

# RISK MANAGEMENT PLAN



**better beginnings**  
EVERY CHILD DESERVES OUR BEST



**FIRST UNITED METHODIST CHURCH**

**CHILD DEVELOPMENT CENTER**

**320 W. Main**

**Magnolia, Arkansas 71753**

## **EMERGENCY PLAN**

- This emergency plan describes the procedures that will be used by First United Methodist Church CDC to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

## **PURPOSE**

- To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- To reduce the risk of child abuse and neglect allegations
- To provide staff training
- To enhance child, family, and staff well-being
- To report child maltreatment immediately, as required by Arkansas Law.

## **CONCEPT OF OPERATIONS**

The Facility Director shall:

- The risk management plan shall be reviewed annually and updated as needed. In the absence of the facility director, the following facility person(s) will take charge: The Lead Teacher
- Each employee at the facility shall:
- Be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.
- In an emergency, child care center staff and resources will be focused on providing for the safety and well-being of children and staff.

## **EMERGENCY NUMBERS AND LOCATIONS**

The Risk Management plan is located in every classroom and office.

Emergency Numbers are in each classroom's binder, and the office.

## **COMMUNICATIONS**

- A Relocation Note will be posted on the facilities door. Information will be posted on the center's website. Information will be shared through the media at KVMA, and KZHE. Parents will be notified by phone as soon as children are safe.
- Office of Emergency Management- Larry Taylor 234-2542

## **CENTER ACCOUNTABILITY PROCESS**

Sign-in sheets are located in each classroom. Parents are required to sign the children in and out of the center on a daily basis. Visitors are required to sign in and out on a daily basis. These items are taken with the director in emergency plan of action.

## **CENTER EVACUATION SITE**

- Children will be released to adult(s) designated by the parent. In case of a center only evacuation, attendance will be taken at the assembly area and upon the arrival at the relocation facility, which will be Central Baptist Church gym.
- If the hazard is more widespread, it may be necessary to relocate the children and the staff to a shelter in a safe area. This would be determined by OEM incident commander.

## **EMERGENCY EVACUATION**

### **Directors**

- The director or person in charge will call 911.
- The center director or person in charge will make a quick assessment of the situation and any injuries to children and/or adults.
- The child care director needs to determine an evacuation route and safe outside meeting area to be sure that it appears clear of obstructions.
- Provide quick directions regarding the evacuation route and immediate outside meeting area to classroom teachers and other personnel.
- The lead teacher will get emergency preparedness box and risk management binder (resource room)
- The director and lead teacher will need to bring cell phones
- Assist classrooms based on most significant need first (injury, toddlers, staff working by themselves)

### **Teachers**

- Listen for evacuation instructions
- Take class list, attendance sheets, emergency information binder and risk management book
- If possible and time allows, bring jackets, blankets and child medication
- If there is an injured child, call for assistance if needed
- Child care director and lead teacher will assist classrooms based on most significant need first (injured children, staff, etc.)
- Teachers should assemble children to evacuate the building – one teacher in front of the children and one behind the children
- Infants will be assembled in evacuation cribs
- Once your class has safely exited the building and is at the safe meeting area, verify attendance (have children sit down, if possible)
- On a separate sheet of paper, create an Injury List which includes the following:

## CDC Risk Management Plan

- Class name
- All children who are injured (first and last name)
- Brief description of injury (any injury that will need more medical attention than basic first aid)
- Give the Injury List to a child care director

### **SHELTER/SHELTERING INSIDE THE CENTER**

- If it is unsafe for the occupants of the facility to go outside, provisions will be made to provide “protected spaces” inside.
- All children will go to the “black and white” room. The infants and young toddlers will gather in the back of the black and white room in the second room on the left. The other children will gather in the room behind the double doors (first room on the left)

### **GUIDELINES FOR SPECIFIC AREAS OF RISK**

#### **GENERAL INFORMATION**

- The safety of the children and staff members at FUMCCDC is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of a Child Care Facility to insure the safety of its children and staff members in the event of an emergency.
- In the event of an emergency the center director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.
- In the event of an emergency the center director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

#### **Fires and Explosions**

Fires and explosions are an ever present danger. They may originate within the building or threaten from without. A small fire in a rural wooded area or a built up urban area can quickly get out of control and threaten a nearby facility. Internal fires may result from anything from carelessness to arson. Explosions and resulting fires may be caused by leaking gas lines or faulty heating systems.

- Ensure that the alarm system is in good working order. The fire chief does an inspection yearly. The alarm company does an inspection periodically.
- When the fire alarm sounds, evacuate the building immediately, using the building evacuation plan.
- Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- Call **911**
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department the facility director shall establish contact with the fire department official and coordinate subsequent activities with him.

- Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or the staff member's calls for evacuation to the outside area, away from the building. **Our relocation facility would be Central Baptist Church gym.**
- All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.
- Ensure that no re-entry is attempted until authorized by the fire department

### **Severe Storms/Weather/Tornadoes**

- Thunderstorms and tornadoes are a frequent occurrence in Arkansas. Tornadoes and tropical storms are less frequent, but, because of their potential to do damage, all are worthy of our attention. Thunderstorms bring with them intense rain, lightning, damaging wind in excess of 50 mph and hail. Winds in tropical storms can get up to 100 mph. Under certain climatic conditions, thunderstorms can be a prelude to a tornado, which can generate whirling winds in excess of 200mph. Tornado damage, can be much localized, while a hurricane can devastate several states. Intense rain can cause rapid rise in streams and severe flooding. While tornadoes strike with very little warning, we normally get some warning for thunderstorms, and tropical storms are tracked for days before they get to Arkansas.
- Tune classroom radios into KVMA or KZHE. **Outside sirens ARE NOT sounded unless there is a danger of a tornado.** The National Weather Service (NWS) issues the following advisories:
  - Severe Thunderstorm Watch: Indicates that weather conditions are such that a thunderstorm may develop.
  - Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
  - Tornado Watch: Means that weather conditions are such that a tornado may develop.
  - Tornado warning: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.
  - Tropical Storm Watch: Means that conditions indicate that a storm is possible, but has not yet occurred.
  - Tropical Storm Warning: Means that a tropical storm is expected to strike the area within 24 hours. It contains an assessment of flooding dangers, high wind warnings for the storm's periphery, estimated storm effects and recommended emergency procedures.

- Know evacuation areas are identified on emergency evacuation maps. The “black and white” room and any rooms in that area are the safest indoor areas. If these are not available for any reason, the resource room, toddler 2 classroom and any restroom throughout the building.

### **Terrorists (Intruders)**

It is an unfortunate sign of the world in which we live that there are persons who desire to cause damages similar to the damages caused by natural disasters. Sometimes, the reasons are personal, and directed against the family of one of the children in your center, or it could be simply faceless terrorism.

- Most acts of violence happen without warning.
- Be vigilant, constantly on the lookout for unusual persons or things such as;
  - Unusual unsolicited deliveries
  - Individuals "hanging around" for no apparent reason
  - Enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Respond to the consequences of a terrorist or violent act will depend on the hazards presented.
  - Armed Intruder - Call for help. Try to get the children to safety upstairs, either locked in a safe room inside, or quickly taken outside the building. DO NOT try to confront the intruder and make him/her even more violent. Try to remain calm and to calm down the intruder.
  - Hostage situation - Call for help. Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.
- Lock-Down procedures will be used in situations that may result in harm to persons inside the Day Care facility, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building director, designee or public safety personnel.
- The center director will ask if anyone has seen the “purple stapler” to alert the staff of stranger danger.
- In a “Lock-Down” situation all children are kept in classrooms or other designated locations that are away from the danger.
- Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- Staff and children remain in their room, turning off the lights, covering the windows, encourage children to get under tables, behind cabinets, etc and (if possible) engage in quiet story time activities with the children until “all clear” is announced.
- ***NOTE: There may be an opportunity to evacuate some of the children. The administrator will notify the classroom(s) to evacuate and specify the route take out of the building and the designated area for assembly outside. The importance of staff and children remaining calm cannot be over emphasized. Quick, silent evacuation is the goal.***

### **Earthquakes**

Parts of the State have experienced minor earthquakes. Individuals who have experienced them can attest to the fact that even a mild one can be frightening. This is particularly so if one is not informed of the precautions to take.

- Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to occur, but cannot yet predict the exact time and place.
- Secure standing objects such as bookcases and water heaters, especially if there is potential for them to fall and hurt someone.
- During the shaking
  - Keep calm - do not leave the location. Assess the situation, and then act. Remember, falling debris is the direct cause of most injuries and deaths.
  - If indoors - stay there.
    - Take cover under desks, tables or other heavy furniture.
    - Take cover in interior doorways or narrow hallways.
    - Stay away from windows and beware of falling objects.
  - If outdoors - stay in the open.
    - Move away from the building, if possible.
    - Avoid downed utility poles and overhead wires.
- After the shaking stops
  - Evacuate - Move to open areas away from the building.
  - Do not re-enter the building until authorities have checked it for possible structural damage, leaking gas lines and other utility disruptions.
  - Take a roll call to account for everyone.
  - If a radio is available, listen for news bulletins.

### **Bomb Threats**

It is an unfortunate sign of the world in which we live that there are persons who desire to cause damages similar to the damages caused by natural disasters. Sometimes, the reasons are personal, and directed against the family of one of the children in your center, or it could be simply faceless terrorism. Generally a terrorist will inflict damage in order to disrupt the way we do things or to gain attention for his/her cause. The results of these actions are hard to predict, but they are seldom all that different from the results of severe weather or of a hazardous materials release. An important thing to remember is that any terrorist action is illegal, and local police will need to be notified whenever any criminal, suspicious or potentially terrorist activities occur.

- Most acts of violence happen without warning.
- Be aware of what's going on in the world. The federal Department of Homeland Security tries to communicate the level of threat by using a color-coded system (called the Homeland Security Alert System (HSAS)). Governmental, public and private facilities should watch for changes in the color codes and adjust their activities accordingly. The American Red Cross has defined a series of checklists for schools. These have been adapted for day care centers.
- Be vigilant, constantly on the lookout for unusual persons or things such as;
- Unusual unsolicited deliveries
- Suspicious items left around the outside of the facility
- Individuals "hanging around" for no apparent reason

- Enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Response to the consequences of a terrorist or violent act will depend on the hazards presented.

#### **A. GENERAL PRECAUTIONS**

- Any bomb threat should be treated as real until proven otherwise.
- Unidentified or suspicious objects should be reported to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.
- **Children and staff will be evacuated to Central Baptist Church gym.**
- Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
- Upon arrival of law enforcement authorities the facility director, or designee, will assist with search (i.e.: unlocking doors identify strange or suspicious objects).
- The appropriate authorities should be consulted prior to re-entry into the building.

#### **B. TELEPHONE THREAT**

- The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
  - The building may be immediately evacuated, and
  - Local Law Enforcement may be contacted via 911.
- The receiver of the call should keep the caller on the line as long as possible.
- Information should be recorded on the bomb threat as quickly as possible, specifically record the following information:
  - The exact time the call was received. \_\_\_\_\_
  - The caller's exact words. \_\_\_\_\_
  - A description of the caller's voice. \_\_\_\_\_
- If the call receiver has the time and opportunity he/she should ask the caller for:
  - The location of the bomb. \_\_\_\_\_
  - The exact time of explosion. \_\_\_\_\_
  - A description of the nature and appearance of the bomb. \_\_\_\_\_
  - The caller's name and their location. \_\_\_\_\_

#### **C. WRITTEN THREAT**

- The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
- Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.
- The building should be evacuated until it is determined that there is no longer a



- danger. **The staff and children will be evacuated to Central Baptist Church gym.**
- All materials involved in the threat should be turned over to the authorities.

*Bear in mind that the criminals/terrorists may have multiple attacks planned. They might use an explosion to get you to evacuate, and be waiting to take children hostage once you get them outside. This is the reason that we do not give the details of our emergency plans to anyone who doesn't need to know. It's also a good idea to check to see if the "coast is clear" before you try to move the children.*

### **Biological/Chemical Emergencies**

- Decontamination is needed within minutes of exposure to minimize health consequences. Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.
- A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.
- Call 911.
- Decontamination guidelines area as follows:
- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Proceed to a medical facility for screening and professional treatment

### **Hazardous and Radioactive Materials**

Many types of hazardous substances including radioactive materials are shipped daily across the state. County EMCs and fire departments maintain information concerning extremely hazardous and radioactive materials that are stored, used or manufactured in the area.

- Warning of a hazardous or radioactive material incident is usually received from the fire or police department or OEM when such an incident occurs close to or on facility property.
- If it's necessary to evacuate the area, move crosswind; never directly into or against the wind which may be carrying fumes. Upon reaching a point of safety, take a roll call.
- Determine whether it is safer to shelter occupants or to evacuate the facility. **Since there are many variables that have to be factored in, the OEM will determine the safest facility to evacuate to.**

## CDC Risk Management Plan

- Occupants must not return until the emergency services personnel have declared the area to be safe.

### **Electrical Outage, Gas Leak**

Unexpected utility failures or incidents are common occurrences and may happen at any time. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to the property and facility and cause power failures. An electrical failure may result in the loss of refrigerated food supplies and medicines or create a severe fire hazard.

- In this context, the "unexpected" means that there will be no warning.
- Maintain a list of phone numbers, including night and day emergency reporting and repair services, of all serving utility companies.
- Minimize threats of failure through the use of good maintenance practices.

### **GAS LEAK**

If any staff member or children smells gas, act quickly.

- Open windows immediately.
- Call 911 and report the possible gas leak.
- Do not turn any electrical switches on OR off. Eliminate all flames.
- If necessary, turn off the gas main. The shutoff valve is next to the meter.
- Using a wrench turn the valve a quarter turn in either direction.
- If the gas odor remains strong, evacuate the area immediately. **The children and staff would be evacuated to Central Baptist Church gym.**
- Do not return to the building until the fire department announces it is safe.

### **POWER FAILURE**

- The center has flash lights which are located in the office.
- In the event of a power failure, the staff members on duty should contact the following:
  - Entergy Power Company (1-800-9outage)

### **Community Crisis**

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the community or the child care facility. In such situations the physical and emotional impact may be moderate to severe. Outside assistance may be needed.

Crisis Examples:       terrorist threat, gunman in the area  
                                  (Outside threat – not an intruder on campus)

**Actual Situation:** The director will notify all staff by providing an intercom announcement, “This is an emergency. The center is going into lockdown”.

**Action Steps for Teachers/Staff:**

- Staff should quickly check the hall and restrooms closest to their classroom or playground to get all children into the room.
- If you are in a hallway, enter the closest classroom available.
- If you are on the playground, remain where you are.
- If you are on a playground, enter the closest door possible. If the doors are locked, seek shelter in under big playground equipment. When help arrives, further guidance will be provided.
- Lock all exterior and interior doors and close and lock all windows.
- Keep children away from windows and exterior doors; position children in a safe place against walls or on the floor.
- Staff will maintain a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind a table and gather infants into two cribs along with items to help keep them quiet, such as bottles, pacifiers and small, quiet toys)
- Teacher will keep all children in the classroom or current location until otherwise indicated.

**General Rules of Thumb:**

- No one will be able to enter the building during a lockdown, except police or emergency personnel. This means parents or staff cannot enter the facility. Under no circumstances, should you open an exterior door for anyone.
- No one (no staff or children) will exit the building until the “lockdown” has been lifted, unless police choose to evacuate the building per police standard operating procedures.

**Transportation**

- Central Baptist Church gym is in walking distance.
- In order to relocate the children and staff as safely and quickly as possible, children will be transported in the two church busses and van. Personal vehicles may be used.

**REDUCING THE RISK OF CHILD ABUSE AND NEGLECT**

- All staff of FUMCCDC is required to update the Arkansas Child Maltreatment Central Registry Background Check and Information every 2 years. Every 5 years the Criminal background checks are up-dated. Both are done on all new hire employees.
- All classrooms have at least two teachers assigned at all times. Those classrooms that do not have a second teacher do have floaters and helpers coming and going throughout the day.
- The building was designed with large windows between classrooms and hallways. Employees and families roam the halls looking into all classrooms throughout the day. These were installed for the protection of both children and staff.

**EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS**

Child Abuse hotline 1-800-482-5964.

## **COMMUNICATIONS**

ALL EMPLOYEES OF CHILDCARE PROVIDERS ARE MANDATED REPORTERS OF CHILD ABUSE AND MALTREATMENT.

## **EMERGENCY PROCEDURE**

Arkansas Law

Act 397 of 1975 requires that persons in specified roles report known or suspected child abuse and neglect. “Day care center workers or any other child or foster care worker” is listed among those mandated reporters. As an administrator, your responsibility is even more clearly spelled out, because a staff person is required to “immediately notify the person in charge... who shall then become responsible for making a report or causing such a report to be made.”

Section 5 allows any mandated reporter or person in charge of mandated reporter to “take or cause to be taken, at public expense, color photographs of the areas of trauma visible on a child.” Any person participating “in good faith” in making a report or taking photographs has immunity to liability, civil or criminal, that otherwise might result from such action. Willful failure to report subjects the person to civil liabilities and criminal penalties (\$100 fine and/or five days in jail.)

Under Arkansas Law (Arkansas Statute Ann. 42-807-818) any employee of FUMCCDC is expected to report any suspected child maltreatment to the appropriate Child Protective Services Agency. The Child Abuse Hotline is 800-482-5964.

## **CONCEPT OF OPERATIONS**

- Direction and Control –Employees shall report child maltreatment allegations to the Director, immediately.
- If an employee witnesses child maltreatment or neglect inside or outside of work, he/she must follow the Arkansas Law.

## **ORGANIZATION AND RESPONSIBILITIES**

Child care facility administrators will:

After receiving a report, the Administrative Director conducts an initial assessment, which may include the following:

- A determination of whether the report of child maltreatment is substantiated.
- Gathering of information on all parties involved, child and adult
- A determination of whether the child's immediate safety is a concern. If yes, 9-1-1 will be called first, then the child abuse hotline 1-800-482-5964.

### **Child care facility administrator and ALL STAFF will:**

- Learn More About Child Abuse and Neglect
- Have conversations with Staff

## CDC Risk Management Plan

- Have conversations with Parents
- Using Self-Assessment Forms
- Facilitate Friendships and Mutual Support
- Implement the Strengthening Families Program
- Respond to Family Crises
- Link Families to Services and Opportunities
- Facilitate Children's Social and Emotional Development
- Observe and Respond to Early Warning Signs of Child Abuse or Neglect
- Value and Support Parents
- Build Program Capacity to Strengthen Families
- Build a Respectful Staff Culture
- Customize the Physical Space
- Form Relationships with Child Welfare Agencies
- Become aware of Family Support Services
- Maintain support for Families with Children with Special Needs

**Due to an  
emergency,  
FUMCCDC  
CHILDREN AND  
STAFF  
HAVE  
RELOCATED TO**