

Building Blocks Daycare Disaster Policy

Fire: Children and Provider leave by front or back daycare door, depending on location of fire. If leaving by front door, everyone gathers by tree in front yard and fire department is called on cell phone. We will load everyone into the van once we are safely out of the house and pull across the street to await the fire department. If leaving by the back door, we will all gather by the hot tub, call the fire department on the cell phone, leave the back yard by the gate by the hot tub and go to the van to await the fire department. Parents will be called from the van and advised of the next course of action.

Tornado: Children and provider will go to the family room in the basement of the house. This room has no windows. We will gather on the left side as you enter the room and listen to the television or radio until the all clear is sounded. In the event a warning or watch is issued close to pick up time, the daycare door will be left unlocked and parents may enter and join us in the basement.

Winter Storm: Most winter storms are forecast and are not a surprise. Should snow start to quickly accumulate, parents will be called to come for their children ASAP. Please take care to drive slowly and safely when coming after your children!

Loss of Electricity: Our daycare is total electric. In the case of a power failure where we lose heat, parents will be called to come for their children within one hour. In case of power failure that does not threaten our safety, parents will be called and may choose to come for their children or leave them until pick up time, their choice. We do have battery powered flashlights and radios for weather related power failures.


Water Emergency: State regulations dictate that if we have a water emergency where water must be shut off, we must close daycare. Should such an emergency ever occur, parents would be immediately notified and asked to come within one hour to pick up their children.

Chemical Leak: In the event of a chemical leak near us which would facilitate mandatory evacuations, children would be taken by car and van to my mother in laws in downtown New Albany or to the nearest safe place directed to by the Authorities. Parents would be called immediately and told where to locate their children.

Emergency Lockdown Procedures: Should an event ever occur which threatens the safety of the daycare children and staff, the following lockdown procedures will be followed. All doors into the home will be locked and dead bolted. Children will be moved to the lower level of the home where there are no windows or doors, authorities and parents will be called immediately, in that order. One adult will man the upper level of the home, while another remains with the children to keep them safe on the lower level.

Shelter In Place: There may be a disaster which would require us to 'Shelter In Place.' Below are the guidelines for our procedures should such an instance ever occur:

If authorities ask you to Shelter-in-Place, it is important to understand how to protect your loved ones or colleagues until the hazardous material passes (this is typically up to 5 hours, not days). Follow these simple guidelines to prepare for Sheltering-in-Place.

 Before Shelter-in-Place order is given, decide which room you will shelter in. The room should be an above ground room with as few outside windows and doors as possible. **(NOTE:** Our shelter in

place area will be the living room hall, bathroom and my bedroom. The outside windows will be sealed off with plastic and duct tape, as well as the ventilation system, which will be turned off. The entrance to the hall will also be sealed off with plastic and duct tape until such time as authorities say it is safe to exit.)

- 🔔 Cut plastic sheets to extend over your windows and any ventilation openings such as a bathroom fan. Heavy-duty garbage bags will work if large enough.

- 🔔 Test to ensure the plastic will completely cover your windows. Tape the plastic to cover the window opening. (Note: It is likely that duct tape will remove the paint from your walls. Consider using painters tape and paper on openings first. Then, place plastic and duct tape over the painters tape).

- 🔔 Once you are sure all plastic will fit over openings, store the plastic and tape with your emergency preparedness kit.

- 🔔 Know how to close all fireplace dampers.

- 🔔 Understand how to turn off ventilation systems, including fans, heating and air conditioners.

- 🔔 Be sure your supplies are intact and practice Shelter-in-Place procedures each year.

During Shelter-in-Place

- 🔔 Place emergency preparedness kit in the room you plan to shelter in.

- 🔔 Turn off ventilation system, including heat, air conditioning and fans.

- 🔔 If using duct tape, place painters tape and paper around window, door, and ventilation openings such as bathroom fans.

- 🔔 Tape plastic over painters tape on windows and ventilation openings.

- 🔔 Tape door cracks.

- 🔔 Place a damp towel or blanket at bottom of door opening.

- 🔔 Come out of building only when the all clear has been issued (this should only be a few hours).

After Shelter-in-Place

- 🔔 Follow local instructions for food and water safety.

- 🔔 Clean and dispose of residue carefully. Follow instructions from emergency officials concerning clean-up methods.