

Ages & Stages, LLC

Emergency Operation Plan

In the event of an emergency that threatens the safety of children and staff, the staff of Ages & Stages will follow the following protocol:

Lead teachers are responsible for organizing the removal of all children from their classroom or playground. Clipboards containing emergency information for each child will accompany each lead teacher out of the classroom or playground. Child specific emergency medication will be taken by Lead teacher in classroom. Lead teachers will report to the Director or Closing supervisor once all children and staff have been accounted for.

Director or Closing Supervisor will determine whether medical treatment is necessary and involve the necessary local emergency personnel (i.e. ambulance, emt, etc).

First aid supplies are stored in the main office in a file cabinet labeled "First Aid Supplies". Every classroom has a small supply of first aid materials. A portable container is available with stocked first aid supplies in the front hall. Director will transport the portable container outside in an emergency.

Childcare registrations/emergency forms are kept in individual files in main office. Each classroom has orange emergency contact cards, found in teacher's clipboards, for each individual child. When outside, a backpack full of first aid materials is taken outside by a teacher.

The Ages & Stages building requires admission through a security code. All entrances are locked and access is only granted by entrance of a parental code.

In the case of building evacuation, the staff and children are to follow "fire drill procedure" to clear the building. If it is necessary to vacate the center property (outside as well), children and staff would proceed from the playyard out to the driveway and into the safety of the neighboring yard (493 Main St). All children and staff would again be counted and accounted for to the Director or Closing Supervisor. Director or Closing Supervisor will call 911.

If the playground needed to be evacuated, children and staff will quickly reenter building and examine doors to be sure all are locked. Staff will cover windows and instruct all children to stay away from all windows. Director or closing supervisor will call 911.

In the case of a lockdown/secure campus, all children and staff will be instructed to stay away from windows and doors and deny entrance to anyone attempting to enter building. Shades will be drawn on windows. Director or Closing Supervisor will call 911.

If forced into a "drop and cover" situation, staff would instruct children to stay under tables and desks or in bathrooms until danger has been cleared.

If receive a bomb threat make attempts to establish credibility. When? Where? Name? What kind? Call 911 and have Police assess credibility of threat. Proceed to evacuation of building and playyard if necessary-Island Pond Baptist Church, 26 North Salem Rd, Hampstead NH.

If forced into a situation where children needed to stay in the center overnight, food and supervision would be provided to insure the comfort of all staff and children.

Building /playground deemed unsafe-If forced into a situation where children and staff needed to be evacuated from the building and playyard and seek indoor shelter, the staff and children would walk to the Island Pond Baptist Church at 26 North Salem Rd, Hampstead, NH and gain admittance into the church.

Reunification with parents will be initiated once safety has been restored for all. Parents will be notified by means such as phone, email and the WMUR notification system. If safety allows, posting on social media may be permissible.

During reunification:

- center director will arrange children in a holding area out of sight of entrance to building
- two staff members will greet parents and check id's if necessary.
- three staff members will retrieve children from the holding area, bring to awaiting parents and sign child out
- remainder of staff will be responsible for caring for the children