

ASIAN AMERICAN CIVIC ASSOCIATION

**BUDS AND BLOSSOMS
EARLY EDUCATION AND CARE CENTER**

**EMERGENCY/EVACUATION CONTINGENCY
PLAN**

87 Tyler Street, Boston, MA 02111

Phone: (617) 426-9492

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(9/29/14)

Handling Emergencies

No two emergencies are the same. While the various steps and suggested actions outlined in this booklet represent sound procedure, your own judgment should be the final authority until you are able to contact a superior.

Unfortunately, accidents do occur. Some can be prevented but in spite of everything you do there will be situations which call for special actions. Generally your responsibilities include:

1. Prevention of incidents before they happen.
2. Handling the situation at the time.
3. Notifying the necessary people after the incident.

It is extremely important that you:

1. Become familiar with and put into effect the preventative measures suggested.
2. Anticipate what unfortunate incidents might occur. Emergencies will be rare if proper care is taken.
3. Know what is contained in this booklet and keep it with you for reference in the event of an emergency.
4. Be sure that at least one other adult is familiar with "Emergency Procedures" in case something happens to you.

Calling For Outside Assistance

When calling for outside assistance always give the following information:

1. Properly identify who you are and your relationship to the emergency
2. Nature of the emergency
3. Give the exact location.
4. Give the phone number you are calling from. **(617-426-9492)**
5. Do not hang up until dispatcher indicates he/she is clear on the location. Let the dispatcher hang up first.

One Triangular Bandage

One Pair of Scissors

One Tweezers

Antiseptic Wipes

Two Disposable Instant Cold Packs

One Sterile Isotonic Buffered Eye Wash

Two Pairs Latex Gloves

One Micro Shield or Pocket Mask with One Way Valve

Zip Lock Bags

Flashlight

Thermometer

General Emergency Procedures

1. Assure the safety of all involved.
2. Make the appropriate emergency assistance call.
3. Assist emergency professionals to the extent necessary.
4. Write down all details of the incident on the appropriate accident/incident form as soon as possible.

The American College of Emergency Physicians has identified the following signs of a medical emergency requiring immediate treatment.

- Difficulty breathing, shortness of breath
- Chest or abdominal pain or pressure
- Fainting
- Sudden dizziness, weakness or change in vision
- Confusion or change in mental status
- Any sudden, severe pain
- Bleeding that won't stop
- Severe or persistent vomiting
- Coughing up or vomiting blood
- Suicidal or homicidal feelings

Handling Blood borne Pathogen Risk

Protective Measures

Due to the infectious nature of bloodborne pathogens, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), staff has the potential for occupational exposure to blood and other bodily fluid. Buds and Blossoms staff has access to Personal Protective Equipment. To avoid potential unprotected exposure to blood and bodily fluids employees should wear:

1. Plastic Gloves
2. Gowns
3. Lab Coats
4. Face shields, masks or eye protection
5. Mouthpieces, resuscitation bags, pocket masks
6. First Aid Kits

The protective gear is stored in the closet in the kitchen, labeled as such.

Unprotected Exposure

Anytime an employee comes into contact with human blood or bodily fluid, regardless of its source, he or she should do the following:

1. Wash exposed area with antiseptic alcohol wash or soap and water immediately.
2. It is recommended that the employee to go to his/ her physician for testing and injections, if necessary.

Sexual Harassment

All employees should feel they can confidentially report a situation they deem as sexual harassment to a superior. If such a situation does arise, employees should report the incident or situation to their immediate supervisor. If the employee feels uncomfortable or is unable to report the situation to their superior, than the employee should speak with the Executive Director of AACA.

BUDS AND BLOSSOMS EARLY EDUCATION AND CARE CENTER
EMERGENCY PROCEDURE POLICY

Emergency Procedures

Medical emergency Procedures

In the event of an emergency, the staff will call 911 and/or prepare to transport the child to the nearest hospital, while another staff member will contact the parents. When there is time and if practical, the child's doctor and parents are notified before a child is taken for treatment. Every effort will be made to send a staff person with the child.

If the parents cannot be reached, the emergency contact person listed in the child's records will be contacted.

All emergency numbers are posted by telephone and are located within first aid kits.

Emergencies which required transport may include, but is not limited to, excessive pain or bleeding, loss of consciousness, eye or head injury, broken bone, shortness of breath abdominal pain or swelling.

Field Trips and Usage of Off Site Facilities

The following steps are taken in the event of a field trip:

1. First-aid kits are carried by staff. The kit includes some coins for pay phones, and list of emergency numbers.
2. Field trip permissions slips and emergency information on all children are taken on the trip. No child will be allowed on a trip without parent/guardian authorization. Parent/guardian authorization for ongoing scheduled trips is valid for one year unless withdrawn in writing.
3. Destination of the trip (with phone number), arrival and departure times and attendance of children on trip is left at the center, where front desk staffs are assigned.
4. Children are assigned to staff members who will monitor their activity at all times through head counts, buddy and attendance checks.
5. When visiting an area staff will conduct a safety check prior to children's involvement. Staff will walk in front of their assigned group to circumvent danger. Children will be monitored when using public restrooms.
6. In the event of an emergency, the child is taken to the closest hospital and the parent/guardian and/or the emergency back-up person is notified. Emergency procedures will be followed. The child's emergency information will accompany them.
7. The aquatics field trip procedures are to be followed when an activity involves water.

In the event of an emergency disaster that does not warrant immediate evacuation of the site, directors will contact AACA Executive Director to decide if the site can remain open based upon the following criteria. If the children have to be evacuated, parents will be notified as to the location of their children. Evacuations will follow the evacuation plan.

FLOODS:

Procedure: When notification is received from the Civil Defense or other emergency center that certain roads, bridges, or rivers constitute a danger or hazardous condition, it shall be the responsibility of the staff to notify the parent in the event of eminent or actual floor disaster.

LOSS OF WATER:

Procedure: In the event of loss of water, potable water will be brought in or if necessary, the program will be closed and parents will be notified.

LOSS OF ELECTRICITY:

Procedure: In the event of electrical power loss, the center will remain in operation up to half of the normal operating day if the following conditions exist: generator lighting is available during non-daylight hours or the room temperature does not drop below 65 degrees Fahrenheit. All sites must have a non-electrical phone. A cellular phone may suit this purpose.