**Emergency medical/dental procedures:**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Tumble Town Daycare staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury.

**\*It is the responsibility of the parents to complete this form and to make corrections to this information when necessary.**

• If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.   
**If a child requires immediate medical attention:**

• The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.

• A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child’s physical exam, immunization records, and Emergency Contact & Parental Consent Form.

• Staff may not transport an ill and/or injured child in a personal vehicle.

**Evacuation Procedure:**

Please note anytime Tumble Town Daycare is to evacuate, you MUST grab the emergency backpack, which is located hanging up on the front door, which is also the primary exit. In the backpack will be kept a first aid kit, important files such as every child’s medication/allergy list, emergency contact lists, and children’s life-saving medication such as an EpiPen. Staff will always be expected to stay in ratio and must remain in ratio during an evacuation. Staff are required to use the written morning attendance sheet as well as ProCare to count for all children. Staff are required to know the count at all times during the day to ensure the safety of all children. Staff will also grab the phones when evacuating so that parents may be able to contact the center and we can contact parents or emergency contacts if needed. Once at the designated meeting spot, staff will work in accordance with local first responders to distinguish if it is safe to return to the center or if we will need parents/guardians to pick up from our meeting spot. Children will be released to parents/guardians or emergency contacts once they show proof of ID, and it matches the emergency contact form.

**Emergency fire procedures:**

If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (If you are on duty in the classroom at the time of a fire, follow the instructions below and evacuate the children first.)

• Exit the building and proceed to the designated meeting place.

• Call 911 as soon as you have reached the meeting place. Provide the center’s name and location. Describe the location of the fire.

**If the fire alarm sounds while you are in the classroom:**

• Assist in the evacuation of the children from your classroom.

\*If children are not able to evacuate in a swift manner due to any reason, staff will help them evacuate by carrying the children\*

• Collect the classroom first aid kit, classroom binder, and attendance clipboard. Staff members closest to the outdoor exit are responsible for leading children out of that exit and to the designated meeting place: End of the dead-end street, South Railroad Street, by the white fence that stops the road from connecting to Tacoma Mall BLVD.

Every classroom must stay together as a group. Staff members farthest from the outdoor exit are responsible for ensuring everyone has evacuated the classroom.

• The last staff member to exit the classroom must turn off all lights and close all doors.

• Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. o If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.

• The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for. Lead Teachers will be responsible for contacting parents and informing them of the situation

**\*\*\* in the event our smoke detectors fail, or if we need to alert the facility that we need to evacuate or call emergency services, all staff will be blowing a whistle, which will also be practiced during our monthly drills\*\*\***

**. \*\*FIRE DRILLS WILL BE PRACTICED MONTHLY\*\* The Director or Assistant Director will initiate all drills and maintain records of all drills.**

**Intruder or Dangerous Person(s)**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child. If there is an intruder or dangerous adult in the center:

• Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.

• A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

**In the event of an intruder or dangerous adult:**

• ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.

• The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the local police department to notify them of the situation.

• The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves. Staff will then call each parent/guardian and explain the situation and the outcome.

**In the event of an intoxicated parent/guardian:**

• The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick-up person is contacted.

• If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.

• The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.

• Call the local police department and inform them of the situation. Provide as much information as possible, including parent’s name, make/model of the car, and license plate number.

**In case of Parent or Provider Absence:**

In the rare occurrence in which the provider or a staff member has an emergency and needs to leave, the director as well as any additional staff members will be immediately contacted and asked to come in to provide for the rest of the day. If no staff member is available, it is the director's responsibility to show up and provide for the rest of the day so that children are never, under any circumstance, left unattended.

If a parent or guardian is unable to arrive at the center to pick up their child(s), we will call all emergency contacts to come and pick them up. If nobody is able to come and pick up your child that day, due to our no overnight policy, we will be forced to call child protective services. Please make appropriate arrangements to have your child picked up from daycare on the day(s) you drop them off to ensure their best wellbeing.

**Blizzard/ Severe Winter Weather:**

The Director and/or staff will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

**Lightning:**

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

**Missing or Abducted Child:**

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search. If the child cannot be in a reasonable amount of time, the Director and/or Assistant Director will notify the local police department and the child’s parents.

• In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, the local police department, and the child’s parents.

**Power Failure:**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close, and parents will be contacted.

• Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.

• Activities will resume as soon as possible until parents arrive.

**Environmental or outdoor chemical spill:**

If the center receives notification from the Tacoma Police Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

• Staff members and children must immediately return to their classrooms.

• All doors and windows must be immediately closed.

• The Director and/or Assistant Director will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the Tacoma Police Department.

**Indoor chemical spill:** (including the mixing of chemicals which creates hazardous fumes)

• Immediately notify the Director or Assistant Director of the situation then assist in the evacuation of the children from your classroom.

• Collect the classroom first aid kit, classroom binder, and attendance clipboard. Staff members closest to the outdoor exit are responsible for leading children out of that exit and to the designated meeting place: End of the dead-end street. Every classroom must stay together as a group. Staff members farthest from the outdoor exit are responsible for ensuring everyone has evacuated the classroom.

• The last staff member to exit the classroom must turn off all lights and close all doors.

• Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.

• The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.

• The Director or Assistant Director will contact the local police department to inform them of the situation. Further action taken will depend on instructions from the police department.

**Bomb Threat:**

If a staff member receives a bomb threat or locates a suspicious package, the Director or Assistant Director must be immediately notified. DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE. The Director or Assistant Director will contact the local police department.

**If you are on duty in the classroom:**

• Position yourself between the children and impending threat, as much as possible.

• Collect the classroom first aid kit, classroom binder, and attendance clipboard. Staff members closest to the outdoor exit are responsible for leading children out of that exit and to the designated meeting place. Every classroom must stay together as a group. Staff members farthest from the outdoor exit are responsible for ensuring everyone has evacuated the classroom.

Please note anytime Tumble Town Daycare is to evacuate, you MUST grab the emergency backpack, which is located hanging up on the front door, which is also the primary exit. In the backpack will be kept a first aid kit, important files such as every child’s medication/allergy list, emergency contact lists, and children’s life-saving medication such as an EpiPen.

• Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.

• The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.

**Childrens emergency kits:**

Your child’s safety is important to us. We will be practicing monthly drills such as fire, earthquake, and lockdown. All children will be required to have an emergency kit gallon size bag including:

* Nonperishable food (Jerky, fruit snacks, tuna, dried fruit, raisins, crackers)
* Water bottle
* Nontoxic light stick

**Earthquake:**

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings. The first aid kit, classroom emergency binder and classroom attendance clipboard should always remain with the Lead Teacher. When notified by the Director or Assistant Director that the situation is safe, the Lead Teacher must use the classroom attendance clipboard to verify all children are accounted for. When safe to do so, the provider will immediately contact our local first responders to determine if evacuation is necessary for our center. If guided to evacuate, we will follow our evacuation safety plan. Parents will be notified as soon as possible.

**Drills and Records:**

![A diagram of a diagram

Description automatically generated]()Once a month, a fire drill will be practiced ensuring the safety and preparedness of all staff and children. Once every third month, either a lockdown, earthquake, or shelter-in-place drill will be performed. All drills will be written down on the official department form and kept on the main front door. Records of every drill will include the date and time of the drill, total drill time, what staff were present at the time, and the number of children. The provider will also include notes on how the drill went overall, and notes on what to do to improve the results for the next drill. Providers will randomly schedule all drills to ensure a variety of staff, time, and number of children present to ensure all are ready for if a real disaster were to strike.

**Overall Emergency Procedure Guidelines:**

• A First Aid kit is located on the wall near the outdoor exit in each classroom. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.

• Blood borne pathogens kit is in the laundry room.

• All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child’s enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child’s body) staff members are required to call parents before picking them up to inform them of the incident.

• Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.

• In the event of an emergency, it is important to remain calm. • As a staff member, your first responsibility is ensuring the safety of the children in your care

