

October 2014 Revised May 2015. Revised Sept 2016, Active Shooter Policy added. Revised October 2018
Revised August 2019 Revised August 2021

EMERGENCY PREPAREDNESS PLAN

**DURANGO EARLY LEARNING CENTER
890 East 3rd Avenue, Durango CO 81301**

EVACUATION PROCEDURE:

When the decision is made to evacuate the center, the director (or in the event of the director's absence, the senior member of staff on duty) will activate the fire alarm by pulling down on an alarm pull station.

When the alarm is heard, all children need to be told to freeze and look at their teacher. The lead teacher in each room will be responsible for gathering their respective classes into a group and supervise an orderly evacuation to the designated assembly point. Assistant teachers will assist in the evacuation. **UNDER NO CIRCUMSTANCES IS STAFF TO STOP FOR ANY OF THEIR OWN OR CHILDREN'S PERSONAL BELONGINGS. – PHYSICAL SAFETY IS PARAMOUNT, PROPERTY IS REPLACEABLE.**

Each room will have posted a plan that shows the primary and secondary escape routes for their class. All staff must make themselves familiar with this plan. In any event, the school will be evacuated by the safest route in a calm and orderly fashion.

Lead teachers will bring with them (if possible) their attendance registers and emergency backpacks. They must also shut classroom doors as they leave. The first teacher/Director/Assistant Director that passes the toddler room and preschool attendance books will take it with them.

The Orange/Rainbow room teachers and Blue/Green/Sun Room teachers will work together to evacuate. The Purple Room teachers will work together to evacuate toddlers, using wagons kept on the toddler playground. All other staff will assist where needed.

The Director/Assistant Director or substitute Director will check the building and shut remaining doors before joining everyone at the assembly point if it is safe to do so.

PRIMARY ASSEMBLY POINT

All persons are to evacuate to the **designated assembly area on the corner of 3RD AVE and 9th ST at St. Mark's Church** and await further instructions.

SECONDARY ASSEMBLY POINT

If the fire is burning on the north side of the building all persons will **proceed south along 3rd Ave, cross 3rd Ave at 8th ST, proceed west, and assembly on the corner of 2nd Avenue and 8th Street at Durango Arts Center.**

The Director/Assistant Director or substitute Director will notify appropriate personal and verbally communicate what type of emergency is present. The Director/Assistant Director or substitute Director will also notify the licensing specialist.

IN THE EVENT OF A FIRE, THE DIRECTOR/ASSISTANT DIRECTOR OR SUBSTITUTE DIRECTOR WILL BE RESPONSIBLE TO NOTIFY 9-1-1 OF THE EMERGENCY FROM A CELL PHONE OUTSIDE OF THE BUILDING EN ROUTE TO THE EVACUATION ASSEMBLY POINT.

On arrival at the assembly point, all children must be physically accounted for against attendance sheet and sign in log. The results must be reported to the Director/Assistant Director or substitute Director immediately. . **ALL CHILDREN MUST BE ACCOUNTED FOR. IF A CHILD IS MISSING, DURANGO POLICE WILL BE NOTIFIED IMMEDIATELY.**

REMEMBER

1. REMAIN CALM. – “1 2 3 eyes on me”
2. GATHER YOUR CHILDREN (BE AWARE IF ANY ARE IN THE BATHROOM)
3. TAKE EMERGENCY BACK PACK AND ATTENDANCE SHEET
4. EXIT IN AN ORDERLY FASHION
5. MEET AT THE DESIGNATED ASSEMBLY POINT.
6. IF ALARM GOES OFF DURING RECESS, DO NOT RE ENTER THE BUILDING.
7. DO NOT STOP FOR PERSONAL BELONGINGS.
8. WAIT FOR FURTHER DIRECTIONS FROM THE DIRECTOR OR SENIOR TEACHER.

NOTIFICATION OF FAMILIES

A directory of names, phone numbers, and e-mails of all families currently enrolled at DELC are kept in digital form in Salesforce with access by the following staff members:

Executive Director: Becca Trefry

Assistant Director: Stephanie Milner

Substitute Director: Dolly Ledvina

Substitute Director: Bobbie Sue Garlinghouse

In the case of an evacuation, once students and staff have made it safely to the designated evacuation site and attendance of students has been confirmed, the Director/Assistant Director or substitute Director will initiate the emergency e-mail message in Salesforce on what has occurred and initiate the plan for reunification of families to pick up their students at the evacuation site.

In the case of shelter-in-place, lock down, or active intruder, the same emergency e-mail message will be initiated as soon as it is safe for the Director/Assistant Director or substitute Director to do so.

The e-mail message will be the only way for emergency information to be communicated, as the Director/Assistant Director or substitute Director will be managing the emergency directly.

REUNIFICATION POLICY

In the event that students and staff are evacuated, the emergency e-mail message to notify families (as listed above) regarding what is going on will contain information on the time and place to pick up their children. Children will only be released to the parent after signing out and checking in directly with the a DELC staff member to confirm the child is being picked up. Identification will be required and checked against each student's emergency contact information if the person is unknown to staff before the child is released.

FIRE DRILLS

The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

All drills will be initiated by activating a manual fire alarm pull station. Employees and children will become familiar with the sound.

These will be carried out and logged on a monthly basis. Drills will occur at different times of the day and both primary and secondary evacuation routes will be practiced.

Initially staff will be warned of an impending drill. During and after the second semester of school the drills will be carried out without prior warning.

Due to the remote evacuation assembly points, in the event of an actual evacuation emergency, the director or appointed employee will remain in the visual vicinity of the E.3rd Ave side of the building to meet arriving emergency personnel, police-fire, to give a verbal report on the type of emergency, the location of the fire or emergency and status of evacuation accountability.

CHILDREN WITH SPECIAL NEEDS AND THOSE WITH FUNCTIONAL AND SPECIAL ACCESS NEEDS

Should DELC have one or more children with special needs/functional/special access needs, the child will be assigned to a designated person to ensure their safe evacuation of the school. This person will be determined at the child's enrollment and may include their specific teacher, Executive Director, or Assistant Director. DELC has easily accessible wagons to use for evacuation for children with special needs and younger, toddler children that may have difficulty walking extended lengths.

SHELTER-IN-PLACE/LOCK OUT POLICY

Shelter-in-place/Lock out must occur if:

1. Weather (i.e. blizzard, tornado) outside makes it unsafe for children and staff to leave the building (Shelter-in-Place)
2. Dispatch has notified the school that a lock out is necessary (due to a wild animal sighted in the area, suspicious activity in the neighborhood) or we observe suspicious activity (police activity outside of the school but notification from dispatch has not occurred)

Shelter-in-place/Lock out Procedure:

1. All children and staff need to be brought in from outside. Ensure windows and doors are closed. If it is a tornado, keep children away from windows and large objects. See attached plan for each classroom.
2. Each teacher must take attendance of their class and notify the Director/Assistant Director or substitute Director immediately if a child is missing.
3. It is business as usual, except all doors are locked.
4. The Director/Assistant Director or substitute Director will initiate the family notification emergency e-mail and direct families that they are NOT to come to the center until advised to do so. Reassurance must be given to families that their children are safe and provide any information regarding the situation.
5. The Director/Assistant Director or substitute Director will notify the licensing specialist.
6. Shelter-in-place supplies will be given out by the Director/Assistant Director or substitute Director. It is the responsibility of the Director to ensure the center has lanterns/flash lights, food and water that has not expired to use during shelter-in-place. Families will be notified when it is safe to pick up their children at the center.
7. Lockout is lifted when the Director/Assistant Director or substitute Director deems it is safe from Dispatch or Law Enforcement.

Shelter-in-place/Lock out drills will be practiced quarterly to ensure the above procedures become absorbed into the routine of the school. It is the responsibility of the Director to facilitate these practices.

LOCKDOWN POLICY

A school lockdown must occur if:

1. We receive notification from dispatch informing the center to do so.
2. A suspicious and/or potentially dangerous situation is observed in the proximity to the school. The Director/Assistant Director or substitute Director will initiate a lock down and inform the Durango Police by phone of this action.

Lockdown Procedure: REMEMBER LOCKS, LIGHTS, OUT OF SIGHT

3. All children and staff need to be brought in from outside and taken to a safe area of the school – see attached plan. The children must lie on the floor in the designated area away from the windows. Windows must be closed, locked, and curtains drawn.
4. Once all children and staff are in the building, all exterior doors must be locked and lights turned off.
5. Each teacher must take attendance of their class and notify the Director/Assistant Director or substitute Director immediately if a child is missing.
6. Children need to be reassured and given an age-appropriate explanation. Staff should remain calm. A teacher must remain with the group; children are not to be left alone for any reason.
7. The Director/Assistant Director or substitute Director will initiate the family notification e-mail and direct families that they are NOT to come to the center until advised to do so. Reassurance must be given to families that their children are safe and provide any information regarding the situation.
8. The Director/Assistant Director or substitute Director will notify the licensing specialist.
9. UNDER NO CIRCUMSTANCES SHOULD ANYONE BE ADMITTED TO OR BE ALLOWED TO LEAVE THE SCHOOL DURING THE LOCK DOWN. EXTERIOR DOORS MUST REMAIN LOCKED AT ALL TIMES.
10. Remain calm and await instructions from the Durango Police Department. Make every effort to keep the students quiet.
11. When the all clear has been given write a report, keep a copy for the files, and post for families.

Lockdown drills will be practiced quarterly to ensure the above procedures become absorbed into the routine of the school. It is the responsibility of the Director to facilitate these practices.

ACTIVE INTRUDER POLICY

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter Situation

- Victims are selected at random

- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

If a suspicious character is in the vicinity of the school, gun shots are heard in the vicinity of the school or we receive a phone alert; all staff need to adhere to the lock down policy listed above. Any member can call 911 if concerned for the safety of the students and teachers.

In the event of an active shooter entering the school (the following was taken from recommendations/information provided by the Durango Police Department)

RUN

1. Get yourself and the group of students you are with out of the building. Run as far as you can away from the building and make your way to the **reunification point – Durango Police Department 990 E 2nd AVE (1 block west of DELC).**
2. Leave your belongings.
3. Keep your hands visible.

HIDE

1. If you are unable to run away from the building, hide in your classroom out of sight of the shooter's view (see attached plan for Lock Down Procedure).
2. Block the entry to your hiding place with shelves/furniture.
3. Silence your cell phone and keep students quiet.

FIGHT

1. As a last resort and only when your life is in imminent danger.
2. Attempt to incapacitate the shooter.
3. Act with physical aggression and throw items at the active shooter.

Information you should provide to Law Enforcement or 911 Dispatcher

- Location of active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims in the location

How to Respond when Law Enforcement Arrive

- Remain calm and follow instructions
- Put down any items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers

- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, yelling
- Do not stop to ask officers for help or direction when evacuating

LOST CHILD POLICY

In the event of a child being lost:

In school

1. The Executive Director (Assistant Director/Substitute Director if the Executive Director is not present) must be informed immediately.
2. The classroom teacher is to remain with the class whilst the Executive Director and Assistant Director search the building and play area.
3. If the missing child cannot be found immediately, Durango Police will be contacted by calling 911.
4. The Executive Director will then contact the parent/guardian and the licensing specialist.
5. The member of staff who was caring for the missing child will write out the events leading up to the disappearance and an incident form will be filed by the Executive Director.

To prevent this emergency, it is imperative that the classroom teacher be aware of where each child is in the classroom as well as the playground and conduct head counts at transition periods. Playground policy must be adhered to. It is essential that parent/guardians sign their child in and out and have informed the classroom teacher if the child has been picked up.

On a field trip

1. The Executive Director and Durango Police must be notified immediately by the Assistant Director (or Substitute Director present on the field trip).
2. The Executive Director will inform the parent/guardian immediately if the parent/guardian is not present on the field trip as well as the licensing specialist.
3. The Assistant Director (or Substitute Director) will remain on the field trip site to assist in the search.
4. Field trip group will return to school with the other classroom teachers/family volunteers.
5. The member of staff who was caring for the missing child will write out the events leading up to the disappearance and an incident form will be filed by the Executive Director.

To prevent this emergency, it is imperative that the classroom teacher know where each child is, even if their parent/guardian is accompanying a field trip. A head count must be carried out on departure,

arrival, transitions, and sporadically throughout the trip. It is essential that parent/guardians sign their child in and inform their classroom teacher that they have collected their child if they are not returning to school.

CONTINUATION OF OPERATION

In the aftermath of an emergency or disaster, DELC does not have access to another building in order to continue operation. DELC will reopen only after consulting with licensing specialist in order to obtain an emergency waiver and after all child and staff files have been moved to the approved location. The Executive Director is responsible for determining essential staffing needs upon reopening in the approved location.

CHAIN OF COMMAND Revised 8.11.2021

Director, Assistant Director, and Substitute Director must hold a current Large Child Care Center Director Letter from the State of Colorado Department of Early Childhood

Director: Becca Trefry

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Assistant Director (if Director unavailable): Stephanie Milner

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Substitute Director (if Director AND Assistant Director unavailable):

Dolly Ledvina

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Large Center Director qualified Early Childhood Teachers:

Bobbie Sue Garlinghouse

Renee Rodriguez

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Early Childhood Teacher

Callie Rickerman

K'Leigh Farnsworth

Katrina DeLee Wojcik

Emily Adams

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Early Childhood Teacher Aide/Assistant

Please sign that you have reviewed the above emergency procedures with the Executive Director: