

Parent Supplement to The Discovery Center's Disaster Plan:

The Discovery Center has established a Plan of Action for any kind of natural or man-made disaster that may happen while we have children on-site. The full Disaster Plan is always available for your viewing, and it is strongly recommended that you do so. The following is a highlighted version of the things we would like you to be aware of and to assist in should a disaster (i.e.: earthquake, flooding, intruder, etc.) occur.

Contacting the center after a natural or large scale disaster:

Local phone lines commonly crash after any kind of a disaster, usually due to over-use by too many people at one time. Secondly, phone calls can be very distracting, and take away precious time. Therefore, we respectfully request that no phone calls come into the center for a minimum of three hours after a disaster strikes. We understand that this goes against general parent intuition, (most of us are parents, and will have to follow the same policies for checking on our children), but it is very important to follow this policy. We need all staff to be available to take care of the children.

Should we need to relocate to our designated alternative site, we will call our out of area contact, provide them with all of the information you need, and precede with the relocation. Our out of area contact is: Devlin's Child Development Center in Sandy, UT. The phone number is **801-561-0483** and the director is Carrin.

Out of area contacts are necessary because long distance lines have a better chance of staying in use after a disaster compared to local lines. The form at the back of this packet has a space for you to list an out of area contact for your family. Should we need to get word to you, we would use your out of area contact to leave a message for you. We will only use these numbers in the case of an extreme emergency.

The Discovery Center has established a professional relationship with City Church, a facility near ours at 9051 132nd Ave NE. Should our site become too dangerous to inhabit, we will relocate to the City Church. Those that are able to walk, will do so and any injured persons will be transported in our center van. This will only occur in the case of extreme emergencies, whereby our facility is rendered unsafe. Should we need to relocate, we will post this information on our facility before leaving, and contact our out of area contact with the information.

Retrieving your children after a disaster:

The standard sign in and out process used daily at The Discovery Center will be modified in the event of a disaster. Please come the front lobby, as you are used to, and make sure you have your ID in hand. **Every person will need to be identified by a photo ID with a printed name before any child will be released.** One of our staff

members will be handling this process, and then sending your signed release form with another staff member to retrieve your child. You will be asked to have a seat in the café (kitchen) while your child is signed out of the group. Once you and your child are reunited, you may take a moment to comfort your child in the café if you wish before leaving the site. We will then ask that you exit out our side door to help keep the flow of traffic moving. It is going to be very important to maintain a calm, professional attitude should we need to go through this process. Your patience and understanding will be greatly appreciated!

Lock Down Drills:

The Discovery Center is located off of a busy street. Although there has never been a problem in its almost 10 years of existence, we always want to be ready for anything. Given this, we do practice lock-down drills. Lock-down would be used for suspicious persons entering our facility, police activity occurring on NE 85th street, or anytime the administrative team feels there is something potentially unsafe occurring near our site.

In the case of a lock down, all of our doors and windows will be locked immediately, any window coverings will be closed and the children will be kept low by sitting on the floor and having stories and singing. If necessary the children will be grouped into the interior of the facility. Should an intruder be on site, the children will be isolated from the intruder's location, and if the person cannot be peacefully removed by staff, 911 will be used. Should you happen to arrive on site to pick up your child during a lock down (true or drill) we ask that you remain in your car or where ever you deem safe, away from the building, until the lock down has ended. Please trust that we will care for every child on site as if they were our own, and realize that you could be putting them, yourself, or a staff member in danger if you try to break through the lock down.

Again, these are all precautions we practice, but have never had to use. As you know there are alarms on all of our doors, and our traffic flow is closely monitored. The probability of an intruder making past the front lobby is very low, but we must plan for all possible situations.

Being Prepared:

Please be sure to take the time to talk with your family about "what if" situations, so that you have a plan of how you are going to handle picking up your children and knowing what you might need to do should an emergency arise. Many of you, like our staff here, may not be able to leave your job site should an emergency arise. Know ahead of time who will be retrieving your children. On our registration packet we list an emergency contact. While many of us are tempted to list a next a kin, perhaps you want to list another family you know that is in close proximity to the childcare center so that your child can be picked up quickly in an emergency. No matter who is listed, please just don't leave it blank. It is very important to have an alternate contact person for your child. If you do not know anyone in the area, let us know, and we can introduce you to

some of our other families so that you could serve in an emergency capacity for each other.

If you ever have any questions at all about any of our policies or procedures, please don't hesitate to ask. Furthermore, if you are within walking distance of the center and would like to go through a prescreening process to help in the event of a disaster, please let Lynn know. Thank you for all of your help and support in making The Discovery Center the fun, safe place to be that it is!

Please return this section to The Discovery Center:

Child's Name: _____

Parent's Name(s): _____

Out of Area Contact (Name & Phone Number): _____

I, _____, have read and understand The Discovery Center's Disaster Plan.

Signed: _____ Date: _____