

CHILD CARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Date of plan: 2017-18

1. Basic Information: Provide information about your child care facility

Facility Name:	Emmetsburg Catholic School
Facility Address:	1903 S. Broadway
Facility Phone:	712-852-3464
Facility Main Contact:	Jean Hyslop
Emergency Records/Supplies Kit Location(s):	Classrooms and Office
DHS Provider Number:	
Registration/Max. Child Capacity:	16/50

2. Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations

	Contact Name	Phone	Email/Website
Police/Sheriff	Eric Hansen Lynn Schultes	911/852-2424 852-3535	Paloaltosheriff.com
Fire	Frank Kliegl Judd Duhn	911/852-2424 852-4030	
Ambulance/Emergency Medical Technicians (EMTs)		911/852-5464	www.pachs.com/emergency-medical-services
Hospital	Palo Alto Co. Hospital	852-5500	www.pacsh.com/paloalto
Poison Control	Executive Director Linda B. Kalin	1-800-222-1222	http://www.iowapoison.org/
County Emergency Manager	Mark Hunefeld	852-4997	paema@windstream.net
Electric Company		1-800-799-4443	midamericanenergy.com
	Shut off location in facility:		
Gas Company – EMU	Lisa Gappa	852-2550/480-2552	emulisag@ncn.net
	Shut off location in facility:		
Water Company EMU	Lisa Gappa	852-2550/480-2552	emulisag@ncn.net
	Shut off location in facility:		
Insurance Agent	Mark Wetz		
Radio/TV Station – KEMB		852-5362	
Neighbor	Fr. Clem Currans	298-1799	ccurrans@e-irish.org
Neighbor	Bill/Kori Huberty	852-2733	eber@mchsi.com
Out-of-State Contact			

	Contact Name	Phone	Email/Website
DHS Child Care Compliance Staff Person	Ray Salsbury	515-268-2277 515-339-2456	http://dhs.iowa.gov/ rsalsbu@dhs.state.ia.us

DHS Child Abuse Hotline		1-800-362-2178	
Child Care Resource & Referral Agency	Sarah Harson	1-877-216-8481 1-712-541-3498	www.iowaccrr.org sharson@midsioux.org
Child Care Nurse Consultant	Tracey Heitritter	1-712-320-2125	http://idph.iowa.gov/hcci

3. Emergency Assessment: Identify emergencies or possible disasters likely for your facility.

(check all that apply)

x	Bomb threat	x	Hazardous material exposure	x	Structural damage to facility
x	Criminal activity	x	Ice/snow storms	x	Thunderstorm/lightening
x	Dangerous person or potentially violent situations	x	Injury/medical emergency – provider/staff	x	Tornado watch/warning
	Earthquake	x	Injury/medical emergency – child	x	Utility outages – power failure or water line disturbance
x	Fire/smoke	x	Missing, lost or abducted child		List additional event likely to happen in your area
x	Flooding		Mudslide/landslide		List additional event likely to happen in your area
x	Gas leak		Nuclear power plant or research facility accident*		List additional event likely to happen in your area

*NOTE: If a child care center is located within a 10 mile radius of a nuclear power plant or research facility, your plan must include procedures for a nuclear evacuation.

4. Parent Reunification: If we must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe:

Notifications:	Parents will be notified by our website and cell phone use. They will be directed on the procedure of where the children are at and what is happening as soon as possible. Parents will be given location of evacuation sites, emergency contact information for the school. Emergency records are located on JMC (student information system) or in a binder located in the classroom.
Delay in reuniting children with parents or authorized emergency contact:	Children will be kept in one of buildings on the school grounds or moved to a safe location. The school has a kitchen and restroom facilities. Students can be moved to room with a rug for comfort if it is a long period of time.
Release	Students will be released to parents or emergency contact only. Photo ID will be required to release the child.

5. Evacuation: If we need to evacuate our facility because there is a fire, gas leak, structural damage, etc., we will use the following procedures:

Evacuation routes/exits:	<p>3-year-old preschool room, Corrigan cafeteria and gym and the media classroom in the school building.</p> <p>The page system is used to notify all persons in the building of the specific emergency. Routes are posted in each room, windows and doors in the media classroom. The 3-year-old preschool room has two doors that can be utilized. Corrigan cafeteria and gym has doors on all sides of the building, depending on where the emergency is.</p>
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	<p>Students with special needs or medical needs will be assigned a specific adult to help the student with evacuation. Always take the emergency bag with you.</p>
Emergency records/supply kits:	<p>Emergency supplies are located in each building in a blue bag with special instructions if needed. Emergency records are located on JMC (student information system) or in a binder located in the classroom.</p> <p>The staff on duty is responsible for the records and kits. They will be located in the 3-year-old preschool and the media classroom. If after school care is in Corrigan, the staff on duty will be responsible for taking the emergency kit with them.</p>
Notifications:	<p>The administrator or person left in charge will make the decision. The page system in the building will be used to communicate to the staff and students. Emergency services will be called by 911 immediately. Parents will be notified when the building is clear and we are able to communicate with them. We will communicate through our website and texting.</p> <p>The administrator and emergency services will decide when it is safe to return to the facility.</p>
Evacuation sites:	<ol style="list-style-type: none"> 1. Parish Center, 2003 Broadway 2. Emmetsburg Public School – Middle School – King St. 3. Cylinder Fire Department – Cylinder Iowa
Transportation to evacuation locations:	<p>We would have to contact the public school to help evacuate our school. Other resources would be staff and parents who are approved drivers.</p>
Additional:	

6. Shelter-in-Place: If we need to stay in the safest place inside our facility when there is a weather-related event such as a severe storm/tornado or notified by emergency officials when there is a chemical spill/hazardous gases, etc., we will use the following procedures:

Location:	Shelter in the school would be the restrooms and the basement of the school and
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	Corrigan Hall.
Evacuation routes/ exits:	Media Classroom – exit the classroom to the right and out the west door. The window may also be used for exit. 3-year-old preschool – Exit the north or south door depending on the area of the emergency. Corrigan Hall – exit the door as directed by the staff. It would be the exit closet to the students and staff in the direction opposite the emergency.
Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	Students with special needs will be assigned an adult to help evacuate with. The adult staff will take the emergency bag with.
Emergency records/supply kits:	Emergency supplies are located in each building in a blue bag with special instructions if needed. Emergency records are located on JMC (student information system) or in a binder located in the classroom. The staff on duty is responsible for the records and kits. They will be located in the 3-year-old preschool and the media classroom. If after school care is in Corrigan, the staff on duty will be responsible for taking the emergency kit with them.
Notifications:	The administrator or person left in charge will make the decision. The page system in the building will be used to communication to the staff and students. Emergency services will be called by 911 immediately. Parents will be notified when the building is clear and we are able to communicate with them. We will communicate through our website and texting. The administrator and emergency services will decide when it is safe to return to the facility.
Additional:	

7. Lockdown: If we need to stay in the safest place inside our facility when there is security issue, such as, a disgruntled person, active shooter, community violence, unstable custody disputes, hostage situation, other physical or verbal threats, etc., we will use the following procedures:

Location:	Lock down location will be all building related to the school. The main building and Corrigan Hall. Each classroom can be individually locked.
Evacuation routes/ exits:	3-year-old preschool room, Corrigan cafeteria and gym and the media classroom in the school building. Each classroom would be locked immediately. The page system is used to notify all persons in the building of the specific emergency. Routes are posted in each room, windows and doors in the media classroom. The 3-year-old preschool room as two doors that can be utilized. Corrigan cafeteria and gym has doors on all sides of the building, depending on

	where the emergency is located.
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	Students with special needs will be assigned an adult to help evacuate with. The adult staff will take the emergency bag with.
Emergency records/supply kits:	Emergency supplies are located in each building in a blue bag with special instructions if needed. Emergency records are located on JMC (student information system) or in a binder located in the classroom. The staff on duty is responsible for the records and kits. They will be located in the 3-year-old preschool and the media classroom. If after school care is in Corrigan, the staff on duty will be responsible for taking the emergency kit with them.
Notifications:	The administrator or person left in charge will make the decision. The page system in the building will be used to communication to the staff and students. Emergency services will be called by 911 immediately. Parents will be notified when the building is clear and we are able to communicate with them. We will communicate through our website and texting. The administrator and emergency services will decide when it is safe to stop lockdown.
Additional:	

8. Hazard/Incident Specific Events: Provide information about your procedures for emergencies or disasters likely to happen in your area. For example, flash flood, missing child or power outage.

Event	<ol style="list-style-type: none"> 1. Missing child 2. Flash flood 3. Power outage
Steps you will take:	<ol style="list-style-type: none"> 1. Contact police/parents, search building 2. Move students to safe building – church 3. Flash lights available in each room. If off for long period, cancel school.
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	<ol style="list-style-type: none"> 2. Have specific adults responsible for specific students. 3. Same as #2
Emergency records/supply kits:	Emergency records on JMC.
Notifications:	Use new website for notifications.

Additional:	
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9. Cyber Security and Back-Up Records: Provide information about your procedures for protecting electronic records as well as having back-up copies of records.

Protecting your computer hardware	
Protecting your computer software	Firewall and virus protection are provided through local vendor.
If your computer is destroyed, critical documents are maintained and available	On the server that has a backup.
Back-up records, including a copy of insurance policies, facility plans, bank account records and computer back-ups stored in a secure location (fire/water resistant safe)	Parish office, fire/water resistant file cabinets.
Providing continuity if accounting and payroll records are destroyed	Flash drive for QuickBooks in fire/water resistant file cabinets.

10. Continuity of Operations/Recovery: Planning for an emergency or disaster also includes thinking about what issues you may have and what resources you will need after an emergency or disaster. The goals of continuity of operations/recovery are to:

- Rebuild you facility/building and restore services as quickly as possible;
- Meet the needs (physical, health and emotional) of children, families and staff; and
- Provide a supportive and caring environment that brings normalcy back into children’s lives

Reopening your facility	Our Diocesan insurance agent, local contractors, and emergency services would help determine if and when the building is save to return to. Repairs would be performed by local contractors that we use frequently. The information on local contractors can be located in the parish office. It would depend on what was destroyed on what would be replaced. Resources would be activities, tables, and chairs. The parents would need to find alternate care for their children.
Alternate location for your program:	An alternate location for a temporary program would be the Parish center. It is in the same block so transportation would not be needed. Relocations inspections would include DHS and the fire marshal inspection.
Displaced families:	We share information based on requests from a specific school or provider.

	It can be through e-mail, fax, or mail.
Communication systems:	E-mail and phone calls would be used to update DHS and other persons involved in about the facility's status. E-mail is the usual mode of communication for the resources including families and staff.
Displaced staff:	We would first look at our current staff and see if there are any opportunities to r eplace with them. Advertising would be used through social media, the web, and newspaper. The qualified persons would be interviewed and then hired accordingly.
Support networks to cope with trauma:	Support staff include Hope Haven, Season's Center, Catholic Charities, and our local pastor.