

EMERGENCY PLAN



**Rainbow Playschool
281 Barnard Road
Woodstock, Vermont
802-457-3629
www.Rainbowplayschool.org**

**Rainbow playschool>
281 Barnard Road
Woodstock, VT 05091
802-4587-3629**

Dear Parent / Guardian:

In the event of an emergency situation, Rainbow Playschool has outlined the below response plan. Please know that Rainbow Playschool will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1.If the emergency is confined to the immediate area at Rainbow, e.g. fire, and the children cannot stay on the premises, the children will be taken (walked) to **The Billings Rockefeller National Park. Infants non-walkers and children with special needs will be transported by evacuation cribs, strollers and carts. The children and staff will remain at this location while you or your emergency contact is notified of the situation.**

2.If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, and the children cannot remain in the immediate area, they will be taken (walked) to **Janice Graham's CPA. The children and staff will remain at this location while you or your emergency contact is notified of the situation.**

Notification

Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Please rest assured that Rainbow Playschool staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

DISASTER AND EMERGENCY

PLAN FOR *Rainbow Playschool*

I. Purpose

This emergency plan has been developed to assist Rainbow Playschool in protecting the health and safety of the children in its care. The safety of the children and staff is the primary goal of Rainbow Playschool

II. Assignment of Responsibilities

Staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children's Attendance, Emergency Contacts

Children's daily attendance records are kept on on all tablets in each room on the ProCare app. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept on the rolodex in the office and in their individual file

IV. Children in Care

All children in care are between the ages of 6 weeks and five years. We have special needs children. Children are present between the hours of 8-5 Monday through Friday

V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

Types of emergencies and/or Hazardous situations

- **Medical Emergencies**
- **Flooding**
- **Fire**
- **Bomb threat**
- **Threat of Violence**
- **Chemical spill**
- **Severe weather**
- **Missing Child (Kidnapping)**

VI. Types of Emergency Response

Medical Emergencies

- Assess the situation and contact 911, if necessary.
- Notify the parents immediately.
- Document the date and circumstances regarding the medical emergency on an incident report form.
- Put a copy of the incident report in the incident file
- Give parent or guardian a copy of report

Evacuation

Evacuate the facility to go to another location nearby to remain safe.

Evacuation maps are posted by all doorways and classrooms The map outlines where the staff and children will go in the event of an evacuation emergency.

- All teachers assemble their own group of Children & account for each one

- Director and daily float will assist small children or special needs children
- teacher will grab Attendance & emergency backpack (includes contact phone numbers, diapers, wipes, first aid kit)
- Proceed to **The National Park** (1) or **Janice Graham's** (2) (if **Park** is also in a state of emergency.)
- All teachers account for their own group of children
- Call 911 and parents

****Flooding***

- Director or appointed staff assess the rising water and decide if evacuation is necessary
- If necessary, the evacuation plan is set into motion.

****Fire/Smoke***

- Fire and smoke will be announced by the alarm system.
- Director or appointed staff should investigate and determine whether the alarm is valid or a false alarm.
- If valid continue with evacuation and then call 911.

****Bomb Threat***

- Evacuate then call 911

Shelter in Place

In the event that it is safer to stay inside the building: the director or acting director, will declare Shelter in place. This will require the doors will be locked windows locked and shades drawn. Steps will be taken to notify authorities and parents to the specific situation.

****Threat of Violence***

Shelter in place will be declared.

****Chemical spill***

Shelter in place will be declared. Windows, Doors and airways will be taped. If it is determined that children can be safely evacuated by emergency personal, the children will be taken to the nearest safe evacuation site.

****Missing Child (kidnapping)***

Call 911 and then the parent

***Chain of command:**

1. Director
2. Business Director

3. School Coordinator

Three off-site locations are listed in order of use below:

1- Location: **Marsh-Billings-Rockefeller National Park**

Address: Route 12

Woodstock, VT

Telephone Number: 457-3368

2- Location: **Janice Graham, CPA**

446 Barnard Road, Woodstock, VT

Telephone Number: 457-9818

3- Woodstock Elementary School (if disaster affect first choices)

15 South Street

Woodstock, VT

Telephone Number 457-2522

VII. Staff Training & Monthly Drills

All staff and children will participate in evacuation drills at the facility. Drills will be conducted monthly. All drills must be documented.

VIII. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, at the sign-in attendance desk in a labeled binder.

IX. Local Emergency Planning Committee

LEPC District 12

802.457.3188

802.457.4728 -FAX

Mark Warner, Chair

LEPC #12 c/o TRORC
128 King Farm Road,
Woodstock, VT 05091