Emergency Procedures

Wildcat Falls Early Learning Center

235 Daniel Webster Highway

Merrimack, NH 03054

603-423-0267

In case of an emergency call 911

Cheyanne- Owner/Director 603-521-0810 Nick Owner 781-408-2401

Lindsay – Assistant Director 603-785-6359 Brittney – Assistant Director 603-213-1920

Kay – Office Manager 617-335-2580

Important Numbers

All Emergencies call 911

Merrimack Police Department **603-424-3774 #0**

Merrimack Fire Department **603-424-3690**

Ambulance **603-424-3774**

Poison Control: 800-222-1222

Hospital Locations

Southern NH Medical Center **603-577-2000** 8 Prospect Street, Nashua, NH 03060

St. Joseph Hospital **603-882-3000** 172 Kinsley Street, Nashua, NH 03061

Elliot Hospital **603-669-5300** 1 Elliot Way Manchester, NH, 03103

Classroom First Aid Kit is located in:_____

Student files are in the office in the top drawer of the middle file cabinet.

Emergency Staff Numbers

Located on the cover

Emergency Bags

Red Emergency bags are hanging in all classrooms. Inside each bag you should have:

- First Aid Kit
- Emergency contact forms for each child and staff
- CPR masks
- Flashlight
- Snacks
- 2 diapers per student
- Wipes
- Tissues
- Gloves
- Hand sanitizer

Please check these bags monthly and restock as needed. Do not use items from the bag unless it is a true emergency. Use your first aid kit.

Teacher Responsibilities

Under no circumstances is anyone to talk to parents, staff not employed by Wildcat Falls Early Learning Center about an emergency. No one should speak with the media, or any other public entities regarding the events of the center. Please refer to them Kay or Nick

- Assess the situation and always remain calm.
- Review all emergency procedures and become familiar with them.
- Keep children calm and quiet so that further instructions can be heard and understood.
- Give children instructions in a calm manner
- If any of our emergency procedures take place, teachers must:
    - Retrieve red emergency bags from the classroom
    - Take cell phones and car keys
- Help administer or assist with CPR/ First Aid as needed
- Be alert of signs of illness, shock and/or injury

Fire Drills

- In case of a fire or any other needed to evacuate the building, children will be evacuated from the building and meet in the grass by the farm pen.
- If fire/smoke alarms go off, the teacher will instruct children to line up by the exit door. NO ONE is to grab any personal belongings. Teachers are to grab the red bags, cell phones and car keys (all these items should be placed in or near the red bag at the beginning or your shift). Follow the primary or secondary procedures located in each classroom to excite the building.
- Once safely behind the pen, teachers will take attendance and report to the director is charge, the number of students accounted for and if any child(ren) are missing from the count.
- The director will check the master list for the whole center's attendance.
- If a child (ren) is missing, the teacher will let the director know where the child was when the evacuation took place (i.e. bathroom, another classroom etc.) In the event this was not a practice drill, the director can then inform emergency personnel of the last known whereabouts of the missing child (ren). In the event this is a practice drill the director in charge will return inside to retrieve the missing child (ren)
- If the premises of WF must be evacuated and we cannot return, children and staff will be evacuated to The Nest and parents will be notified to pick their child (ren) there.
- Please follow the offsite evacuation procedures listed on the following page.

Evacuation

- In the event we cannot or are not allowed back inside the building, children and staff will relocate to The Nest
- Per state regulations, children can be transported by vehicle, without safety seats for a short distance for the safety and wellbeing of the children.
- Acting director and an assistant teacher and an infant teacher will transport the first students over, starting with the youngest ones. These teachers will remain there and wait for other students to come over, checking off students as they arrive at the off-side evacuation location. These teachers will occupy the children with games, songs, books ect. While all the children are being transported.
- Lead or associate teachers will transport children over to The Nest. They will check students in to acting director waiting over at The Nest and then return to WF for the next wave of children. With each transport, an assistant teacher will accompany the lead/associate teacher and then stay at The Nest to help care for students.
- No child is to be released to any parent until the reunification process is ready to take place. The director in charge will let you know when this happens. You will need to bring your red emergency bags to the off-sight location. When each parent arrives, check Brightwheels to ensure that that person pick up is allowed. These are needed for the reunification process.

Reverse Evacuation

- In the event of a life-threatening condition in or around the playground/ outside premises of WF children will be asked to quickly line up and head inside, using the nearest entry point into the building.
- Teachers will call 911 and then let the director in charge know of the situation.
- Teacher will tell children to line up quickly (do not clean up area/toys). Let children know they need to be quick. Grab clipboards/ binders and phones and proceed to bring the children into the building

quicky and safely. Use the nearest entry point of the building. Bring all children to the indoor gym and take attendance.

- The director (s) in charge will lock the door(s), draw the blinds, and proceed to the indoor gym to take attendance and verify everyone is accounted for.
- Teachers will then follow the **Lockdown/Shelter in place** procedure until the "all clear" has been issued by the director in charge.

Lockdown/Shelter in Place

- In the event that something takes place outside of the childcare center, while children are inside, (i.e. suspicious people(s), wildfire etc. teachers will lock doors, close blinds and bring all children to the preschool classroom.
- Call 911 and notify the director in charge.
- Teachers will inform children to quickly line up to the door nearest to the downstairs door and lead them downstairs. Teachers will lock doors, close blinds, shut off lights, grab red emergency bags and clipboards.
- The director in charge will take attendance and account for everyone.
- Teachers will keep children as quiet as possible with books, quiet games, songs, finger play ext. until the director has given the "all clear"
- **Under no circumstances do we leave the indoor gym or open the doors to check the situation.**

Drop and Cover

- In the event of an explosion, gunfire, earthquake, violent weather or any other natural or manmade event like those above, teachers and children will perform procedures for drop and cover.
- Teachers will instruct children to stop what they are doing and to seek over by laying on their stomach, on the ground, close to an interior wall, using their arms and hands to cover their face and head
- Contact first responders when it is saft to do so by calling **911**
- Stay in place and stay calm until the "all clear" has been given.
- Take attendance and await further instructions from the director in charge.

Scan in Place

- If children and teachers must take immediate action for a suspicious object in the vicinity of childcare, teachers will remain calm, scan the area, and move the children to safety.
- Keep hands by your side and scan the area around you for anything you cannot identify
- **DO NOT TOUCH OR MOVE THE OBJECT**
- **DO NOT USE A CELL PHONE OR ANY OTHER ELECTRONIC DEVICE.**
- Move all the children inside to the indoor playground
- Notify the director in charge immediately once all children are inside
- Proceed to the indoor gym classroom and **follow LOCKDOWN/SHELTER IN PLACE OR EVACUATION** procedures.

CPR/First Aid

- Remain calm and notify the director in charge
- Always wear gloves when caring for wound(s) or other bodily fluids
- If the injury is minor, use a first aid kit in the classroom, clean the wound and apply bandages
- Fill out accident/incident report
- If the injury is major, notify the director in charge
- Ask another staff member to move children to another area, away from the scene.
- Have someone call 911 if needed.
- Begin CPR/First aid training procedures and continue with these procedures until help/relief arrives

Reunification/Recovery

- A director will be the ONLY staff that will release children to parent(s)/ Guardian(s). **NO ONE IS TO RELEASE CHILDREN TO PARENT(s)/ GUADIAN(s) EXCEPT FOR THE DIRECTOR(S) IN CHARGE.**
- All children will be accounted for by Brightwheels
- As parents start to pick up, the director in charge will ask the parents
    - Who are they here to pick up?
    - Who are they?
    - Do they have their license or picture ID to verify ID?
- The director in charge will find the child(ren) and will make a name to face using Brightwheels. The child(s) will then be reunified with their parent(s)/guardian(s). As each child(ren) is released to their parent(s)/guardian(s) they will be checked off as released on the master attendance listed on brightwheel and have a parent(s)/guardian(s) sign off to ensure that child(ren) was released to the care of the correct person and that person is now taking responsibility for the child(ren).
- If any child cannot be reunified with their parent(s)/ guardian(s), then local law enforcement will be called by the director(s) job to stay until each child has been reunified with a parent or guardian or released to custody of local law enforcement.

Emergency Exit

- Gather all children in emergency crib if needed (check blind spots/bathroom)
- Gather emergency bags and binder, car keys, cell phone
- Follow the pink line to the closet emergency exit
- Meet behind the farm pen
- Use Brightwheels to make a name to face
- If any children are missing, notify the director ASAP

If you are unable to use your main exit location, follow the green line to the secondary exit and meet at the barn pen.