



BIG HEARTS
LITTLE HANDS Learning
Center

Disaster Readiness Manual

January 1, 2015

Big Hearts, Little Hands Learning Center Disaster Readiness Manual

As child care providers we must be prepared to respond to a wide variety of emergency situations. It may be evacuating children and taking them to a safe place or protecting them from outside threats by keeping them inside the center. A center disaster plan is critical and should be in place at all times. This manual will give a situation and a detailed plan to follow. It is important to insure that all staff have been trained in how to respond to each situation.

Tornado

After being notified every class will report to their designated area:

- Building One (Infants through two years) – Infants through one year old report to the hallway leading to the kitchen, two year olds report to the bathrooms
- Building Two (Three through twelve years) – All report to the bathrooms

Gather and account for all children in your class. In a calm manor guide your class to their designated area. Once it becomes safe you will be notified to return to your classroom.

Flood

After being notified every class will go to the warehouse parking lot immediately South of the center. Everyone will then be transported to the Memorial Drive United Methodist Church at 15th and Memorial (918-835-8426). We will go to the 2nd floor of the church.

Gather and account for all children in your class. In a calm manor guide your class to the front of the building and walk to the designated area. Once it becomes safe you will be notified and we will return to the center.

Fire

When notified by the alarm, everyone is to go to the nearest, safest exit and line up at the North fence of the school age playground.

Gather and account for all children in your class. Evacuate the building through the exit designated on the evacuation plan on the wall. Guide your class to the back fence in the North playground and do a headcount. Once it becomes safe you will be notified and we will return to the center.

Gas Leak

After being notified of a gas leak: Gather and account for all children in your class. Evacuate the building through the exit designated on the evacuation plan on the wall. Guide your class to the back fence in the North playground and do a headcount. Once it becomes safe you will be notified and we will return to the center.

Bomb Threat

When notified of a bomb threat we will notify the proper authorities.

After being notified every class will go to the warehouse parking lot immediately South of the center. Everyone will then be transported to the Memorial Drive United Methodist Church at 15th and Memorial (918-835-8426). We will go to the 2nd floor of the church.

Gather and account for all children in your class. In a calm manner guide your class to the front of the building and walk to the designated area. Once it becomes safe you will be notified and we will return to the center.

Terrorism or Dangerous Person/Activity on the Property or in the Area

When notified of a dangerous situation or dangerous person in the area or on the property we will lock all doors and make sure all children are present and safe inside the building.

Gather and account for all children in your class. Make sure all children are inside and lock your classroom door. Wait for further instructions from supervisors. When the area is safe and secure you will be notified.

Missing Child

In the event of a missing child, you must notify the office immediately. We will then search all possible areas where the child may be. If we cannot locate the child we will contact the Tulsa Police Department and the child's parents.

Dental Emergency

In case of a dental emergency with a child in our care, you will first notify the office. We will then call the child's parents and give them the names and numbers of at least three licensed providers of dental services.

The following accept Soonercare:

- Ocean Dental: 918-836-8366, 6801 E Admiral PI
- My Dentist: 918-551-7216, 31st and Sheridan
- Shortline Dental: 918-384-0099, 9908 E 21st PI (Se Habla Espanol)

Serious Injury Requiring Hospitalization

If a serious injury occurs at the center, we will immediately call 911.

Death of a Child or Caregiver

We will offer families grieving resources. We have several book on death and loss available for children and parents.