



Lakeshore Little People's Place

# Crisis / Disaster Response Plan

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The Crisis/Disaster Response Plan gives staff step-by-step procedures on how to respond to crisis situations. Being prepared for emergency and crisis situations allows for calm, clear thinking when these situations arise. LLPP staff members are trained a minimum of two times per year on emergency preparedness plans and how to best respond in crisis situations.

**Supervision of Children.** Staff are responsible to provide appropriate care and supervision at all times, especially during emergency situations. In the event of a Building Evacuation, Site Evacuation, Shelter-in-Place, or Emergency Lockdown, staff members will utilize the Supervision of Children policy as they transition the children out of the building or to another area of the building. Staff will be conscious of positioning themselves so that the children are visible, counted, accounted for, and supervised during all emergency situations.

Staff will utilize the steps included on the Transition Cards posted throughout the building to adequately supervise children during a Building Evacuation or Site Evacuation. The card includes TCCTCE steps (Teacher ready, Children ready, Count continuously, Through the threshold, Count again, Enjoy) which are to be followed any time children cross a threshold. Counting children or verbal acknowledgement of “here” alone does NOT meet requirements for quality supervision. Staff will ensure which children are in attendance by using tadpoles® or another method such as Sign-In Sheets any time a child transitions from place to place such as (but not limited to): from the classroom to the hallway, the classroom to outside, and/or to/from vehicles.

Supervision Drills will be conducted 2x each year (April and November). Directors will observe classrooms and provide feedback to staff.

**Building Evacuation Plan.** At times, it will be necessary to remove children from the building in such circumstances such as fire, bomb threat, gas leak, toxic materials, etc. The procedure below will be followed:

- Staff will make a quick assessment of the situation in the classroom and of any injuries to the children or adults, and the safest way of egress from the building. Staff members will routinely check to ensure that evacuation routes are always clear of clutter and the doors are able to open easily.
- The Site Director will evaluate the evacuation route to be sure that it appears clear of obstructions.
- The Site Director will call 911.
- Staff must take the attendance record, sign in and out sheet, emergency cards and medical information/supplies (including Special Needs and Allergy Emergency Plans), disaster supplies and a cell phone (if available). Classroom iPad may be taken if able. Staff should follow the Supervision of Children policy to evacuate the building (preferably one teacher leading the children and one teacher following behind). If possible, take children's jackets and coats.
- When the Safe Zone is reached outside, staff must count children again and take attendance to ensure that all children have made it out of the building safely. **The Safe Zone is an area outside assigned to each classroom as a safe place to gather during a building evacuation. This area is identified on the evacuation procedures posted in individual classrooms.** If the group of children is in ratio, any additional staff will check with the Site Director to see if they can help anywhere else. In some cases, such as a bomb threat or a natural gas leak, it may be necessary to walk to a safe zone at least one block away.
- Staff will have children sit down (if possible) and keep them calm. Group games, singing and practicing motor skills can keep children's attention and minds off the crisis.
- The Site Director will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if and when it is safe to re-enter the building. The Site Director will determine if it is necessary to move to an alternative location or stay put until it is safe to re-enter the building.
- The Site Director will notify parents immediately if evacuation will be long term or if children are moved to an alternate site location.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).
- **INFANTS AND TODDLERS:** Infants and toddlers should be placed into rolling evacuation cribs. When possible, emergency supplies (diapers/wipes, formula, bottles, etc.) should be taken out of the building along with other disaster supplies.

**Site Evacuation/Relocation Plan.** If it is determined by the Site Director or emergency professionals that staff and children will be moved to an alternative site location, centers will evacuate to the closest LLPP facility. The Site Director will contact the relocation site, post the relocation site's address and contact numbers and notify local law enforcement of the relocation. When site evacuation is necessary the guidelines below will be followed:

- Lead teachers will assign each child to one of the staff. This staff member will stay with those children until the crisis is over.
- Staff must take the attendance record, sign in and out sheet, emergency cards and medical information/supplies (including Special Needs and Allergy Emergency Plans), disaster supplies and a cell phone (if available). Classroom iPad may be taken if able. Staff should follow the Supervision of Children policy to evacuate the building (preferably one teacher leading the children and one teacher following behind). If possible, take children's jackets and coats.
- Children shall be transported by LLPP vehicles or other approved transportation as described in the Licensing Rules for Child Care Centers such as local school bussing systems or public transportation.
- Once at the alternative site location, staff must count children again and take attendance. Staff must remain with their group of children until the children are picked up by parents or emergency contacts.
- The Site Director will coordinate with the corporate office and other LLPP Site Directors on contacting parents by phone, email, text messages or an announcement on local T.V. regarding the incident and communicating instructions for pick-up of children.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).
- **INFANTS AND TODDLERS:** Infants and toddlers should be placed into rolling evacuation cribs to leave the building. Further transportation to a relocation site, if needed, will only occur when age-appropriate infant and booster seats are available. Parents will be immediately notified to assist with this. When possible, emergency supplies (diapers/wipes, formula, bottles, etc.) should be taken out of the building along with other disaster supplies.

**Shelter-in-Place Procedure.** Shelter-In-Place will be conducted when staff are instructed to do so by emergency personnel, radio or television announcements, or when a vapor cloud is visible or there is an unusual odor outside.

- Staff will gather all children as quickly as possible and take attendance.
- The Site Director will call 911. The Site Director should turn on and listen to local radio stations and listen for emergency information from the local fire or police department.
- Staff will stay alert to announcements from emergency personnel who may give more specific instructions.
- The Site Director will stay in touch with responding agencies/emergency personnel and will determine whether to stay or to evacuate.
- Staff will ensure emergency supplies are accessible, as well as, class/staff attendance sheets and visitor sign-in sheets, children's emergency and medical information/supplies and a cell phone (if available).
- The Site Director or facility maintenance person should turn off all fans, heating, cooling, or ventilation systems and clothes dryers.
- Staff will close and lock windows and doors, including as many interior doors as possible. Non-essential rooms such as storage areas, laundry room, etc. will be closed off.
- If threat is related to vapor gases or other external hazardous materials, staff will seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, and stove and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.
- If determined necessary, staff will provide a minimal amount of breathing protection by covering mouths and noses with damp cloths.
- If there is danger of explosion, staff will close the window shades, blinds, or curtains to avoid injuries and keep children away from windows.
- The Site Director will advise parents not to pick up children until the incident is over. The presence of parents searching for their children may cause confusion and lead to exposure to toxic chemicals.
- When the incident is over, inform parents, remove seal materials, and turn the ventilation system back on.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).
- **INFANTS AND TODDLERS:** Staff should make sure to have bottles, pacifiers, and comfort items available. Staff should make every effort to continue to meet the on-demand needs of infants and toddlers in regards to eating, sleeping, and diapering, during a Shelter-in-Place

**Emergency Lockdown Procedure.** The lockdown procedure is similar to the "Shelter-in-Place" procedure, but would be implemented in situations such as a shooting, hostage situation, intruder, violence, trespassing or at the discretion of the Site Director.

- The Site Director will immediately call 911 and await further instructions from emergency response personnel.
- Staff will close and lock all doors and windows, close blinds on windows if available, and turn off lights.
- Staff will keep children away from windows and doors. Staff will position children in a safe place against walls or on the floor. A classroom table placed on its side may be used as a buffer to protect children.
- Staff will ensure medical supplies and Special Needs and Allergy Emergency Plans are available within the lockdown area.
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. Use quiet toys if possible (for infants and toddlers, Upon arrival, the local police, in conjunction with the Site Director, will assume controlling responsibility and may evacuate the building per police standard operation procedures.
- Staff will keep all children in the classroom until an "all clear" signal has been given by the Site Director. Parents will be unable to access the building during a lockdown situation.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).
- **INFANTS AND TODDLERS:** Staff should make sure to have bottles, pacifiers, and comfort items available. Staff should make every effort to continue to meet the on-demand needs of infants and toddlers in regards to eating, sleeping, and diapering, during an Emergency Lockdown.

**Special Accommodations.** A Special Needs and Allergy Emergency Plan is completed for all children with a recognized/diagnosed special need and/or environmental or food allergy. This includes children with disabilities and children with chronic medical conditions. Special Accommodations for Infants and Toddlers are also included for each type of emergency situation, to address the unique needs they may have in an emergency situation. These written plans will describe how to specifically accommodate children in an emergency situation and are located in each classroom's Emergency Binder (or Crisis Notebook). Staff will familiarize themselves with these plans so they are prepared to meet any special needs a child may have in an emergency situation.

**Emergency Supplies.** It is important to be prepared with necessary supplies in the event of an emergency evacuation. Supplies may include but are not limited to: Child Information Records, emergency medications and permission forms, special needs emergency plans, a charged cell phone, first-aid kits, a few diapers of varied sizes, flashlights with extra batteries, wet wipes and tissues, water and non-perishable foods, breast milk or formula for infants, blankets, toys, books and activity materials, and a battery-operated radio with extra batteries. Lead teachers will be responsible to ensure that these items are easily identified and accessible in a tote or backpack.

## **SPECIFIC CRISIS INTERVENTION PLAN**

**Emergency/Crisis Procedures.** Staff will familiarize themselves with each emergency procedure and attend training a minimum of 2 times per year, in addition to required drills for supervision, lockdown, fire and tornado situations. The ability to perform the evacuations with accuracy is necessary to assure the safety of each child. Parents will be notified by a posting if a drill or actual emergency situation has occurred. Staff will discuss plans with children to prepare them and help to reduce their stress levels.

**Serious Injury, Accident or Serious Illness or Medical Condition.** Staff shall immediately notify the Site Director and make a verbal report to the licensing consultant within 24 hours of a serious injury or accident, or a serious illness or medical condition occurring while a child is in care, which results in emergency medical treatment at a health facility or hospitalization, or death. The staff member shall follow-up by completing the Incident, Accident, Illness, Death or Fire Report (BCAL-4603) and submitting it to the licensing consultant within 72 hours of the incident (contact information in Site Director's office). **ANY medical care received as a result of accident or injury is considered emergency care even if a parent seeks treatment later. The licensing consultant must be informed by the above process.**

**Fire Alarm/Emergency.** An audible signal is sounded if smoke is detected. If smoke or fire is seen and alarms are not sounding, pull the fire alarm and utilize the following procedure:

- The Site Director or designee will call 911. The Site Director and non-teaching staff will check the bathrooms and classrooms before exiting the building.
- Staff will initiate the **Building Evacuation Plan**.
- If smoke is present, staff will drop and crawl to avoid smoke, and if needed instruct children to do so, and close the doors behind them, as they are assisting children in evacuating the building. The following items will be taken: attendance record, sign in and out sheet, emergency cards and medical information/supplies (including special needs emergency instructions), disaster supplies and a cell phone (if available).
- When the Safe Zone is reached outside, take attendance and ensure that all children have made it out of the building safely.
- No one will enter the building without the Site Director's permission.
- The Site Director will have the following items ready for police and fire personnel: location of fire (if known), number of children in care, staff, volunteers, visitors, and knowledge of anyone remaining in the building. The Site Director will also provide a floor plan and internal systems information.
- If there is an actual fire or it is not safe to re-enter, **Site Evacuation procedures** will be followed.
- Parents will be notified by postings when a drill has been practiced and will be contacted directly in case of an actual fire.
- In the event of an actual fire, the Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Tornado Watch/Warning.** In the event of a tornado watch, the Site Director will monitor local weather reports. In the event of a tornado warning, staff will utilize the following procedure:

- Staff will follow the Supervision of Children policy and immediately move children to the interior hallway designated on the classroom diagram and sit by walls with heads down.
- Staff will bring attendance records, sign in and out sheets, emergency cards and medical information/supplies (including special needs emergency instructions).
- As soon as a safe place is reached, staff will count children again and take attendance to ensure that all children are present.
- The Site Director and non-teaching staff will check the bathrooms and classrooms. Children and staff will remain in hallway until the warning is over.
- Parents will be notified by postings when a drill has been practiced and will be contacted directly if a tornado directly affected the site.
- In the event of an actual tornado, the Site Director will report the incident to the licenser and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Snow and Storms.** LLPP will remain open during local school snow days. In extreme cases, the center may close due to weather. If this happens before operation hours, the closing will be posted on WZZM 13 and WOOD TV 8. The Site Director, in consultation with the Executive Director, may also choose to close early because of snow or storm. In this case, the Site Director will coordinate the notification of parents. If the weather conditions prevent a parent or legal guardian from reaching the facility to pick up a child, the center staff will care for the child until such time as the parent/guardian or emergency contact person can safely claim the child. If the child cannot be picked up within 72 hours of the center closing, the Site Director will contact police to transport the child to a Child Protective Services care site. The Site Director will report the incident to the licenser and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Power Outage.** The Site Director will contact the building manager of the facility and call the local Public Utility Department. The center shall remain open if child care can be safely provided (a comfortable temperature maintained, safe food preparation and storage, etc). Flashlights and batteries are located in each classroom. 911 should be called if there is fire or other safety concern. Unplug all electrical equipment and turn off all but one light. Refrain from drinking or using water from all sources. The Site Director will notify parents if the power outage will be long term and determine whether the site will remain open or need to close. The Site Director will report the incident to the licenser and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Flooding.** The Site Director will stay tuned to local radio or television when flooding watches or warnings are possible and will call 911 if danger is present. If necessary, upon notice from local authorities, initiate the **Site Evacuation Plan**. The Site Director will turn off gas, electricity, water and disconnect appliances. Do not walk children through moving water. If moving water is present, wait for emergency professionals to assist with evacuation. If the childcare site location has a well, and the flood waters ride over the top of the well cap or vent, immediately refrain from drinking the water as it could be contaminated. The Site Director will contact a registered water well drilling contractor to request that the water system be flushed and disinfected. A water sample will then be taken to ensure the drinking water is safe before children are allowed access to the water. Alternative drinking water will be supplied for use in these circumstances.

**Hazardous Materials Accident.** In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions listed on the container. For additional instruction, staff will call the hospital emergency room or contact the poison control center at 1-800- 222-1222.

- If the hazardous material is **inside the building**, the Site Director will call 911 immediately and have staff initiate the **Building Evacuation Plan** unless directed to do otherwise by emergency personnel.
- If the hazardous material is **outside the building**, the Site Director will call 911 immediately and have staff initiate the **Lockdown Procedure** unless directed to do otherwise by emergency personnel. Have the following items ready for police and fire personnel: location and description (liquid, gas) of hazard (if known), number of children in care, staff, volunteers, visitors, and knowledge of anyone remaining in the building. The Site Director will also provide a floor plan and internal systems information.
- The Site Director will inform parents of the incident. The Site Director will report the incident to the licenser and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).



**Sewer Backup.** In the event of a sewer back up, the Site Director will contact the Health Department and/or septic service. Immediately discontinue the use of the sewer system (no flushing) and remove children from any areas of overflow. The Site Director, in conjunction with local authorities, will determine if a site evacuation is necessary.

**Gas Leak.** If gas or an odor is detected inside the building:

- Staff will NOT activate the fire alarm system or any other electrical equipment.
- Staff will notify the Site Director immediately.
- The Site Director or designee will call 911 and the local gas company from outside the building. A staff member will ensure the door is closed but a window is left open if possible.
- Staff will initiate the **Building Evacuation Plan**.
- The Site Director will turn off gas if possible and have the following items ready for police and fire personnel: location of leak (if known), number of children in care, staff, volunteers, and visitors, and knowledge of anyone remaining in the building. The Site Director will provide a floor plan and internal systems information.
- The Site Director will notify parents as soon as possible if the evacuation will be long term or if children are moved to an alternate location.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Suspicious Mail or Package.** Staff will not touch, smell or taste unknown substances. Staff will cover substance with paper, trash can, clothes or other material and wash hands thoroughly. Staff will initiate **Building Evacuation Plan** and seal off the area and mark it "Dangerous." The Site Director will call 911. Staff will make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and police. The Site Director will inform all parents of the incident. The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Bomb Threat.** If a call is received about a bomb at LLPP, staff are instructed to NOT hang up to attempt to get the following information: Where is the bomb? What time will it go off? What kind of bomb is it? Who are you? Why is this going to happen? Staff will try to gain information by listening for: the voice of a male or female, a speech impediment or accent, what kind of background noise there is and whether they are calling from a cell phone or land-line. The time and date of the call will be noted.

- Staff will immediately instruct another staff member to call 911, without the caller being aware, or call as soon as the call is completed if others cannot be informed.
- Staff will initiate the **Building Evacuation Plan**.
- Staff will be aware of any suspicious items and do not move them.
- The Site Director will decide, in conjunction with emergency professionals, whether to evacuate or move to an alternative location. The Site Director will notify parents of the incident, report the incident to the licensor, and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Violence in the Childcare Facility.** If there is any violence such as an assault on a child, staff member or any person within the site, staff will utilize the following procedure:

- Initiate **Lockdown Procedure**.
- Call 911 immediately if medical treatment is needed or if police are required.
- A staff member will stay with any victim until help arrives.
- The Site Director or designee will notify the victim's family as soon as possible.
- The Site Director or designee will report incident to police and/or Child Protective Services.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Intruder Alert/Active Shooter.** From time to time, classrooms and childcare centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and staff.

- If staff are uneasy or suspicious of the person(s), they will immediately have someone call 911.
- If a weapon is present, including an active shooter situation, staff will act in the following manner:
  - DO NOT confront the person but give verbal instruction to another staff member to call 911. If it is unsafe to verbally instruct the 911 call, staff will place their right hand over their heart and leave it there until another staff member recognizes the signal to call 911. Staff will alert others to initiate **Lockdown Procedure**.
  - If an active shooter is in the building, staff will attempt to apply the AvoidDenyDefend principals as outlined in employee orientation. See [www.avoiddenydefend.org](http://www.avoiddenydefend.org) for details.
- If no weapon is suspected, staff will confront the intruder in the following manner:
  - Approach the individual in a non-confrontational manner with another staff member.
  - In a non-confrontational way, introduce yourself and the person with you, to the individual and guide them outside the building or a non-child occupied area of the center, until the possibility of threat can be dismissed or perceived.
  - If the individual refuses, and/or a threat is perceived, give verbal instruction to another staff member to call 911. If it is unsafe to verbally instruct the 911 call, place your right hand over your heart and leave it there until another staff member recognizes the signal to call 911 and alert staff to follow the **Lockdown Procedure**.
- If children are outside when an Intruder Alert is called, or shots are heard/fired, teachers will quickly direct and move children back into the nearest classroom and implement the **Lockdown Procedure**.
- Staff will keep all children in the classroom until an “all clear” signal has been given.
- Staff will complete and return incident reports to the Site Director.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).

**Child Custody Disputes.** Staff members will not give opinions or engage in discussion regarding child custody cases nor provide any documentation requested for court appearances. All such requests should be directed to the Site Director. In rare cases, a teacher may be asked to testify in court regarding a custody issue, but will do so only if a court subpoena is issued. EXCEPTION: Staff members must act by following mandated reporting guidelines if information is received that indicates child abuse or neglect.

- A staff member will release a child to either parent unless a court order describing custody arrangement is on file with LLPP.
- If a child custody dispute threatens the well-being of a child or others within the childcare facility, staff will call 911 and initiate the **Lockdown Procedure**. The Site Director will communicate with local police regarding the situation and will not release the child until police can determine the situation is safe. Staff will not release the child to a potential harmful situation. If the child is taken by a parent who does not have custody rights initiate the **Kidnapping Procedure**.

**Missing Child/Kidnapping Procedure.** If a child becomes missing or there are signs of kidnapping, staff will utilize the following procedure:

- Alert other staff members, including the Site Director, and search the facility thoroughly.
- If kidnapping is suspected, staff will initiate the **Lockdown Procedure**.
- Call 911 immediately. Provide the following information:
  - Child’s name, age and address, any physical description of the child, including any distinguishing marks such as visible scars or birthmarks, medical status (if appropriate), time and location the child was last seen and the person with whom the child was last seen.
- Search the facility again.
- The Site Director will notify parents of missing child to verify that child is not with family or an authorized person, and inform parents of the situation and steps taken.
- The Site Director or designee will report the incident to police and/or Child Protective Services.
- The Site Director will report the incident to the licensor and complete a written Incident, Accident, Illness, Death or Fire Report (BCAL-4603).



**Child Abuse.** If child abuse is suspected, staff members are legally mandated to make appropriate calls to authorities. If abuse by a relative is suspected, staff will **immediately** call Child Protective Services - Centralized Intake for Abuse and Neglect at **(855) 444-3911**. The information given by phone and report needs to be provided by the individual who actually has observed the injuries or had contact with the child regarding the complaint. Staff will also complete a Report of Actual or Suspected Child Abuse or Neglect (DHS 3200) and mail it to Centralized Intake for Abuse and Neglect, 5321 28<sup>th</sup> Street Court S.E., Grand Rapids, MI 49546. The document can also be faxed to 616-977-1154 or 616-977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov.

If abuse by a non-relative is suspected, staff will also contact local law enforcement at **1-800-249-0911** in Ottawa County or **1-269-673-3899** in Allegan County.

The following information will be reported **if available**:

- Primary caretaker (parent and/or guardian) name and address
- Names and identifying information for all household members, including the victim and alleged perpetrator, if known
- Birth date and race of all members of household, if known
- Indication about whether the alleged perpetrator lives with the child
- Current home address and the address where the alleged incident happened, if different
- Statements of the child's disclosure and context of the disclosure  
*For example, was the child asked about the injury or did he/she volunteer the information.*
- History of the child's behavior
- Why staff suspect the child is being abused and/or neglected

**Note: Report forms may be used as legal documentation. Ensure all information is factual.**

To access the Report of Actual or Suspected Child Abuse or Neglect (DHS-3200) or the Incident, Accident, Illness, Death or Fire Report (BCAL-4603) online, search for the form(s) by name in any internet browser.

## CRISIS FOLLOW-UP PLAN

**Communication and Reunification with Families.** In the event of an emergency, the first priority will be to keep the children safe. As soon as it is safe to do so, the Site Director will coordinate with the corporate office on contacting parents by phone, email, or text messages regarding any emergency situation or incident. This will include communicating instructions for pick-up of children if relocation was necessary. A posting with the relocation address and contact number will also be posted on the door and in extreme situations, posted through local T.V. media. In the case of a **Lockdown**, parents will be unable to access the building and will be notified through the above methods of communication when it is safe to re-enter the building.

**Continuity of Operations.** In the case of a disaster such as: Tornado, Fire, Flood or other circumstances that make a site location unusable, a temporary location may be identified. The temporary site will be unable to open until a licensing consultant inspects the temporary location, so parents will need to have backup care until this is completed. If it is approved, the center may then operate as a temporary location and will have 45 days to conduct the required Fire Safety and Environmental Health and Lead Hazard Risk Assessment (if building was built before 1978). If these inspections show the temporary location is unsafe, childcare cannot continue at the location. If inspections reflect safety compliance, then the site can operate there but will need to obtain a new license within 1 year of moving to the new location.

**After Crisis Instructions.** All staff, Site Directors, administration and board of LLPP will fully cooperate with local authorities.

All staff will maintain confidentiality. Staff will only discuss an incident with the Site Director, administration, LLPP consultant/council, police, or a licensing representative. All requests for information regarding emergency crisis situation from **any** media source, i.e. newspaper, radio, or television should be directed to the President of the LLPP Board or the Executive Director. Under no circumstance should staff members talk with media representatives.

The Site Director will call the Executive Director to report any crisis situation. The Executive Director will contact the President of the LLPP Board as needed.

The President of the LLPP Board may convene a meeting of the Human Resource Committee or the LLPP Board. This group will evaluate the situation and implement action plans, if necessary. Appropriate actions may include:

- Notifying staff members of the crisis situation
- Generating disclosure notices to parents
- Providing information as requested by police, hospital or other licensing agencies
- Preparing all statements to media
- Determining whether or not to maintain normal schedules or close the center to allow time to address the crisis
- Announcing the availability of counseling/debriefing, pastoral care, or other support services
- Writing a follow-up report