

Emergency Plan



General Information

The safety of the children and staff members is the highest priority. It is the responsibility of Zenith Learning to have prepared plans whereby the facility, or parts of, can be evacuated quickly in case of an emergency.

Three Types of Evacuation:

1. **In-place evacuation**: Keeping children and staff members in place but securing the location for the emergency at hand. Example Tornado and Chemical release.
2. **On-site evacuation**: Movement of children and staff members out of buildings affected and relocated to other areas on campus.
3. **Off-Site evacuation**: Movement of part or all children and staff members off campus to another designated area. For this campus:

This is a very close building off the school site. It varies for each site. Please DESIGNATE with your site the location.

The plans should be reviewed annually and updated as needed.

Each employee at the facility shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive training during their orientation period.

Each child, if of capable of age, shall receive training concerning emergency procedures.

Floor plans shall be developed for each area and posted public view showing exits and directional paths for traffic flow.

Fire drills will be held monthly.

Severe weather drills will be held at least four times a year, with one scheduled to occur during Severe Weather Awareness Week.

In the event of emergency, the director will be notified as soon as possible regarding the situation and the response on it.

In the event of an emergency the director may require all staff members on duty to remain at work or return to work until the situation is no longer deemed an emergency.

Emergency Evacuation

In the event of a fire, bomb threat, electrical, chemical, or other emergencies that will require the evacuation of the building all staff members should adhere to the following.

1. Call 911. Indicating of assistance from the local fire department and law enforcement
2. Make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff member to an area as far as from the building as safely and practical. **The designated area is soccer field at the back of school building.(highlighted place is different for each site)**
 - a. Adhere to pre-determine evacuation routes, if possible however do not hesitate to adjust these routes to avoid dangerous areas
 - b. All children and staff members should be assisted as needed. Director should designate one of the staff member to assist the children with disabilities. Even though we do not accept students with visual or hearing impairment, there may be students with physical disability. These students will be assigned to a staff so that they will be escorted out securely.
4. Conduct a second head count for staff and children, when you arrive to designated area.
5. Notify the director as early as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities

Fire

1. Evacuate the area of the fire (always stay as low, as smoke and heated gasses collect near the ceiling first)
2. The director and/or staff members aware of the fire will activate the fire alarm.
3. The director and/or the site- director will call 911, indicating the need for assistance from the fire department and law enforcement. If the fire has caused the telephone system to be out of order, use the center cell phone or personal cell phone.
4. The site director (**Name - phone number site specific**), will designate a person to go to the nearest intersection to direct the fire department vehicles to the scene.
5. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility
6. Upon the arrival of the fire department the director, or the administrative assistant, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
7. The director and/or assistance will make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or staff members calls for evacuation to the outside area, away from the building.
8. The lead teacher in each room shall be responsible accounting for checking the room for children, and turning of the lights; and closing the door after the children left the room.
9. The teacher will have the sign in sheet and children enrollment forms which has the children's' information; and first aid kit.
10. The fire extinguishers are located in the hallways and members have the trainings on how to use them.
11. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

Yellow Smoke may indicate the presence of toxic gasses. Evacuation should proceed immediately, and no effort should be made to extinguish flame

Gray Smoke with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and shall stay clear of area.

Gray-Black smoke is indicative of a primary fire. The first priority remains evacuation of immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

12. Ensure that no re-entry is attempted until the authorized by the fire department.

Inclement Weather Plan

Hurricane

1. The safe place designated by the director is the hallway of the after school classroom.
2. Care of Children :

All children are to be moved to the safe location.

Maintain a flashlight and voice contact among staff members at all times

Direct the children to sit on the floor in designated area, not in front of doors

Advice children to wear shoes at all times

Teacher makes sure to do a head count before moving to safe place, after arriving at a safe place, and after leaving safe place

The teacher is responsible of keeping sign in log, children enrollment forms, and turning of lights, and closing the doors.
3. After absolutely certain that the storm has passed, teachers will do head count.
4. The director and/or site director will check the complete building for any damages such as fire, water, or structural.
5. Notify all agents that services needed.

Inclement Weather Plan

Tornado/Severe Weather Watches and Warning Procedures

1. The safe place designated by the director is the hallway of the after school classroom.
2. Care of children:
 - a. All children will be moved to designate safe location.
 - b. The teachers make sure to do a head count before moving the safe place, after arriving at safe place, and after leaving safe place.
 - c. Maintain a flash light and voice contact among staff members at all times
 - d. The teacher is responsible of keeping sign in log, children enrollment forms, and turning of lights, and closing the doors.
 - e. Direct children kneel down on their knees with their heads between the legs covering their heads with their hands.
 - f. Advise all children to wear their shoes.
3. After absolutely certain that the storm has passed, teachers will do head count.
4. The director and/or site director will check the complete building for any damages such as fire, water, or structural.
5. Notify all agents that services needed.

Emergency Procedure for Students Injured at School Site

The purpose of this plan is to provide emergency preparedness and response instructions, information, and guidelines to protect the safety and well-being of students at the time of an emergency during after school care.

In the event of a medical emergency or severe injury involving a student, the following procedures should be followed by Zenith Learning Staff.

1. The staff at the site of the incident checks the injured student and administers First Aid/CPR until help arrives
2. Another staff member calls 911 if injury is life threatening or in need of urgent medical care.
3. Using radio communication, the Site Director or the person in charge is called to report the emergency.
4. If the incident occurs outside at the playground, Zenith Staff take rest of the students back in the school building while maintaining the safety of the injured student.
5. If the injury occurs inside the school building, Zenith Staff take rest of the students to another location that is available; such as the school gym, cafeteria, or a classroom while maintaining the safety of the injured student.
6. If emergency vehicles are sent to school site, staff clears driveway for easy access of Vehicles
7. The Site Director or the person in charge will contact the school nurse and the main/front office if the incident takes place before 4:30pm.

Other responsibilities of the Site Director are:

- Informing the parents/legal guardians or the emergency contacts of the injured student
- Informing the Program Director about the incident.
- Calming frightened students and helping restore order, taking attendance.
- Assisting other staff and students as needed

- Complete the accident/incident form with teachers involved and have parent sign it.

8. Program Director informs the DFPS Child Care Licensing within 24 hours.

9. Program Director notifies Zenith Learning administration about the incident.

Zenith Learning Staff maintains a list of names and phone numbers of parents/guardians, updated at the beginning of each school year, who should be contacted in case of a medical emergency concerning a student. Therefore, Zenith Learning is the sole responsible party to contact the 911, the parents/legal guardians or the emergency contacts of the injured student.

In order to avoid misunderstandings and miscommunication with the school officials and in order not to clutter the means of communications, Zenith Learning will be responsible to make the necessary calls to report the emergency to the 911 and inform injured student's contacts while the student is in Zenith Learning care during after school hours. The school shall not interfere with this communication process.

If the student's parents or emergency contacts cannot make it on time before the student leave the school with paramedics, Zenith Learning staff will inform the emergency contact person that the student has been injured and is being transported to a medical facility, if the information is known at the time of the call. A Zenith Learning staff will company the injured student in the ambulance and stay with the student until the student's parents or emergency contacts arrive the hospital.

Zenith Staff is only responsible for contacting the school main/front office at the time of incident; thus, it is the school's office responsibility to inform school administration regarding the incident.