***EMERGENCY INFORMATION***

* Police 9-1-1
* Non-emergency number: (253) 287-4455
* Poison Control Center 1-800-222-1222
* Child Protective Services 1-800-562-5624
* Hospital Emergency Room:
	+ Mary Bridge Children’s Hospital (253)-403-1400
	+ St. Anthony’s Hospital (253) 530-2000
* Electric Company: Peninsula Light (253) 857-5950
* Property Manager: KP Lutheran Church (Marty Price) (253) 255-4952
* Local Emergency Alert – Pierce County ALERT
* Director Cell Phone: (425) 229-2010
* Childcare Licensor: Mindy Taylor (360) 903-1446

**Center’s Planned Evacuation Sites**

1. On-site: McColley Hall - 4213 Lackey Rd NW, Key Center, WA 98349
2. Off-site: Parking lot for Key Center IGA - 9021 Key Peninsula Hwy NW, Key Center, WA 98349

Staff are introduced to this plan during orientation. Additionally, we review the plan annually with staff. Parents are introduced to this plan on enrollment.

Fire extinguishers are located: Kitchen in McColley Hall

Electrical Panel: Laundry Room in southeast corner of McColley Hall

Gas shut-off: Directly outside the back kitchen door

We ask staff to develop their own disaster plan for home. We encourage families to do the same. Having a plan helps you be in control and decreases anxiety when a disaster occurs.

**EDUCATION**

 Staff, children, and parents/guardians will be educated about Forest Friends of the Key Peninsula’s emergency plan and what is expected of them in the event of an emergency or disaster. As adults, remember that children take their emotional cues from us, therefore we must remain calm. In general, calm (at least on the outside) adults = calm children.

**Staff will be educated about:**

• Personal preparedness, including induvial staff member’s emergency contacts

• Our emergency/disaster plan

• Personal role in plan & responsibilities before, during, & after disaster

• Safe actions to take in event of a fire or earthquake

• Reducing hazards in environment

• Controlling utilities/where the utilities are located

**Children are educated about:**

• Safe actions to take in event of a fire or earthquake (if age-appropriate)

• Teaching the children a whistle “call and return” procedure, where the children return to the teacher at the sound of a whistle

• To remain with the teacher when traveling throughout the forest and to stay behind the teacher in front and not fall behind the teacher in the back.

**Parents/guardians are educated about:**

• The program’s plan, including care provided to children in all circumstances communication in case of a disaster procedures for releasing children

• They will be asked to update emergency contacts if anything changes

• Pick-up sites in case of an emergency

**EMERGENCY PROCEDURES**

Emergency procedures are necessary to ensure that staff and students know how to operate in diverse emergency situations. Forest Friends of the Key Peninsula follows these emergency procedures:

**Fire**: If a fire arises on the Forest Friends of the Key Peninsula campus or neighboring forested property staff and students shall:

* 1. The first teacher to notice smoke will use the whistle to call and gather all staff and children then use the radio to alert all other staff that they have observed smoke and give notice that they will evacuate to McColley Hall.
	2. One staff member will investigate the location and severity of the smoke incident. If the smoke incident appears to be a local landowner conducting a legal yard waste burn staff will monitor the situation. If the smoke is from an uncontrolled fire in the area staff will call 911. It is common on the Key Peninsula to have calls to 911 drop. If the call drops call 911 a second time and state “FIRE” and our address before answering their questions.
	3. Staff will follow the evacuation procedure:
		+ First teacher blows the whistle to call the students to return to the teacher, then uses the walkie talkie to announce they are evacuating the forest. All classrooms check in with the larger team, give their location, and their intention to evacuate.
		+ Second teacher locates the backpack containing our first aid and emergency contacts and assists in gathering students
		+ Third teacher conducts roll call and ensures all students and staff are present
		+ The teachers and students will calmly and quickly leave the forest with one teacher leading the group and one teacher behind the group ensuring that every child exits the forest.
		+ The teachers will take the group of students to McColley Hall (our designated emergency shelter).
		+ All office staff will come to assist in helping students move into McColley Hall.
	4. Staff will monitor the situation and will advise evacuation to our offsite location if warranted.
	5. Staff will alert parents through Brightwheel and by phone that their child needs to be picked up and will notify families of the location (McColley Hall or Key Center IGA).

**Earthquake:** If an earthquake occurs during school hours Forest Friends of the Key Peninsula will:

1. Staff will quickly orient themselves and scan the area to identify any hazards
2. Staff will move to the center of the outdoor classroom and blow the whistle to call all children and staff to the center of the outdoor classroom.
3. Staff will prompt children to drop, cover, and stay put until the shaking stops
4. Staff will move children and themselves away from any trees that have risk of falling or have dead branches or any other potential hazards
5. After shaking stops staff will use the walkie talkie to announce their location and any need for assistance.
6. Staff will conduct a roll call to account for all students and staff
7. Staff will shelter in place and wait for further instruction from the director or assistant director on where to evacuate.

**Animal Encounter:** if staff and students encounter an animal in the forest they will:

1. Staff will determine whether the animal encountered is safe or unsafe.
2. If the scene is safe, staff will encourage children to stay still, quiet, and observe.
3. If the scene is unsafe staff will situate themselves between the children and the animal.
4. Staff will use the call and return whistle to gather the children and then follow the forest evacuation protocol.

**Inclement Weather:** if inclement weather such as hail, strong wind gusts, lightening, or other severe weather pattern occurs staff will follow the forest evacuation procedure

**Stranger/Dangerous Person/Police Activity on Campus:** If a stranger/dangerous person is on campus the Director will alert staff through the walkie talkies that this person is on campus and on next steps. If the staff and children should shelter in place the Director will state “Hide like a Rabbit.” When hearing this staff will call the children quietly without using the whistle, quietly take roll call, and wait quietly in the forest for further instruction. If there is an active shooter and situation necessitates moving as far away as possible the Director will state “Run like a deer” and the staff are to quietly gather the children and evacuate quickly to the north and outside of the forest property to a place of safety and await further instruction. If a situation arises where it would be safer to wait indoors until the event ends the director will say on the walkie talkie “Evacuate to McColley Hall.” In this situation staff will follow the forest evacuation procedure.

**Early Parent Pick Up**: If a situation requires parents to pick up their children early staff and parents will follow this procedure:

1. All children will remain in McColley Hall, staff will provide activities to keep the children calm.
2. When parents arrive, they will proceed through the parking lot in a circular pattern. Follow the directional signs. Parents will stop in a line directly outside of the playground.
3. One staff member will remain outside and will alert the indoor staff when each parent arrives. They will then go to the door to take each child directly to their parent and check the child out on Brightwheel.

**DRILLS/CRITICAL PROCEDURES**

Drills are important to allow staff and students to practice their response to an emergency so they will have the skills and confidence needed if it is necessary to respond to an emergency. We practice will practice 3 critical drills regularly to assure our staff and students are prepared to respond to emergencies:

* **Forest Evacuation Drill/Procedure** in response to a fire, storm event, animal/insect encounter, or other situation that requires students and staff to leave the forest for safety reasons. The steps for the forest evacuation drill are:
	1. First teacher blows the whistle to call the students to return to the teacher, then uses the walkie talkie to announce they are evacuating the forest. All classrooms check in with the larger team, give their location, and their intention to evacuate.
	2. Second teacher locates the backpack containing our first aid and emergency contacts and assists in gathering students
	3. Third teacher conducts roll call and ensures all students and staff are present
	4. The teachers and students will calmly and quickly leave the forest with one teacher leading the group and one teacher behind the group ensuring that every child exits the forest.
	5. The teachers will take the group of students to McColley Hall (our designated emergency shelter).
	6. All office staff will come to assist in helping students move into McColley Hall
* **Earthquake Drill**/**Procedure** staff and students will practice the response to an earthquake event that occurs in the forest the staff and children will practice these steps:
	1. Staff will quickly orient themselves and scan the area to identify any hazards
	2. Staff will move children and themselves away from any trees that have risk of falling or have dead branches or any other potential hazards
	3. Staff will prompt children to drop, cover, and stay put until the shaking stops
	4. After shaking stops staff will announce their location and any need for assistance on the walkie talkies conduct a roll call to account for all students and staff and will evaluate evacuation:
		+ If there are injuries staff will determine if the person can be safely moved
		+ If staff note potential hazards that could impede their evacuation they will remain in place and radio the main office for further instructions
	5. Staff will evacuate to the playground at McColley Hall following the evacuation procedure and conduct a second roll call to ensure all students and staff are present
* **Injury Response Drill/Procedure** staff and students will practice the response to an injury that requires immediate assistance until medical services arrive.
	1. The first staff member on the scene will use the walkie talkie to announce:
		+ Call 911
		+ Location
		+ Injured person’s name and type of injury
		+ Request assistance
	2. A second staff member will calmly use the whistle to call all students to return. Staff will conduct roll call and move children to a calm area away from the scene. If there is potential for additional injuries staff will follow the evacuation procedure and take students to McColley Hall.
	3. Capable staff will administer first aid and keep the person comfortable until emergency services arrive.
	4. A third staff member will go to the driveway entrance to flag and direct emergency services to the injured person.
* **Lock Down Drill/Procedure** if an event such as a dangerous individual coming on campus, an emergency event occurs on the arterial roads near campus, police conduct activity on campus, or other significant event requiring sheltering for safety staff will:
	1. Director will alert all staff using the walkie talkie that the lockdown protocol is in action.
	2. Staff will use the call and return whistle to gather students and will follow the forest evacuation procedures to go inside McColley Hall.
	3. All doors self-lock, but staff need to ensure that the doors fully latch behind them as they enter the building.
	4. If further shelter is warranted staff can bring students into the office bathroom or the kitchen pantry and lock the door.
	5. All staff and students will remain in the sheltered area until the Director gives notice that sheltering is no longer necessary.

*We will practice and record one type of drill monthly and each type quarterly.*

**Hazard Mitigation**

**Indoor and outdoor environment checks**

*On a daily basis staff will:*

1. Remove objects that:
* Could it break and/or fall and hurt someone?
* Could it break and/or fall and block a primary exit from the room?
1. Remove broken toys, furniture, and equipment
2. Check that the First Aid Backpacks are fully stocked
3. Staff have operational walkie talkies and call & return whistle
4. Check weather forecasts for the day and plan to return indoors before potential weather events
5. Do a walk through the trails/outdoor classrooms before students arrive
6. Check forest cameras

**Grab and Go Bag –** this will be in an accessible area and will accompany staff into each forest classroom. This bag will contain:

* Emergency forms for students and staff
* “Rescue” medications with authorization forms
* First Aid Kit
* Flashlight & Batteries
* Bottle of water
* Age-appropriate snacks/infant formula
* Tissues or toilet paper &/or wipes & diapers, as needed
* Plastic bags
* Age-appropriate time passers (books, crayons, paper, etc…)