



## Fire & Safety Plan

### 1. Purpose

- a. This emergency plan has been developed to assist Mountain Climbers Children's Center (MCCC) 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 Mountain Climbers Children's Center (MCCC).

### 2. Assignment of Responsibilities

- a. The Director and Assistant Director are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.
- b. 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.

### 3. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

- a. Children's daily attendance records are kept in the Kindertales app. All classroom tablets have the app downloaded as well as access to any device with internet connection. The children's attendance records are updated as they arrive and leave throughout the day. Parents have access to their child's records.
- b. Children's Emergency Contact Information is kept in the classroom backpack.
- c. 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 classroom backpack. Each bag contains a print out of all enrolled students with their emergency contact information. They also contain a notebook, pens and items to keep children occupied. The infant backpack has spare bottles and formula to use as needed. Bags are color coded; green for pre-k, red for toddler, blue for infant. These supplies are updated every six months.

### 4. Children in Care

- a. MCCC serves ages six weeks to 5 years old. We do not offer overnight care. Our hours of operation for families are 7:30am-5:30pm M-F.



## 5. Emergency Evacuation Drill

- a. Mountain Climbers Children's Center conducts monthly fire drills that require all occupants to participate. These are conducted by the director at different times of the day who document date and time of drill, all members present, special conditions simulated, weather conditions, time it took to complete drill and other factors that assess the success of the exercise.

## 6. Evacuation Plan

- a. The primary exit for persons in the infant/toddler area is the main door. Teachers, students and staff line up at the door with the lead teacher at the front facing everyone. They count everyone present with a second teacher at the end of the line. A teacher takes the color coded class backpack as they calmly exit the building.
- b. The primary exit for the pre-k room is the back door. Teachers, students and staff line up at the door with the lead teacher at the front facing everyone. They count everyone present with a second teacher at the end of the line. A teacher takes the color coded class backpack as they calmly exit the building.
- c. The secondary exit for both classrooms is the sliding glass door in the kitchen. Teachers line up students in the same fashion and walk down the hallway to the kitchen.
- d. The third exit for the infant/toddler room is a window in the nursery. The lead teacher takes the screen out and gets out of the building. A second teacher lifts children through the window as the lead teacher takes the child safely. The second teacher is the last one out of the window.
- e. Evacuation routes are placed in each room.

## 7. Meeting Place

- a. All persons exiting the building are to meet inside the fenced area in the southeast corner. Children will be contained by the fence and away from the building.
- b. A secondary meeting place is required should the need arise based on disaster, weather or other circumstances. Upon exiting the building all persons will cross the street to the residence on the other side. The residence is fenced and will be used as a last resort. Lead teachers follow the same protocol being in front of the line with the class backpack and a second teacher at the end.
- c. Once the drill is complete the Director or Lead Teacher will do a head count and confirm all persons have exited the building.



## 8. Employee Duties

- a. All employees need to be aware of all duties should the need arise to step in. In each class, the lead teacher will take command and instruct the teachers and students what to do. Assistant teachers need to help students line up, grab coats or shoes as needed, take the class backpack and class tablet.
- b. The Director or Assistant Director will conduct the drill. Once the alarm goes off using a simulator, a stop watch will start. The Director will be the last person out of the building making sure no one is left behind
- c. The Cook, Admin or other staff will leave the building depending on where they are located at the time the alarm goes off. The cook needs to make sure there are no appliances activated before leaving including the stove, microwave, washer and dryer.
- d. All teachers and staff must be CPR and First Aid Certified. All staff will review class backpacks to understand what items are in and how to use the safety kit. Each bag contains a print out of all enrolled students with their emergency contact information. They also contain a notebook, pens and items to keep children occupied. The infant backpack has spare bottles and formula to use as needed. Bags are color coded; green for pre-k, red for toddler, blue for infant.
- e. All employees will be trained on emergency evacuation drills as part of their orientation and on-boarding process.

## 9. Communication

- a. Lead Teachers will contact parents of their classroom using their cell phone, MCCC handset or class tablet. Kindertales app is downloaded on every tablet and most staff phones. In the case of internet connection not working, a print out of all staff and enrolled children are printed and placed in the folder found in each class backpack.
- b. The Director or Assistant Director will contact authorities immediately. A contact list is found in every classroom and save in folders found in each backpack. The Director will report how many persons have evacuated, location of assembly point and any complications that took place.

## 10. Fire Department

- a. In most cases the fire department will arrive by heading east on Kroe Lane from Sheridan Ave.
- b. The closest fire hydrant is located on the southwest parking area (near the pre-k exit)
- c. All emergency personnel and families may arrive from either the side of Kroe Lane (East or West bound).



#### 11. Facility Fire Equipment

- a. Both primary exits have illuminated EXIT signs. Should the facility lose power, emergency lights will illuminate for access to the door.
- b. A reflective EXIT sign is above the secondary exit door (sliding glass door).
- c. The fire extinguisher is located on the wall near the main exit door. Per Wyoming statute, one fire extinguisher is required for every 3,000ft. In the case of a fire, a teacher may use it as they are the last ones exiting the building.

#### 12. Fire Hazards

- a. For normal use occupancy, the kitchen contains equipment that may be involved in a fire or explosion. Microwave, and stove are electrical equipment that may cause a fire.
- b. Other electronic equipment are the washer and dryer found in the office.
- c. All electronic equipment must be cleaned and maintained at all time.
- d. All chemicals must be stored in locked cabinets away from children. They are found under the sink in the kitchen and in the utility closet in the office.

#### 13. Insurance

- a. Mountain Climbers Children's Center has two separate policies for the company and the real estate through Weaver Insurance. A copy of the policy is in the office.

#### 14. Weather Related

- a. No children or persons are allowed outside if there is; lightning, rainstorm, thunder storm, severe snow storm, or if temperature is below 20 degrees Fahrenheit.
- b. All persons must immediately come inside if a storm is approaching and remain for at least 30 minutes after the storm has passed.
- c. Must keep away from all electrical equipment, wiring and water pipes.

#### 15. Tornado Safety

- a. All classrooms move to the pre-k room and stay in the corner near the stairs (away from the door and windows). If infant/toddler classrooms are not able to successfully move to the pre-k room, they may shelter in the nursery.

#### 16. ALICE Training

- a. ALERT – Initial alert may be a gunshot, PA announcement, etc.
- b. LOCKDOWN- If evacuation is not safe, barricade entry points. Prepare to evacuate or counter if needed.
- c. INFORM- Communicate real time information on shooter location. Use clear and direct language using any communication means possible.



- d. COUNTER- As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects or adults swarm shooter.
- e. EVACUATE- Run from danger when safe to do so using non-tractional exits if necessary. Rallying point remains the same for all emergencies.

## 17. Potential Hazards

- Tree branches
- Water main breaks
- Electrical lines
- Loss of utilities, examples: water, sewer, electrical, gas and propane
- Loss of cell phone service; what are your redundant communication plans
- Water hazards on your property
- Heavy furniture, wall hangings, items that could fall on a child or staff person
- Water or power outage (temporary and Seasonal considerations)
- Food spoilage – power outage, food storage malfunction
- Transportation or field trip emergencies
- Intruder, non-custodial parent, estranged family disputes
- Missing or abducted child - from the facility or while on a field trip
- Staff unavailable due to illness or a disaster
- Injuries or medical emergencies: child, staff, parents
- Bomb threat
- Other potential hazards

## 18. Types of Emergency Response

- a. Medical Emergencies
  - i. 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.
  
- b. Lock Down/ Shelter in Place
  - i. Primary Location: For infant/Toddler area, all persons should go to the nursery and move a crib or dresser in front of the entry way.
  - ii. Primary Location: For Pre-K Room, all persons should move to the corner near the stairs (away from the door and windows).
  - iii. Secondary Location: For all classrooms, a secondary location is the dining room.
  - iv. Code word for teachers to communicate is "Code RED"
  - v. All staff are to stay in the lock down / shelter in place areas until an all clear is given.



Mountain Climbers Children's Center  
1738 Kroe Lane  
Sheridan, WY 82801  
(307) 763-0498

### {Sample of Letter to all MCCC Families}

Dear Parent / Guardian:

In the event of an emergency situation, Mountain Climbers Children's Center (MCCC) has outlined the below response plan. Please know that Mountain Climbers Children's Center (MCCC) 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 Mountain Climbers Children's Center (MCCC) e.g. fire, and the children cannot stay on the premises, the children will be taken to the southeast corner of the yard. 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 wide spread 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 residence located across from the school. 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 local Sheridan radio stations, (Sheridan Media)

#### Emergency Supplies

1. Each classroom has a color coded backpack that contains emergency contact information for all enrolled students, pen and paper, first aid kit, formula/bottles for infants, puzzles and other things to occupy children if needed. With all drills, teachers take this backpack, the classroom tablet and cordless phone or cell phone to use as needed.

Please rest assure that Mountain Climbers Children's Center (MCCC) staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Chele J. Schamber, MBA Owner/Director