



Nature's Way of Learning

33 Baboosic Lake Road, Merrimack, NH 03054

603-423-2003

EMERGENCY PROCEDURES

IN CASE OF AN EMERGENCY CALL 911

IMPORTANT PHONE NUMBERS

Kay Amrock – Owner 617-335-2580

Kelsey Smith – Owner/Director 978-880-4502

Samantha Raub – AM/PM Supervisor 603-533-4038

FOR ALL EMERGENCIES - CALL 911 FIRST

Merrimack Police Department **603-424-3774 #0**

Merrimack Fire Department **603-424-3690**

Ambulance **603-424-3774**

Child Protective Services **603-271-6562**

HOSPITAL LOCATIONS/PHONE NUMBERS

Southern NH Medical Center **603-577-2000**

8 Prospect Street, Nashua, NH 03060

St. Joseph Hospital **603-882-3000**

172 Kinsley Street, Nashua, NH 03061

Elliot Hospital **603-669-5300**

1 Elliot Way Manchester, NH, 03103

Student files and medication are in the top two drawers in the filing cabinet in the office closet

RED EMERGENCY BACKPACKS

Red emergency backpacks are hanging in all classrooms near the primary exit. Inside each bag will be:

- First Aid Kit
- Emergency contact forms for each child and staff
- CPR masks
- Flashlight
- Extra diapers
- Wipes
- Box of tissues
- Gloves
- Small blanket
- A few books/toys

*Backpacks should be checked monthly and remain fully stocked at all times

STAFF MEMBER RESPONSIBILITIES IN THE EVENT OF AN EMERGENCY

Under no circumstances is anyone to talk to parents or persons not currently employed by Nature's Way of Learning about an emergency. No one shall speak with the media or any other public entities regarding the events of the center. Please refer them to Kay or Kelsey.

- Assess the situation and always remain calm.
- Review all emergency procedures and become familiar with them.
- Keep children calm and quiet so that further instructions can be heard and understood.
- Give children instructions in a calm manner
- If any of our emergency procedures take place, teachers must:
 - Retrieve red emergency backpacks from the classroom
 - Take cell phones and car keys with them
- Help administer or assist with CPR/ First Aid as needed (this includes delegating a staff member to call 911).
- Be alert of signs of illness, shock and/or injury

FIRE EMERGENCY OR DRILL PROCEDURE

- In case of a fire or any other need to evacuate the building, children will be evacuated from the building to the side fenced in area (between the animals and the shed).
- If fire/smoke alarms go off, the teacher will instruct children to line up by the exit door. DO NOT grab any personal belongings. Teachers are to grab emergency backpacks, cell phones, and car keys (all of these items should be placed in or near the red backpack at the beginning of your shift). Follow the primary or secondary exit procedures located in each classroom for exiting the building.
- Once safely near the animal pen/shed, teachers will take attendance and report to the director in charge, the number of students accounted for and if any child(ren) are missing from the count.

- The director will complete a complete Name-To-Face attendance check via Brightwheel.
- In the event that a child(ren) is missing, the teacher will let the director know where the child was when the evacuation took place (i.e. bathroom, another classroom etc.). In the event this was not a practice drill, the director will inform emergency personnel of the last known whereabouts of the missing child(ren). In the event this is a practice drill the director in charge will return inside to retrieve the missing child(ren)
- If the premises of Nature’s Way of Learning must be evacuated and we cannot return, children and staff will be evacuated the police department and parents will be notified to pick their child(ren) there.
- Please follow the offsite evacuation procedures listed below.

EVACUATION EMERGENCY OR DRILL PROCEDURE

- In the event we cannot or are not allowed back inside the building, children and staff will relocate to **the police department**.
- Per state regulations, children can be transported by vehicle, without safety seats for a short distance for the safety and well-being of the children.
- Kay or Kelsey, one assistant teacher, and one associate/lead teacher will transport the first children over, starting with the youngest children. The two teachers will remain there and wait for other students to come over, checking off students as they arrive at the off-site evacuation location. These teachers will occupy the children with games, songs, books etc., while the remaining children are being transported.
- Lead or associate teachers will transport children over to **the police department**. They will check students in by reporting to Kay or Kelsey who will be waiting at **the police department** and then return to Nature’s Way of Learning for the next group of children. With each transport, an assistant teacher will accompany the associate/lead teacher and stay at **the police department** to help care for students.
- No child is to be released to any parent until the **reunification process** is ready to take place. The director in charge will let staff know when this occurs. You will need to bring your red emergency backpacks to the off-site location. As each child arrives, find their ID Card in the red backpacks, and clip them to the inside of each child’s shirt in the back. These are needed for the reunification process.

REVERSE EVACUATION EMERGENCY OR DRILL PROCEDURE

- In the event of a life-threatening condition in or around the playground/outside premises of Nature’s Way of Learning, children will be asked to quickly line up and head inside (do not grab children’s belongings or clean up), using the **nearest entry point** into the building.
- Teachers will **call 911** and let the director in charge know of the situation.
- Teachers will grab tablets/phones and proceed to bring the children into the building quickly and safely.
- Teachers will bring all children into the PreK classroom (downstairs) and take attendance via Brightwheel.
- The director(s) in charge will lock all exterior door(s), draw the blinds/curtains, and proceed to the PreK classroom to complete a Name-To-Face via Brightwheel and verify all children are accounted for. In the

event that a child(ren) is missing, Kay or Kelsey will return outside to retrieve the child(ren) and alert emergency personnel if this is NOT a drill.

- Teachers will then follow the **Lockdown/Shelter in Place** procedure until the “all clear” has been issued by the director in charge or emergency personnel if this is NOT a drill.

LOCKDOWN/SHELTER IN PLACE EMERGENCY OR DRILL PROCEDURE

- In the event that something takes place outside of the childcare center, while children are inside, (i.e. suspicious person(s), wildfire etc.), teachers will lock exterior doors, close blinds/curtains in their current classrooms, grab red emergency backpacks and tablets/phones.
- **Call 911** and notify the director in charge.
- Teachers will inform children to quickly line up at the classroom door/doorway nearest to the PreK classroom and lead them safely downstairs. Teachers will lock doors, close blinds/curtains, and shut off lights once all children are downstairs.
- The director in charge will complete a Name-To-Face via Brightwheel.
- Teachers will keep children as quiet as possible with books, quiet games, songs, finger play ext. until the director has given the “all clear”
- **Under no circumstances shall anyone leave the downstairs classroom or open the door to check the situation.**
- If the child must use the bathroom, a teacher will escort them to the small portable potty in the classroom and stay with them.

DROP AND COVER EMERGENCY OR DRILL PROCEDURE

- In the event of an explosion, gunfire, earthquake, violent weather, or any other natural or manmade event like those listed above, teachers and children will perform procedures for **drop and cover**.
- Teachers will instruct children to stop what they are doing, lay on their stomach on the ground close to an interior wall, and use their arms and hands to cover their face and head.
- When safe to do so, a staff member must call **911**.
- Stay in place and stay calm until the “all clear” has been given.
- Take attendance and await further instructions from the director in charge.

SCAN IN PLACE PROCEDURE

- If children and teachers must take immediate action for a suspicious object in the vicinity of the center, teachers will remain calm, scan the area, and move the children to safety.
- Keep hands by your side and scan the area around you for anything you are not able to identify
- **DO NOT TOUCH OR MOVE THE OBJECT UNDER ANY CIRCUMSTANCES.**
- **DO NOT USE A CELL PHONE OR ANY OTHER ELECTRONIC DEVICE NEAR THE OBJECT.**

- Move all the children inside and proceed to the Preschool classroom (nearest the office) and follow **Lockdown/Shelter in Place procedure**.
- Notify the director in charge immediately once all children are inside.

CPR/FIRST AID PROCEDURE

- Remain calm and notify the director in charge.
 - If 911 must be called, a staff member should **first call 911 before notifying the director in charge**.
- Always wear gloves when handling any bodily fluids.
- If the injury is minor, use the first aid kit in the red emergency backpack to clean the wound and apply bandages as needed, and fill out accident/incident report – return to director in charge upon completion.
- If the injury is major, notify the director in charge immediately.
- One staff member should attend to the injured child while another staff member moves all other children away from the injured child.
- Begin CPR/First Aid procedures and continue with these procedures until a relief staff member or emergency services arrive.

REUNIFICATION/RECOVERY PROCEDURE

- A director will be the **ONLY** person that will release children to parent(s)/guardian(s). **NO ONE SHALL RELEASE CHILDREN TO PARENT(S)/ GUADIAN(S) EXCEPT FOR THE DIRECTOR(S) IN CHARGE.**
- All children will be accounted for via Brightwheel
- As parents start to pick up, the director in charge will ask the parent
 - Who they are here to pick up?
 - Who they are?
 - Do they have their license or picture ID to verify ID? They **MUST** show valid identification.
- The director in charge will retrieve the child(ren) and complete a Name-To-Face via Brightwheel. The child(ren) will then be reunited with their parent(s)/guardian(s). As each child(ren) is released to their parent(s)/guardian(s) they will be checked out via Brightwheel as “released “ on the master attendance list and have a parent(s)/guardian(s) sign off to ensure that child(ren) was released to the care of the correct person and that person is now taking responsibility for the child(ren).
- If any child cannot be reunited with their parent(s)/ guardian(s), then local law enforcement will be called by the director in charge. The director in charge will stay until each child has been reunited with their parent(s)/guardian(s) or released to the custody of local law enforcement.

EMERGENCY EXIT PROCEDURE

- Gather all children - use an emergency crib if needed.
- Grab the red emergency backpack, car keys, and cell phones

- Proceed to the primary emergency exit.
- Proceed to the grass area between the animal pen and shed.
- Complete a Name-To-Face via Brightwheel.
- If any children are missing, notify the director immediately.
- If you are unable to use your primary exit route, proceed to the secondary exit route, and proceed to the grass area between the animal pen and shed.