



Emergency Plan

Kids Cove LLC
209 Sunset Dr NW Cleveland, TN 37312

This plan supersedes plans dated prior to
March 01, 2023

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1. Plan Background and Scope

This plan was developed on March 19, 2023

The following individuals participated in the development of this plan:

Tyler O'Dowd- Owner/Director

The following Emergency situations are addressed in this Emergency Plan:

- Fire, explosion
- Severe weather, including floods, tornadoes, and earthquakes.
- Shelter in place

The following situations are not addressed in this Emergency Plan:

- Emergency incidents involving individual children or adults.
- Death of an individual

2. Program and Facility Description

Name of Child Care Facility: Kids Cove LLC

Approximate Number of Children Served: 120

Approximate Number of Staff: 15

Hours of Operation: 6:00 AM to 5:30 PM

Number and Description of Floors and Rooms:

Rooms 1-3: Primary classrooms on the front side of the building.

Rooms 4-6: Primary classrooms on the back side of the building.

Room 7: School age/ teacher lounge when applicable.

Room 0: Main office

Bathroom 1: Bathroom that is within room 6.

Bathroom 2&3: Men and Women's bathroom

911 Emergency Services are provided by: City of Cleveland emergency services.

3. Emergency Procedures

Kids Cove LLC will receive notification of an actual or pending natural disaster or external disturbance by the city of Cleveland, and Bradley County Notify Me services.

Internal emergencies will be communicated to upper management and appropriately be communicated to Cleveland emergency services such as the police and fire department as needed.

Tyler O’Dowd, or acting director will determine and communicate the course of action to the occupants of the facility by the following method(s):

1. Tablet messaging system
2. Phone
3. Word of mouth

A. Evacuation Procedures- Fire

■ Evacuate children as follows:

■ *Infants and Toddlers:* Use of appropriate evacuation equipment for infants and toddlers. For example, use an evacuation crib, and evacuation ramps.

■ *Preschoolers:* Gather children in a group and supervise an orderly evacuation to the designated assembly area.

■ *Children with Special Needs:* These children will be assisted by staff members who have been trained in their role to evacuate children with special needs.

- Grab the daily attendance list and the “Ready-to-Go Kit” backpack, including the Ready-to-Go File on the way out.
- The director will check bathrooms and the classroom and shut the door behind you after you are sure everyone has exited.
- Gather outside at the agreed upon place.
- Take attendance to ensure everyone has made it out safely.
- Reentry into the building will be determined by appropriate emergency personnel directing the premises.
- Families will be notified via our messaging systems protocol initiated by the director. If building is compromised, families will be instructed to come and pick up their child effective immediately.

B. Lockdown Procedures

■ Director or designee will announce “Lockdown” or other code word.

- If there are children playing outside, bring them inside.
- Go to the nearest room or the designated location away from danger.

- Bring disaster supplies to the designated safe place location.
- Tell staff and families outside the building that they cannot enter the building and to find a safe location.
- Lock the classroom doors and windows, cover the windows, and turn off lights, turn cellphones to silent and audio equipment off.
- Keep all children sitting on the floor, away from doors and windows. Use tables, cabinets, or other heavy furniture as a shield, if present.
- Take attendance of children and ensure all children remain in room as quietly as possible.
- Ignore any fire alarm activation.
- Remain in the room until the childcare director or designee announces the end of the lockdown.

C. Shelter-in-Place Procedures

•• Director or designee will announce “Shelter-in-Place.”

- Bring children and staff to the pre-determined areas within the facility or home. Choose an interior room without windows or vents that has adequate space to accommodate children and staff.
- Close and lock all windows and doors.
- Shut off the building’s heating systems, air conditioners, exhaust fans, and switch intakes to the closed position.
- Seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting.
- Conduct a roll call to ensure everyone is present and accounted for in the area.
- No outside access is permitted, but activity within the facility may continue.
- Bring disaster supplies to the designated safe place location.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, special health care plans, and assistive devices for communication and mobility.
- Provide developmentally appropriate activities.

D. Severe weather, including floods, tornadoes, and earthquakes.

Floods:

For most floods, the center would have time to follow flood updates and call families to pick up their children before evacuating. Flash floods can come on quickly and the staff and children will have to leave the building right away.

•• Evacuate children as follows:

•• *Infants and Toddlers:* Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib.

•• *Preschoolers:* Gather children in a group and supervise an orderly evacuation to the designated assembly area.

•• *Children with Special Needs:* These children will be assisted by staff members who have been trained in their role to evacuate children with special needs.

- Grab the daily attendance sheet and the “Ready-to-Go” Kit including the “Ready-to-Go” File on the way out.

Kids Cove LLC

- The Director will check bathrooms and other classrooms and shut the door behind after everyone has exited.
- Gather outside at the agreed upon place.
- Take attendance to ensure everyone has made it out safely.

Tornadoes:

- Director or designee will announce “Tornado” or other code word.

- If children are playing outside, bring them inside.
- Secure or store outdoor toys, furniture, and equipment that may act as missiles.
- Seek shelter in an interior, protected area of the building on the lowest level possible or in a designated tornado shelter.
- Keep children away from windows.
- Take attendance.
- Bring disaster supplies to the designated safe location.

Earthquakes:

- Director or designee will announce “earthquake” or other code word.

- Drop to the ground with the children, take cover under a sturdy piece of furniture such as a heavy desk or table (if available), and hold on. Try using role-play imagery like: “I am a mama chicken, and you are my little chicks, get under my wings! Now let’s all be turtles, get in your turtle pose!”
- Huddle together facing away from windows while you assume a turtle pose. Pretend that the table is a log or a rock.
- Demonstrate how to cover your eyes with your free hand (the one you’re not holding on with).
- If there are no sturdy pieces of furniture to get under, huddle together and assume the turtle pose next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- For infants: Carefully pick up the baby in your arms, holding the child against your chest, and carry them as you Drop, Cover and Hold On. The adult will provide additional protection above and on either side of the child. Alternatively, place infants in an evacuation crib (or other infant evacuation equipment) and roll it next to an interior wall. Lock the wheels and shield the infants from falling objects.

4. Education/Communication/Drills

Staff will be educated and trained on the Emergency Procedures with on- site trainings/demos

at 209 Sunset Dr NW Cleveland, TN 37312 on their first day, and refresher in service days.

To assure effective Emergency response, the following drills will be conducted:
Fire/Tornado Drills will take place the 2nd Tuesday of every month.
Shelter in place drills will happen the 2nd Tuesday of February, and September.

5. Family Education

Sections of these Emergency Procedures of which families need to be made aware will be communicated by:

- 1. Telephone**
- 2. Email**
- 3. Automated text messaging**

6. Revisions

This plan will be kept current by reevaluating the protocols a minimum of once a year. This plan will reflect any given changes to the local and political climate.

7. Attachments

The following documents are included in this plan.

- A.** Checklist of Evacuation Procedures
- B.** Checklist of Relocation Procedures
- C.** Checklist of Lockdown Procedures
- D.** List of community emergency telephone numbers

A. Checklist of Evacuation Procedures

Call 911.

Person in Charge determines evacuation route and procedures.

Person in Charge determines if students and staff should be evacuated outside of area or buildings(s), or to relocations centers.

Person in Charge shall determine an acceptable relocation center and notifies relocation center.

Direct children, volunteers, and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

Implement post-incident procedures, as necessary.

B. Checklist of Relocation Procedures

___ Direct students to follow normal fire drill procedures unless Person in Charge alters route or normal route is too dangerous. Take Roster.

___ A Transportation Coordinator shall be named by the Person in Charge.

___ The Transportation Coordinator shall determine an appropriate means of transportation with urgency and number of people to transport in mind and then inform the Person in Charge of the plan.

___ Close doors and turn out lights.

___ When outside building, account for all children, volunteers, and staff. Inform Person in Charge immediately if children, volunteers, or staff are missing.

___ Once children, volunteers and staff are evacuated to a relocation center, stay with your group. Take roll again when you arrive at the relocation center.

___ Document any child that is released to an authorized parent/guardian.

___ Implement post-incident procedures, as necessary.

C. Checklist of Lockdown Procedures

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside areas or building(s).

___ Person in Charge will issue lock-down notification / procedures by announcing a warning either verbally or over a messaging system, by sending a messenger to each classroom, or by sounding bells or alert tones.

___ Announcement should be clear and concise.

___ Direct all children, volunteers, staff, and visitors into secured buildings or in a direction away from the danger.

___ Lock all doors and windows.

___ Cover windows if possible, including the window in the doors.

___ Move all persons away from windows and doors.

___ Allow no one outside of building until the Person in Charge gives an all-clear signal.

___ Implement post-incident procedures, as necessary.

D. List of Community Emergency Information

Cleveland Police Department:

Physical Address:
100 Church Street NE
Cleveland, TN 37311

Mailing Address:
P.O. Box 1519
Cleveland, TN 37364-1519

Phone:
(423) 476-1121

Fax:
(423) 559-3315

Animal Control:

Physical Address:
360 Hill Street SE
Cleveland, TN 37311

Mailing Address:
P.O. Box 1519
Cleveland, TN 37311

Phone:
423-559-3333

Emergency Phone:
911

Cleveland-Bradley Emergency Service Management:

Physical Address:
155 Guthrie Drive NW
Cleveland, TN 37311

Phone:
423-728-7289

FAX:
423-472-8265