**EMERGENCY PLANS 19a-79-3a(d)(4)**

**Rev. 7/13/2018**

**MEDICAL:**

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child’s physician/dentist/ if neither is available, the program’s consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child’s emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the center, his or her temperature is taken, their parents are notified immediately. The child is then placed on a cot and isolated in a designated area until such time as his or her parent has been contacted and arrives. The child is under close observance by a staff member during this time.

Every effort will be made to contact the parent or persons listed on the emergency contact sheet on file at the center. Please make sure we have accurate, current records from your child’s doctor on file. (It is the parent’s responsibility to keep this information up to date.)

According to state law we are not allowed to administer any medication to a sick child, unless a medical form is signed by the physician and is on file.

**FIRE:**

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to the end of the driveway (for 112 Bouton Street) or to the back of the playground behind the playground fence (for 31 West Avenue) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, the city of Norwalk will send a city bus to transport us to the nearest shelter. Once we arrive will call all parents to inform them of our location.

**WEATHER:**

On snow days, or during other hazardous weather emergencies, the program will follow the Norwalk Public Schools closings delays or early dismissal schedule. This information will be found on News 12 and Channel 3 as well as on our website ([www.thechildrensplayhouseinc.com](http://www.thechildrensplayhouseinc.com)). Parents will be notified by telephone to pick up their children if there is an early closing, therefore it is important to keep your telephone number updated. Ratios will be maintained at all times and two staff members will remain on the premises with the children until all are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. Parents will be notified after the immediate danger has passed.

**EVACUATION:**

In the event that the facility must evacuate, the city of Norwalk will send a city bus that will transport the children and staff to nearest shelter. Advanced contact had been made with Norwalk’s Civil Preparedness Unit, adding the Center to their list for emergencies. Parents will also be notified when and where to pick up their children. Ratios will be maintained at all times and two staff members will remain with the children until all are picked up.

The closest Fall Out Shelter is Norwalk Public Library- Sono Branch located on 10 Washington Street, Norwalk, CT 06854.