.

(2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM SHOULD BE UPDATED ANNUALLY.

When parents cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
3. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Child's Physician or Source of Health Care \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Last First

Enrollment Date \_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_

Child's Home \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Last First

Mother's Employer/School \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Mother's Home (If different from above) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Last First

Father's Employer/School \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Father's Home (If different from above) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Person Authorized to Pick Up Child (daily) \_\_\_\_\_

Last First Relationship to Child

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last First Relationship to Child

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ANNUAL UPDATES**

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

**INSTRUCTIONS TO PARENT:**

(1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.

(2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Medications currently being taken by your child:

Date of your child's last tetanus shot: \_\_\_\_\_

Allergies/Reactions: \_\_\_\_\_

**EMERGENCY MEDICAL INSTRUCTIONS:**

(1) Signs/symptoms to look for: \_\_\_\_\_

(2) If signs/symptoms appear, do this: \_\_\_\_\_

(3) To prevent incidents: \_\_\_\_\_

-----  
**OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED:**

COMMENTS: \_\_\_\_\_

**Note to Health Practitioner:**

If you have reviewed the above information, please complete the following:

\_\_\_\_\_  
Name of Health Practitioner Date

\_\_\_\_\_  
Signature of Health Practitioner ( ) Telephone Number

## Helping Children Understand After a Disaster

**What is a disaster:** A disaster is something that happens that causes damage to property and could hurt people. Most disasters are caused by nature being out of control, these may include tornados, hurricanes, earthquakes, wild fires, winter storms, and floods. Sometimes, disasters are man-made and include hazardous waste spills, fires and terrorism.

**What children should know:**

- Warning signs of disaster.
- That people will help them.
- How to call 911.
- That by practicing for a disaster, they can help keep themselves safe.

**Children will be most afraid of:**

- The disaster will happen again.
- Someone they love has been injured or killed.
- They will be separated from their family.
- They will be left alone.

**Children’s reactions may include:**

- Regressive behavior (bedwetting, clinginess, thumb sucking).
- Headache, stomach ache.
- Thinking difficulties (confusion, inability to concentrate).
- Sleep Issues (fear of the dark, trouble falling asleep, nightmares).

**Helping children understand:**

Children may find it difficult to understand and accept what has happened. While there may be no physical injury to the child, the emotional injury is there. Children may become clingy, irritable or distant and may seek constant reassurance. It may be difficult understanding the relationship between the disaster and the short and long term affects of the upheaval that comes with it.

### Typical Reactions to Disaster for Children 1-5 Years of Age

Regressive Behaviors	Physiological Behaviors	Emotional Behavioral
<ul style="list-style-type: none"> <li>• Bed wetting</li> <li>• Thumb sucking</li> <li>• Fear of darkness</li> <li>• Fear of animals</li> <li>• Fear of “monsters”</li> <li>• Fear of strangers</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of appetite</li> <li>• Overeating</li> <li>• Indigestion</li> <li>• Vomiting</li> <li>• Bowel/bladder problems (diarrhea, constipation, urine leakage)</li> <li>• Sleep disorders and nightmares</li> </ul>	<ul style="list-style-type: none"> <li>• Nervousness</li> <li>• Irritability</li> <li>• Disobedience</li> <li>• Hyperactivity</li> <li>• Tics</li> <li>• Speech difficulties</li> <li>• Separation anxiety</li> <li>• Shorter attention span</li> <li>• Aggressive Behavior</li> <li>• Exaggeration/distortion of the event</li> <li>• Repeatedly talking about the experience</li> <li>• Behavior issues</li> </ul>

### Typical Reactions to Disaster for Children 1-5 Years of Age

Regressive Behaviors	Physiological Behaviors	Emotional Behavioral
<ul style="list-style-type: none"> <li>• Increased sibling rivalry</li> <li>• Excessive clinginess</li> <li>• Crying, whining &amp; whimpering</li> <li>• Wanting to fed or dressed</li> <li>• Engaging in habits previously given up</li> </ul>	<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Complaints of visual/hearing problems</li> <li>• Habitual itching or scratching</li> <li>• Sleep disturbances, nightmares or terrors</li> </ul>	<ul style="list-style-type: none"> <li>• School phobias</li> <li>• Withdrawal from friends</li> <li>• Withdrawal from family</li> <li>• Irritability</li> <li>• Disobedience</li> <li>• Weather related fears(rain, winds)</li> <li>• Inability to concentrate-falls behind in school work</li> <li>• Aggressive behavior</li> <li>• Repeatedly talking about the disaster</li> <li>• Sadness over losses</li> </ul>

**Comforting the children:**

- Try to remain calm yourself.
- Try to keep children’s exposure to TV and radio to a minimum. What they see and hear may add to their anxiety or be taken out of context. It is important to remember that the children will take cues from adult conversations as well. Answer children’s questions simply and honestly. You may find yourself answering the same questions over and over again. This is one way children use to reassure themselves.
- Spend extra time with the children. Hugs and holding hands are good ways to provide comfort. Use a quiet, soothing tone to help calm them.
- Reassure the children that their parents will come for them as quickly as possible, but that it is important for their parents not to put themselves in danger trying to get to the child.
- Try to restore normal routines as quickly as possible in order to provide a sense of normalcy and security.
- Don’t promise that there won’t be another disaster. Encourage children to talk about their fears and what they can do to help others. Encourage the children to act out what happened and how they feel. Let them know that you will do everything you can to keep them safe.
- Be patient and understanding with the children, it may take a while for the aftermath of the trauma to sink in.
- Find ways that the children can help you or to help others. The ability for the children to feel useful and helpful is reassuring to them.
- Children, who are injured or have injured friends and relatives as a result of the disaster, are more likely to suffer emotional distress.
- Educate children on disaster preparedness. Knowing what to do ahead of time is empowering!

## Parent Emergency Evacuation Information Form

Posted on-line at Bardstown City Schools/Childcare Tab

Included in Parent Enrollment Packets

Name of program	Bardstown Child Care Program
Program address	510 N. Fifth Street, Bardstown, Kentucky
Emergency contact at program	Christy VanDeventer, Director 502-249-1135
In the event the facility must be evacuated because of an emergency, the staff and children will leave the building and gather in the immediate area on the playground and will walk to:	Bardstown Middle School 410 North Fifth Street Bardstown, KY 40004
The address, phone number, and contact person at the relocation site is	Melissa Taylor, Principal 331-8803 Cell # 502-249-1139
If necessary, children will be transported to this health care facility	Flaget Memorial Hospital
Address, phone number, and contact person at health care facility	4305 New Shepherdsville Road, Bardstown, KY 502-350-5000

## Evacuation Requirements Form

Facility name/address	Bardstown Child Care Program, 510 N. Fifth Street
Contact person	Christy VanDeventer
Phone number of contact person	502-249-1135
Number of children at site	
Number of staff at site	
Vehicles required to evacuate staff and children	
Address of host facility	
Point of contact for host facility	
Phone number of host facility	
Phone number of transportation provider	
Alternate transportation provider & phone number	
Number of children and staff to be transported	
Number of vehicles dispatched to host facility	
Time vehicles dispatched to host facility	
Number of children and staff assembled at host facility	

## Resources

- American Academy of Pediatrics  
<http://www.aap.org/terrorism/index.html/>
- American Public Health Association  
<http://www.apha.org/>
- Federal Emergency Management Agency  
<http://www.fema.gov>
- Healthy Child Care Magazine  
Emergency Preparation Special Issue 2004  
<http://www.healthychild.net/>
- Kentucky Department of Homeland Security  
<http://www.homelandsecurity.ky.gov>
- Kentucky Emergency Management  
<http://www.kyem.ky.gov>
- National Association of Child Care Resource and Referral Agencies  
<http://www.nrex.org/>
- National Child Care Information Center  
<http://nccic.org/cctopics/cope.html>
- National Resource Center for Health and Safety in Child Care  
<http://nrc.uchsc.edu/RESOURCES/list.htm#E>
- Play Safe! Be Safe  
<http://www.playsafebesafe.com>
- Protecting Our Kids from Disaster Institute for Business and Home Safety  
<http://www.ibhs.org/docs/childcare.pdf>
- US Department of Homeland Security  
<http://www.dhs.gov/dhspublic/>
- Your local American Red Cross chapter:  
<http://www.redcross.org/where/where.html>
- Your State and Local Health Departments:  
<http://www.cdc.gov/mmwr/international/relres.html>
- Your Local Emergency Management Agency:  
<http://www.ready.gov/america/local/index.html>

# Disclaimer

**This material is presented as general guidelines that may be used in planning for emergency situations. Successful planning for any emergency should be done with the assistance of your local authorities, and calls for good judgment by well trained staff. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.**



## **Staff Members with First Aid and CPR Certification**

Michelle Bryan  
Jan Donahoe  
Angie Edlin  
Abby Green  
Brandi Kidd  
Dara Marr  
Melinda Rogers  
Danielle Tosh  
Christy VanDeventer