

## **EAST AURORA COMMUNITY NURSERY EMERGENCY PROCEDURES**

Below is a summary of emergency procedures. If there are questions regarding these procedures, please do not hesitate to contact us for any reason. Our primary focus is to keep your children safe.

### **Illness or Injury:**

1. The teacher (or other designated staff member) will assess the full extent of the injury (or illness);
2. After injury (or illness) has been determined to be an emergency:
  - a) The Nurse or Supervising Staff immediately attends to the child's need;
  - b) The front desk is to immediately contact 911 and the Fisher Price Emergency Services; and then contact the parent;
  - c) The teacher, assistant teacher or other staff member immediately remove all other children from the area.

### **Minor injuries/incidents:**

1. The Teacher (or other designated staff member) will assess the full extent of the injury/illness. ***The Nurse or Administrative Staff MUST be advised of the following:***
  - a. labored breathing
  - b. *any* bite from another child
  - c. a significant cut
  - d. all bumps to the head (even if there is no visible mark)
  - e. anything out of the norm that a staff member is concerned about or may warrant a visit to the doctor.
2. After injury has been assessed, the child will be treated accordingly; and
3. An incident report will be completed, provided to the Parents and kept on file.
4. A Parent must be contacted by the Nurse or Administrative Staff when any of the above-mentioned occurs. If the Nurse and/or Administrative Staff are not available, the front desk will contact the Parent.

**Release of a child:** When a Parent picks up the child, be sure the Teacher knows that he/she is leaving. You must sign your child out at the front desk. (This procedure is for your child's protection). If someone other than a Parent is to pick-up your child, you must notify us in advance by completing the Pick-Up Authorization form (available at the Front Desk or in the Classroom). We will require a form of photo - ID before releasing your child. Please remember that the center closes at 6:00 pm. We expect that all parents and children will have left the building by that time.

**Emergency closings due to weather:** EACN will close only if there is a driving ban in the Village. We remain open even if the East Aurora school district closes. If Fisher-Price campus closes early due to weather, we will also close early.

**Evacuation procedures and fire drills:** Fire drills are scheduled and practiced once per month in cooperation with the Fisher-Price Facilities Manager, as required by New York State. The drills are recorded and reported to the NYS Office of Children and Family Services. Evacuation routes are posted in each classroom. EACN obtains a fire inspection at least annually by local or state fire officials and monthly inspections of the premises

are performed. All inspections are documented and maintained by the Director. In the event that we are not able to return to the building, arrangements have been made to bring the children to the Fisher-Price Show and Tell rooms or to Fisher-Price Building 36 Atrium. Our secondary relocation site is the "Team Center" on the Fisher- Price campus. Teachers have "to-go bags," filled with adequate supplies, which move with them for every fire drill and field trip. Attendance sheets also accompany Staff. Adequate supplies include diapers, bottles, snacks, blue cards, medication, Epipens, etc. The Director will determine a plan for notifying families. The plan will include directions and instruction on picking up the children.

### **Seizure Protocol**

Seizures are sudden, temporary changes in physical movement cause by abnormal electrical impulses in the brain.

#### **EACN will call 911 if:**

- It is a first time seizure
- Seizure last more than 5 min
- Another Seizure starts shortly after first one ends
- The person is pregnant, injured, diabetic or if it happens in water

### **Lockdown/Shelter in Place Procedures:**

**Two drills will be conducted by EACN each calendar year. For the year 2017-18 drills are planned for October 12, 2017 at 10 am and February 7, 2018 at 3:30 pm. Parents will be notified in advance if these dates change.**

In the event that the building must be secured, the following procedures will be followed:

Administrative Staff will make the announcement, "LOCKDOWN THE BUILDING, REPEAT "LOCKDOWN THE BUILDING." The panic button will be engaged, alerting Fisher-Price Security, who will immediately call 911. ***No one*** will be permitted to enter the center through any entrance, including Fisher-Price parents. NYS Office of Children and Family Services and all parents will be notified as soon as the Administrative Staff is clear of immediate responsibilities and all staff and children are safe and accounted for.

A teacher from each room will lock the classroom door, turn off the lights, close the shades and move the children away from any windows and doors. Rooms will be given instructions to evacuate if necessary. ***Administrative staff will provide frequent communication to staff regarding the status of the lockdown and the need for continued cooperation.*** The Director will communicate with authorities until the Director of Security is able to take over.

If a child is in the hallway, he/she will to be taken into the nearest classroom. If a child is in the Nurse's office or Therapy room, he/she will remain in that location. If a group is on the playground they will move inside and go to the nearest classroom. Each Lead

Teacher will immediately take a count of the number of children and adults, and ensure that all children are accounted for. The Business Manager will call each room for that head count.

Administrative staff will move into the Business Manager's office and lock the door. Kitchen Staff will go to Moppets to assist with children. The Nurse will go to the Infant wing to assist.

The Administrative Staff will make sure everyone is accounted for, and safe, before giving the All Clear.

Children will be occupied in the classroom with games, books, toys, etc. Supplies will be kept available in case we are required to "Shelter In Place." Adequate food and water, first aid kits, flashlights with extra batteries, diapers, formula, and cell phones will be kept in each classroom in the event of an emergency.

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