

Ohio Department of Children and Youth
**EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR
CHILD CARE CENTERS**

Center Name: Middleburg Early Education Center

Center Address: 7171 Pearl Road, Middleburg Hts., OH 44130

Center Email Address: MEECpreschool@gmail.com

Center Telephone Number: 440-888-9922

1. As required in rule 5101:2-12-16 of the Ohio Administrative Code (OAC), this disaster plan includes procedures that will be used by child care staff members and employees to prepare for and respond to the following emergency or disaster situations:

- a) **Weather emergencies and natural disasters. (Severe thunderstorm, tornado, flash flood, major snow fall, blizzard, ice storm, or earthquake)**

Procedures to prepare for and respond to:

Severe Thunderstorm:

The administrator/lead child care staff member will monitor conditions via weather applications on the internet and weather radio. We will stay indoors and away from windows.

Tornado:

The administrator/lead child care staff member will monitor conditions via weather applications on the internet and weather radio. The Emergency Contact Notebook and attendance sheet will be taken by a staff member. Double doors near entrance #5 will be closed. Children will be led to their designated areas in a calm, orderly, and firm manner. Children in the large classroom will position themselves in the hallway against the east wall of the building outside of the gymnasium. Children in the small classroom will go into the men's restroom. Children in speech therapy rooms should take shelter in the women's restroom. All persons should crouch low, head down, protecting the back of the head with the arms.

Flash Flood:

The administrator/lead child care staff member will monitor conditions via weather application on the internet and weather radio. The Emergency Contact Notebook and attendance sheet will be taken by a staff member. The double doors located near entrance #5 will be closed. Children will be led to the second floor of the building in a calm, orderly, and firm manner.

Major Snow Fall/Blizzard/Ice Storm:

If the emergency is forecasted or happens prior to the start of the school day, classes will be cancelled. Families will be notified via personal email, text message sent through the Remind App, posted on the school website www.MEEC.us, and posted on-line through local television stations. If the emergency happens during the school day, depending on the severity, early dismissal of classes may occur. Families will be notified the following ways: Telephone call, personal email, text message through the Remind App.

Earthquake:

The administrator/lead childcare staff member will direct the students away from windows and underneath tables in a crouched position with their head down protecting the back of the head with the arms.

- b) **Emergency outdoor and indoor lockdown or evacuation that results in a relocation due to a threat of violence. (Active shooter, bioterrorism, or terrorism.)**

Procedures to prepare for and respond to:

Active Shooter:

All doors to the building are locked so that no one can enter the building unless they have a key fob. Families have a key fob that is programmed for the times that their children are in school as a deterrent to an active shooter. If despite the safety measures a situation arises, classroom doors and office doors will be locked. Children will be placed behind shelving unit toward the rear of the large classroom. Children in the small classroom will be placed in the corner with a table upended in front of them. Children will be kept as quiet as possible. The administrator or lead child care staff member will use cell phone to call 911. Walkie talkies or cell phones will be used for communication between staff. If outside, children will be led into the center and begin lockdown procedures, as stated above. If it is necessary to flee the building, staff will escort children out the nearest exit and proceed to Scribes and Scribblers, 14101 Uhlin Drive, Middleburg Hts., OH 44130. Communication with parents will be through the Remind App and phone calls to the numbers provided on the enrollment forms found in the Emergency Notebook. Staff will use personal cell phones if the school phone is not available, or working phones located at Scribes and Scribblers. Children will be dismissed only by a staff member to a person who is authorized to pick up the child.

Bioterrorism:

Call 911 and report to authorities. Wash hands with soap and water and wear gloves and/or protective gear when dealing with those exposed.

Terrorism:

Remain calm and be patient. Call 911 and report to authorities. Listen to television, radio or internet for news and instructions. Follow the advice of local emergency officials. Communication between classrooms will be via cell phones or walkie talkies. Give first aid to those injured. Check for damage to utilities or gas smell. Evacuate building if necessary. The Emergency Notebook and attendance sheet will be taken out by a staff member. First aid kit and any student medication would be taken during the evacuation. These items are located in the office in the cabinet above the director's desk. All children with special needs will be assisted by staff members. Children from the large classroom will exit through door #5 or the rear door adjacent to the play ground. They will meet at the dumpster to be counted. Children from the small classroom will exit through door #4 and will meet by the mailbox to be counted. Children who are not with the class during the evacuation will exit with the adult responsible for them and go to the meeting area for their class to be counted. In the event of an extended evacuation, or the need to be farther away for the building, children will walk with teachers to Scribes and Scribblers, 14101 Uhlin Drive, Middleburg Hts., OH 44130. Communication with parents will be through the Remind App and phone calls to the numbers provided on the enrollment forms found in the Emergency Notebook. Staff will use personal cell phones if the school phone is not available, or

working phones located at Scribes and Scribblers. Children will be dismissed only by a staff member to a person who is authorized to pick up the child. Children will be documented as picked up on the attendance sheet.

- c) Emergency or disaster evacuation that results in a relocation due to hazardous material and spill, gas leak or bomb threat.

Procedures to prepare for and respond to:

Hazardous Material and Spills:

If there is evidence of hazardous material or a spill in the center, we will immediately evacuate to the outdoor play area. Center staff will call 911. If the hazardous material or spill is outside the center, we will follow the lockdown procedure. In the event anyone comes into direct contact with a suspected hazardous material, center staff will immediately call 911 and request assistance. We will follow the instructions of the 911 operator and any responding emergency personnel.

Gas Leak:

In the event of a gas leak, center staff will call 911 and an evacuation of the building will occur. During the evacuation windows and doors will be left open. The Emergency Notebook and attendance sheet will be taken out by a staff member. First aid kit and any student medication would be taken during the evacuation. These items are located in the office in the cabinet above the director's desk. All children with special needs will be assisted by staff members. Children from the large classroom will exit through door #5 or the rear door adjacent to the play ground. They will meet at the dumpster to be counted. Children from the small classroom will exit through door #4 and will meet by the mailbox to be counted. Children who are not with the class during the evacuation will exit with the adult responsible for them and go to the meeting area for their class to be counted. In the event of an extended evacuation, or the need to be farther away for the building, children will walk with teachers to Scribes and Scribblers, 14101 Uhlin Drive, Middleburg Hts., OH 44130. Communication with parents will be through the Remind App and phone calls to the numbers provided on the enrollment forms found in the Emergency Notebook. Staff will use personal cell phones if the school phone is not available, or working phones located at Scribes and Scribblers. Children will be dismissed only by a staff member to a person who is authorized to pick up the child. Children will be documented as picked up on the attendance sheet.

Bomb Threat:

Evacuate everyone from the premises immediately, following the detailed procedures above. Staff will call 911. If the caller indicates that there is some time before the bomb will go off try to get as much information as possible about the location and description of the bomb and the caller. Stay as long as you can on the line and have someone else call 911 to report.

d) **Outbreak, epidemic or other infectious disease emergency.**

Procedures to prepare for and respond to:

Outbreak:

An outbreak of infectious disease is when the number of cases exceeds the normal expectancy. The director will follow the Guidelines posted on the Ohio Department of Health Communicable Disease chart located in the office. Communicable diseases are listed along with incubation, transmission, and required actions. If indicated on the chart, the Cuyahoga County Board of Health will be contacted. The center will be advised by the Board of Health if any additional measures need to be taken, such as notification to parents or closure of the center.

Epidemic:

An epidemic of infectious disease is when the number of cases exceeds the normal expectancy and spreads quickly within the center. The director will follow the Guidelines posted on the Ohio Department of Health Communicable Disease chart located in the office. The Cuyahoga County Board of Health will be contacted. The center will be advised by the Board of Health if any additional measures need to be taken, such as notification to parents or closure of the center.

Other Infectious Disease:

In the event of infectious disease emergency, the center will follow guidelines issued by the local health department, Ohio Department of Health, Center for Disease Control and Prevention, and the Ohio Department of Job and Family Services. Communications regarding infectious disease information within the center will be sent to parents via email and hard copy. Parents will be notified if their child has been exposed to the following illnesses: Chicken Pox (Varcella), Measeles (Rubeola), Mumps, Strep Throat, Scarlet Fever, German Measles (Rubella), Pink Eye (Conjunctivitis), Impetigo, Head Lice, Scabies, Ringworm, Covid-19, meningitis, whooping cough.

e) Loss of power, water, or heat.

Procedures to prepare for and respond to:

Loss of Power:

Contact information for utility companies will be posted on ODJFS bulletin board in the large and small classroom. After the loss of a utility, the administrator or lead child care staff member on duty will contact the utility company to establish length of loss. If a utility is not immediately restored and the center is required to be closed, then parents will be notified of program's closure by phone, text, or email and will be given a timeframe in which children must be picked up. If the loss of power is known prior to the start of class time school will be closed. Families will be notified via email, text, posted on the website.

Loss of Water:

Contact information for utility companies will be posted on ODJFS bulletin board in large and small classroom. After the loss of a utility, the administrator or lead child care staff member on duty will contact the utility company to establish length of loss. If a utility is not immediately restored and the center is required to be closed, then parents will be notified of program's closure by phone, text, or email and will be given a timeframe in which children must be picked up. If the loss of water is known prior to the start of class time school will be closed. Families will be notified via email, text, posted on the website.

Loss of Heat:

In the event of a loss of heat the Council Property Representative of Bethel Lutheran Church will be contacted, so that arrangements for repairs can occur. The temperature of the classrooms must be 65-85 degrees. If the temperature cannot be maintained the administrator or lead child care staff member on duty will close the program. If loss of heat occurs during class time early dismissal of classes will occur. If loss of heat occurs prior to the start of class, school will be cancelled. Families will be notified via email, text, and post on the website.

f) Procedures to prepare for and respond to other threatening situations that may pose a health or safety hazard to the children in the center:

In the event of any other threatening situation, that may pose a health or safety hazard to the children in the center, it will be determined by the administrator or lead child care staff member whether we need to follow lockdown or evacuation procedures for relocation. When needed, 911 or the appropriate local emergency management agency will be contacted by the administrator/lead child care staff member. Center staff will follow all instructions given by emergency services personnel. Center staff will inform parents of any threatening situations that may pose a health or safety hazard to the

children via text, email and phone.

2. In accordance with rule 5101:2-12-16 of the OAC, the following procedures outline how child care staff members and employees will ensure children are safely cared for and reunited with their parents during emergency or disaster situations.

a) Procedures to follow during shelter in place or evacuation that results in a relocation, including how the center will care for and account for the children until they can be reunited with their parent:

In the event of an evacuation or a need to shelter in place, children will be accounted for using the attendance sheet. The first aid kit and individual student medication will be taken. Since the evacuation will be to the childcare center, Scribes and Scribblers, located at 14101 Uhlin Drive, Middleburg Hts., OH 44130, they are well equipped with supplies, such as water, food, diapers, etc. Communication with parents will be through the phone calls, text or email to the numbers provided on the enrollment forms found in the Emergency Notebook. Staff will use personal cell phones if the school phone is not available, or working phones located at Scribes and Scribblers. Children will be dismissed only by a staff member to a person who is authorized to pick up the child. Children will be documented as picked up on the attendance sheet.

b) Procedures to follow to assist children with special needs and/or health conditions and accommodate infants and toddlers during disasters or emergencies:

Assist children with special needs and/or health conditions:

All students with health conditions or medications have A Child Medical/Physical Care Plan for Childcare (JFS Form 01236) on file. These forms are located with the medications in the cabinet above the director's desk and will be taken with the child in the event of an evacuation. All children with special needs will be assisted by staff members.

Accommodate infants and toddlers:

In the event of an evacuation, toddlers may be transported in wagons.

c) Procedures to follow for reunification with parents:

(i) Communication of the center's emergency contact information to parents:

The Emergency Preparedness and Response Plan will be posted on the school website at MEEC.us. A copy of the Emergency Preparedness and Response Plan will be posted in the hallway on the All-School Bulletin Board.

(ii) Ensuring that the parent emergency contact information is easily accessible in an emergency:

Parent emergency contact information will be kept in a binder located in the office in the plastic holder attached to the wall. A second Emergency Contact Binder is located on the shelf in the Big Classroom.

(iii) Notifying and communicating with parents regarding the location of the children if evacuated:

In the event of an evacuation that results in a relocation, parents will be notified by text, phone call, or email of the safe location. If deemed safe to do so, a posted notification will also be hung on door #5 prior to evacuation from the center.

(iv) Communicating with parents during loss of communications, or when there is no phone or internet service available:

In the event of loss of communication, if safe to do so, the administrator or lead child care staff member will post a notification on the child care center's entrance door #5 sharing updates to contact information.

d) Location of supplies and procedure for gathering necessary supplies for staff and children, if they are required to shelter in place:

Copies of JFS 01234 "Child Enrollment and Health Information for Child Care" is located in the Emergency Contact Binder located in the office in the plastic holder attached to the wall.

Copies of JFS 01236 "Child Medical/Physical Care Plan for Child Care", is located in the cabinet above the administrator's desk.

Copies of JFS 01217 "Request for Administration of Medication for Child Care" is located in the cabinet above the administrator's desk.

All student medication is located in the cabinet above the administrator's desk.

The First Aid Kit is located in the cabinet above the administrator's desk.

Water, snacks, extra clothing, diapering supplies are located in the large and small classrooms.

e) Procedures for caring for children if a disaster occurs during transportation, such as during a field trip or routine trip:

The center does not take field trips or routine field trips that require transportation.

f) This plan is made available to all child care staff members and employees by: The disaster plan will be kept in the center's Emergency Contact Binder and several copies are located in the bottom drawer of the student file cabinet in the office. Child care staff members and employees will be required to read the emergency plan upon hire, annually and as updates are made..

g) Procedure for training staff on this plan including how staff duties may be reassigned based on the disaster:

Child care staff members will be trained upon hire, annually at the first in-service meeting of the school year prior to the first day of school, and when updates are made. Training verification is kept in the director's copy of the Emergency Preparedness and Response Plan.

h) Procedure to ensure this plan will be updated annually as required by 5101:2-12-16 of the OAC.

The child care center administrator will review and update the disaster plan at least every year, prior to the first in-service meeting in August of each school year or as required by program changes.

i) Procedures for administrator, child care staff member or employee communication with local emergency management officials during a disaster:

In the event of a disaster, center staff will contact the necessary emergency management official (911, utility department, etc.) by phone. The primary contact phone will be a landline with a cellular phone as back-up. If main lines of communication are lost, the center will request another individual to locate a working phone or physically reach out to appropriate emergency services. Once the emergency has resolved, a serious incident report will be completed in OCLQS by the next business day.

DISASTER PLAN REVISION DATE: 03/17/2024