

# EMERGENCY PLAN

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**Diave' Daye Child Development Center  
Owner/Director: Tenesha Bady  
2813 Lafayette Ave  
St. Louis, MO 63104  
314-773-6300  
www.diavedaye.com**

**06/15/2021**

**DISASTER AND EMERGENCY  
PLAN FOR**  
*Diave' Daye Child Development Center*

**I. Purpose**

This emergency plan has been developed to assist Diave' Daye Child Development Center in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Diave' Daye Child Development Center.

**II. Assignment of Responsibilities**

Diave' Daye Staff are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

**III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept at the entry of classroom.. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in the binders at the entry of the room.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the teacher lounge in the top left cabinet. These supplies are updated every six months.

**IV. Children in Care**

All children in care are between the ages of 6 weeks to 12 years from 6:00am to 12:00am, Mon - Fri. We have no special needs children. We do not offer overnight care.

## V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

### **Types of emergencies and/or Hazardous situations**

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

## VI. Types of Emergency Response

### **Medical Emergencies**

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record.

### **Lock Down / Shelter in Place**

Location: Nursery  
Code Word: Darian

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

### **Evacuation**

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

1<sup>st</sup> Evacuation Location

Location: Hodgen Elementary School  
Address: 1616 California St. Louis, MO 63104  
City, State Zip: St. Louis, MO 63104  
Telephone Number: (314)-771-2539

2<sup>nd</sup> Evacuation Location

Location: **Barr Library**  
Address: 1701 South Jefferson Ave  
City, State Zip: St. Louis, MO 63104  
Telephone Number: (314) 771-7040  
**Evacuation from a vehicle**

## **VII. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

## **VIII. Access to Disaster and Emergency Preparedness Plan**

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for childcare.

**Diave' Daye Child Development Center**  
**2813 Lafayette Avenue**  
**314-773-6300**

**Emergency Contact Numbers**

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	314-241-5412
Police Department	314-444-5630
Ambulance Service	314-645-9160
Fox 2 News	314-213-7831
Child Care Facility Specialist Michelle Williams	<b>314-877-0227</b>
Owner/Manager of building Tenesha Bady	<b>314-773-6300</b>

**Parent / Guardian Contact Information**

<b>Child's Name</b>	<b>Parent's Name</b>	<b>Special Care</b>	<b>Phone Number</b>	<b>Emergency Contact</b>	<b>Emergency Number</b>





Dear Parent / Guardian:

In the event of an emergency situation, Diave' Daye Child Development Center, has outlined the below response plan. Please know that Diave' Daye Child Development Center, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

#### Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Diave' Daye Child Development Center, e.g. fire, and the children cannot stay on the premises, the children will be taken to Hodgen Elementary. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Barr Library. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

#### Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations, 104.9 and 95.5.

#### Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assure that Diave' Daye Child Development Center staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Tenesha Bady

Owner



## **Diagram of Routes to Safe Location from Daycare Van**

1. Van driver assists the children as they unfasten their seatbelts.
2. Driver exits the van to assist the children out one by one from the side door.
3. The driver directs the children to a safe location.
4. Driver calls 911 and contacts all parents.
5. Remain in the safe location until emergency response units arrive.



**Diagram of Exit Routes to Safe Location Outside of Facility**