

# Compass Kids Emergency & Disaster Plan

WAC 110-300-0470

Effective April 1st 2025

EMERGENCY: 911

Owner: Katie Hudkins 360-761-2862

Licensors's Phone Number: Brittany Grgich 360-233-6373

Kitsap County Public Health: 360-337-5235

Out of Area Contact Number: 206-730-5132

## **Director or Person in charge of all emergencies and disasters to include but not limited to:**

- Oversees complete building and premises of Compass Kids.
- Kitchen staff will immediately turn off all appliances and then evacuate.
- Check and clear evacuation routes
- Examine structure for stability for occupancy
- Shut utilities off if needed
- Make decisions to evacuate or stay in building
- Assess injuries, secure first aid, track and monitor injuries
- Communications with fire, police, staff contacts, parents and emergency contacts for all children, and health care centers if needed
- Handles all communications with Media
- Coordinates staff and delegates assignments if needed during emergencies
- Director or Person in Charge will sound alarm or blow whistle during an emergency

Each classroom is equipped with a blue backpack for emergencies. Backpacks include all emergency information for each child in that class, first aid kit, flashlights and any child's medication and records.

All staff are trained and have orientation when hired on all disaster and emergency procedures. All staff and children complete monthly fire drills, quarterly earthquake drills and disaster preparedness with children regularly.

We are equipped onsite with extra food, water, blankets, first aid kits, battery powered radio, flashlights, personal hygiene products, tools.

Winter Storms:

1. Tune into Facebook for updates on weather and school closures. Director will make final call on closing center. Please make sure to check Playground messages and/or Facebook page for updates on closure of our school. Director will contact all parents and emergency contacts if children need to be picked up during school hours due to storm warnings. All children will be kept inside until picked up by families.

## **Power Outages:**

1. Tune to Facebook for updates on weather and school closures. If children are present during power outage and director decides for center to close due to power outage, we will communicate with parents if past the

two hour mark of no power to pick up children immediately. While power is out, we will keep emergency lighting on in all classrooms, provide flashlights, access emergency food and water supplies if needed. All refrigerators and freezers are to remain closed.

### **Earthquake:**

1. Drop, cover and hold, following established procedures.
2. When the shaking stops, evacuate to east part of parking lot near playgrounds.
3. Director accounts for all children and staff.
4. Call 911 if needed.
5. Director assess and treat injuries if needed.
6. Director will assess building for any structural damage prior to children re-entering the building. Director will contact out of area contact with plan and assessment.

### **Tornado or High Winds:**

1. Bring all children inside if on playground, keep children away from lobby windows, and tune to radio for live updates of tornado.

### **Fire:**

1. Drop, crawl, head down and take small breaths if needed.
2. Director call 911 immediately.
3. Staff evacuate all children and self's to east or west part of parking lot.
4. Children who are unable to walk will be rolled in emergency cribs or carried by staff members to evacuate.
5. Bring all emergency kits and supplies parking lot in front of Ridgetop Veterinary Clinic.
6. Account for all children and staff.
7. Communicate with parents and emergency contacts if needed.

### **Terrorism:**

1. Bomb Threat – Stay by phone and signal a staff member to call 911. Begin evacuation according to procedures. Get as much information about bomber (who, where, bomb location, timed, what bomb looks like, why). Listen for back ground noises from phone call with bomber, remember voice traits. Evacuate asap if threatened.
2. Bioterrorism- Do NOT touch, smell or taste unknown substance. Cover with trash can, paper or clothing. Wash hands. Evacuate according to emergency procedures, mark room as dangerous, CALL 911. Keep track of persons in contact with substance.

### **Hazardous Materials:**

1. Shelter in place when alerted from emergency broadcast system or police inform. If we need to evacuate due so to emergency alternate site location as listed below. Director will assess for damage, shut down any needed systems (hvac, air), account for all children and staff. Tune to radio if needed to listen for updates.
2. Director be in contact with all parents and emergency contacts to update and allow for pick up if possible.

### **Unattended and Missing Child**

1. Search complete building and property for missing child. Look for hiding spots children may find. Double check with staff that child was possibly picked up already. When child is definitely missing, call 911 and give description of child. Communicate with parents or emergency contacts.
2. In an event that children must be unattended in an emergency, children will be asked to make a line as fast as possible, due a quick head count. Staff member will be as quick as possible if EVER they have to leave child(ren) unattended.

## **Violence**

1. Director to assess scene for life threatening interactions. Call 911 if help is needed. Account for all children and staff. Assess for any first aid needed. Lock down school until police and fire arrive on scene.
2. Irate Parent or Family Member

If parent is on child's pick up list, than we have no legal grounds to hold child unless we see physical harm at that moment in which we would call 911 immediately. If parent or contact is not on list provided, we will hold child in care until we are notified by parent or legal guardian of decision to allow pick up. If person becomes irate and 911 is called, make sure to notice all physical traits and vehicle license plate information for police. Child will be kept in care until matter is resolved with police or parents.

\*\*\*If parent or family members picking up children are intoxicated, we will communicate parents or emergency contacts for child pick up arrangements.

## **Lockdowns**

Compass Kids may be requested to be in lockdown status if there is a threat in surrounding areas OR an unauthorized individual is entering building or property. All children on playground will be quickly directed to come back in building for lockdown status. Any unauthorized person who we feel is threatening the safety of our children AND staff will be treated as an intruder. Director will call 911 immediately. Staff will be required to keep children all together in classrooms, stay away from windows in lobby, and maintain a tranquil atmosphere as possible.

If intruder accesses building with a weapon, 911 will be called immediately. If no weapon is present, director will approach intruder with their introduction, ask if any assistance is needed, if person refuses assistance or is threatening in anyway, do not confront any longer and call 911.

1. All staff and children will participate in lockdown drills quarterly.
2. Parents will be informed that when the school is in lockdown, we will NOT allow access to school or release children until school is given authorization to from police.

## **Alternate Site Locations:**

Evacuate out in large parking lot in front of Ridgetop Veterinary Clinic.

## **Staff Ratios:**

During any emergency, staff will keep ratios and maintain children by taking roll call with their daily attendance in hand or on Tablet. Each 15 minutes, staff will take roll call and/or head count to maintain teacher ratio and account for all children in their class. Director or Person in Charge will continuously walk around and get full head count at every 30 minute increment during an emergency.