Wee Care Center
Emergency Plans

Remember to stay calm. If the adults act frightened or alarmed, the children will imitate those responses.

Emergency Numbers and Contacts:

- Police: 911
- Campus Police: 863-5555
- John Brewer/Police Chief: 863-8320
- Justin Sprague/Fire Marshall: 863-8021
- Ron Whiting/Assistant Fire Marshall: 863-8025
- Todd Harper/Wee Care Director: 863-7267
- Mary Ellen Larsen/Wee Care Manager: 863-7264

Date of last review and or/update: 7/17/15
Responding to Medical Emergencies & Serious Injuries

We do the following when a child is seriously ill or injured and requires attention from a health care provider or emergency response team:

**Serious Injury/Illness:**
If an injury is **life threatening** (example: choking, severe bleeding, shock or loss of consciousness) call 911. Give CPR or first aid if needed. Follow the instructions of the 911 dispatcher. After emergency personnel have arrived, contact the parent.

For serious injuries that are **not life threatening**, contact the parent. If the parent can not be reached in the appropriate amount of time, use the emergency medical treatment release to obtain treatment (example; the child needs stitches.)

**Injured Child:**

A Child Must be taken to the Emergency Room if:

- Fever (temperature > 100.4) in any infant
- Rapid or difficult breathing, visibly using chest and abdominal muscles to breathe
- Sudden dizziness, weakness or change in vision
- Change in mental status such as confusion or difficulty waking
- Severe or persistent vomiting or vomiting blood
- Severe or persistent diarrhea or blood in stools
- Vomiting and/or diarrhea with dry lips or mouth and/or decreased urination
- Profuse bleeding or bleeding that won't stop with direct pressure after 15 minutes
- Wounds to head or hands
- A gaping wound with edges that don't come together
- Problems with movement or sensation after an injury
- A stiff neck associated with fever or headache
- A red/purple rash that doesn't disappear when brief finger tip pressure is applied to the skin
- A bulging or abnormally depressed fontanel (soft spot) in infants
- Sudden severe pain anywhere in the body
- Falls from any significant height
- Accidents involving pedestrians or bicycles and cars
Contact the parent before taking the child to the emergency room.

Todd (Director) will be responsible to stay with a child that has been transported to the hospital. If she is not available a member of the office staff will be responsible and will stay with the child until a parent or legal guardian assumes responsibility. This will not interfere with ratios in the center.

The nearest hospital is located at:

Utah Valley Regional Medical Center
1034 NORTH 500 WEST
PROVO, UT 84603
801-357-7850

If it is necessary for a child to go the emergency room in the evening when office staff is not present an ambulance will be called.

Dial 911:

- If the child's condition seems life-threatening or could become so before you can reach the hospital
- Fainting, loss of consciousness, seizure or convulsion
- In the event of choking, or if the child is not breathing.

Emergency Contact Information:

Every teacher is expected to take their classroom backpack containing Emergency Contact information on all of the children upon evacuating the center.

However Todd (Director) will be responsible for bringing the Emergency Contact Information that is available in the office. If Todd is unavailable that responsibility will fall on Mary Ellen.

**Procedures for Fire, Earthquake, Flood, Power Failure, & Water Failure**

We will do the following if there is a fire in the building:

**Fire:**

In the event of a fire:

~Stop, drop and roll to put out flames on clothes.
~Evacuate the children as quickly as possible through the nearest door or Window to either the sidewalk on Wolverine Way or the parking lot south of the building or we will meet at Care About Childcare or North Field.

~Crawl low to the ground in smoke.

~Do not enter a room if the door knob is hot, or smoke can be seen around a closed door.

~Account for all children.

~Extinguish small fires if possible. Do not use water on oil or grease.

~Call 911.

**The fire extinguisher locations are on the north and south end hallways on both the main floor and upstairs.**

We will do the following if there is an earthquake:

**Earthquake:**
In the event of an earthquake:

~stay calm.

~If inside, stay inside; seek cover under a table, stand in a doorway or Brace children in an inside corner away from windows (turn your back to any windows). The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

~If outside, stay outside; move into the open away from trees, buildings, Fences and electric wires.

After the shaking has stopped:

~Account for all children.

~Check for injuries, provide first aid.

~Check for utility damage and turn off natural gas, electrical power, and water supply if necessary.

We will do the following if there is a Flood:

We will evacuate to the Extended Education Building downstairs to the Care about Child Care at UVU. If the water level is too high to stay at the Extended Education Building, Utah Valley University has a disaster plan and a disaster management person who is in charge of the Wee Care Center. They will be notified and evacuate us if necessary. We will then notify the parents through our emergency contact lists via cell phone in order for them to be picked up.
We will do the following if there is a Power Failure:

We will account for all of the children and use emergency flashlights. We will then notify the parents through our emergency contact lists via cell phone in order for them to be picked up. We will also call campus facilities and let them know that our power is down.

We will do the following if there is a Water Failure:

We will notify the parents through our emergency contact lists via cell phone in order for them to be picked up. We will also call campus facilities and let them know that the power is down.

Emergency Shut off of Gas, Electricity & Water: CALL FACILITIES at 863-8130 and they will come over and shut off any of the following:

The location and procedure for an emergency shut off for the gas is in the ROTC building basement located on 400 West. Person assigned for Emergency Management will shut it off.

The location and procedure for an emergency shut off of electricity is as follows: The electricity shut off is located in the electrical room on the main floor, south end Room 100 D. Person assigned through Emergency Management for Wee Care will shut it off.

The location and procedure for an emergency shut off of water is as follows: The shut off of the water is located in the outside closet on the North side of the Wee Care building. Emergency Management for the Wee Care will shut it off.

Emergency Evacuation & Relocation

In the event that it becomes necessary to evacuate our building, we will do the following to ensure we have with us emergency contact information and emergency medical releases for each child:
We will take our emergency kit, which contains our emergency contact information, and medical treatment releases to the Extended Education Building downstairs into Care about Child Care at UVU. All of the staff is trained on who is to take the emergency kits and how to account for each child by using their sign in sign out sheets.

In the event that it becomes necessary to evacuate our building, staff and children will all go to the following location: The Extended Education Building located just west of the Wee Care Center. (Children will be in the Care About Childcare at UVU.)

A notice will be placed on the main gate stating that the children have been evacuated to the Extended Education Building across the street. (Children will be in the Care about Childcare at UVU).

Children will be accounted for using sign in sign out sheets and teachers and office staff will hold children’s hands if they are able to walk. Children in the Infant room and pre-toddler room will all be placed in emergency wagons or the center strollers (located outside the Infant and pre-tot room) and wheeled to the Extended Education Building. Once we have reached the location site we will double check our sign in sign out sheets in order to account for each child.

We will have an emergency kit in the 2yr old rooms which contains food, water, diapers, and wet wipes, for 110 children for 72 hours. This will be wheeled across the street to the advancement building. All of the teachers have been notified to keep their cell phones on them at all times, and they have been instructed to take them with them especially in the event of an emergency.

We will not allow any of our teachers to leave until all of the children are picked up. We will also take our sign in sign out sheets so we can account for each child. We will keep the kids all together and use the “buddy system”. The teachers assigned to a specific classroom will be responsible for their own children and members of the administrative staff will be there to help supervise the children and call parents.

All of the teachers will be responsible for their own children in their room.

• The office staff will disperse to each classroom and help the children evacuate.
• The infant room teacher will check to see if the cook is in the kitchen and turn off the stove/oven if the cook isn’t in the kitchen.
• If the cook is upstairs he/she will help the infant room teacher evacuate their room.
• The office staff will be responsible for the emergency kit.
**Poison:**

Call Poison Control Center at 1-800-222-1222.

**Missing Child:**

Look in all the obvious places the child might have gone. Check the playground, under tables, in bathrooms, etc. If the child is still not found, notify the Wee Care Director (in the Director’s absence notify the Manager). The parents will be notified. The Campus Police will be notified.

**Lightning:**

Go inside if possible. If trapped outside, get to the lowest point possible, such as ditches or hollows. If there are no low spots, stay away from anything tall; trees, buildings, poles, etc. Have children drop to the ground. If a child is hit by lightning, call 911 and administer CPR.

**Death:**

Do not move the body. Leave it as it was found. Remove children from the room and call 911. Keep children from the body and cover the body with a sheet or blanket, if available.

**Loss of a Tooth:**

If a tooth gets knocked out, it may be able to be replanted into the jaw. First, do not touch the root of the tooth. Pick up the tooth by the crown and try to replace it within the jaw. Pack the mouth with sterile gauze to hold it into place. In a pinch you can also use a clean tissue or towel to hold the tooth in the mouth.

Sometimes you cannot replace the tooth into the socket. If this is the case, place the tooth in a cup of milk, once again, not touching the root. If milk is not available, water can be used instead to cover the tooth.

Call Todd immediately. Call the parent immediately: If he is unavailable call the following: Mary Ellen.

**Advise the parent of the following:**

Regardless if you are able to put the tooth in the socket or not, you should rush the child to the dentist. If you can get the tooth and the child to the dentist within an hour there is a good chance that the tooth will survive. Call ahead to the dentist if possible to be sure that there will be someone available to help you. If
there is no one to help you at your normal office, you may be directed to another dentist or even the emergency room.

If you need to call a dentist for advice or refer a parent to a dentist the following dentists have agreed that we may use them as a referral:

**Dental Referrals:**

Brian L. Frandsen  
801-224-7900  
165 S Orem Blvd.  
Orem, UT  84058

Bradley P Hills  
560 S State Ste K2  
Orem UT  84058

Chris M Jolley  
560 S State St STE K2  
Orem, UT  84058