
OUR LITTLE BLESSINGS DAY CARE
EMERGENCY PLAN

Police: 911

Quick Response: 225-6411

Prashard Nagard Police Outpost: 225-4074

Fire : 912

Fire Service Department: 226-2411 / 226-5988

Davis Memorial Hospital: Ms Bryan : 225- 9327

Ambulance :913

Ministry of Social Protection: 225-1257

(Ms Grey Administrative Manager)

FOREWORD

This emergency plan describes the procedures that will be used by Our Little Blessings Day Care to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address 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.

Important details from the plan are sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts; the "Basic Emergency Plan"; a series of checklists and a series of supporting documents. The Basic Emergency Plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail.

Basic Emergency Plan

1. PURPOSE AND SCOPE

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- The provisions of this plan are designed for situations involving groups of children or the entire facility.
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2. SITUATION AND ASSUMPTIONS

- The Our Little Blessings Day Care and Pre School is located at U Enachu Street, Section K, Campbellville, Georgetown and has a maximum capacity of 45 persons. The projected capacity for the new school year 35 children and 5 *staff*. Normal operating hours for the facility are 7:15 am to 5:30pm. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Section K Campbellville whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through direct contact with the agencies based on the listed numbers.
- All staff will receive **Basic Life Support** specific to caring for and responding to the needs of the children in their care.
- Parents will be contacted first in event of all medical emergencies with their child.
- If parents cannot be reached, the Our Little Blessing Day Care has a Memorandum of Understanding with the Davis Memorial Hospital (Pediatrician Dr. Leach). To provide initial care services to any approved child or teacher for any emergency incidents that occurs during normal school hours, i.e. sharing information verbally and or providing medical services.

- The facility may be subject to the following natural disasters and emergencies:
 - Natural Disasters (*e.g. severe storms, flood, disease outbreak, etc.*)
Mayor & City Council Georgetown, Public Health Department, South Road Bourda. This office will be contacted for support in the event there are any natural disasters.
Medical Officer of Health: 227-3749
Deputy Medical Officer of Health: 226-1786
- If a child becomes ill or injured at school parents will be notified immediately. A child who has become sick will be separated from the other children while waiting for parent.
- If your child exhibits any of the following symptoms, he/she must be excluded from attendance:
 - *Has/had a fever at or above 100°F within the past 24 hours, regardless of its cause.*
 - *Is vomiting or has an upset stomach accompanied by diarrhoea.*
 - *Shows evidence of a communicable disease, such as chicken pox, strep throat or red eye.*
 - *Has an undiagnosed rash.*
 - *Has been diagnosed with head lice.*
 - *Has discharge from eyes, ears, and/or a profuse nasal discharge.*
- Human Caused Emergencies (*e.g. fire in the neighborhood, power outage*):
Our day care has worked closely with the Guyana Fire Service to ensure that the required prevention measures are in place

3. CONCEPT OF OPERATIONS

- General:
 - Direction and Control – The senior on-site facility person (**Administrative Officer, Fabiola Hinds or Devon Conway**) will assume responsibility for emergency actions until the arrival of emergency service personnel.
 - The **assemble point** is the eastern side of the building (left on entrance and right on exit of the gate) For serious emergencies clear land on the corner of **Enachu Street and Bel Air Road.**
 - In an emergency, childcare staff and resources will be focused on providing for the safety and well-being of children and staff.
- In the absence of the senior on-site facility person, the following facility person(s) will take charge:

Primary & Secondary: Fabiola Hinds and Devon Conway

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- Regular drills on emergency plans, procedures and duties will be conducted to:
 - Provide training for staff, including substitutes.
 - Orient children on emergency procedures and responsibilities; and
 - Develop skills needed for a real emergency.
 - Special Medical, Physical or Behavioral Needs
 - The childcare facility will maintain a current listing of any children or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency.
 - If special needs include medications or any physical equipment, the Teacher's assistant will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
 - Accountability
 - Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an individual upon verbal approval by the parent if the individual's identity can be verified by a staff person.
 - In case of an evacuation, attendance will be taken at the assembly area.

4. ORGANIZATION AND RESPONSIBILITIES

- Child-care senior on-site facility person will be either of the supervisors **Fabiola Hinds** or **Devon Conway** will:
 - Be familiar with emergency plans.
 - Follow the course of action to be taken during an emergency.
 - Maintain this plan in a current and usable state.
 - Ensure that parents are aware of what is happening to their children.
 - Keep the staff aware of the status of the emergency.
 - Ensure children's emergency records are taken to the evacuation.
 - When emergency services arrive, locate the Incident provide information about the status of the children, staff, and the facility.
 - Retain responsibility for the children and staff while the responders are dealing with the emergency.
 - Stay available to responders to provide information about the facility.
- Staff will:
 - Review and assist in keeping plans and checklists current.
 - Maintain supervision of children until they are released to parents or

guardians.

- Parents are requested to:
 - Be familiar with plans and procedures for ensuring the safety of the children.

5. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- The legal entity/owner/operator of the childcare facility is responsible for:
 - The development, execution, and maintenance of the emergency plan.
 - Annual review and update of the plan.
 - Making sure that copies of the plan are distributed