

## NORTH SEATTLE INFANT COOPERATIVE EMERGENCY PROCEDURES

In order to minimize injury and emotional trauma in the vent of an emergency it is critical to familiarize yourself with these procedures and, in an actual emergency, remain calm.

### General Preparedness:

1. Complete emergency medical information form for your child.
2. Review this information, as well as more detailed description of procedures and duties posted on the safety bulletin board.
3. Review the floor plan (on safety board and on the door to the office) for location of exits, fire extinguisher, electrical and water turn offs, and emergency food, water and equipment supply.
4. Sign the “First Aid/CPR” sheet (on the safety board) if you have current certification.
5. Sign in on the attendance sheet at the beginning of each class session.
6. Participate in quarterly drill conducted by the teacher, instructor, and safety parent.

### Earthquake Procedures:

1. Each person grab the closes child(ren) and hold them close to their body throughout the shaking.
2. Move away from the windows, shelves, overhead lights, and heavy objects which may fall. Move to the interior walls. Turn away from the windows, kneel down, cover sides of head with elbows, and clasp hands firmly behind neck. Cover children with your body if unable to get them under a table.
3. If possible take cover under the table or a strong doorway. Hold onto the legs of the tables as they may “walk.”
4. DO NOT leave the building while the earthquake is in progress and without checking out. For your own safety consider having a 1) personal emergency kit in your car (this can also supplement the classroom emergency supply), and 2) a copy of the emergency form in your diaper bag as a back up.

Please see the safety procedures (next to the fire extinguisher in the classroom) for the first 24 hours following an earthquake. Generally, the teacher and instructor will assign jobs to parents, and first aid certified persons will check for injuries and administer first aid. Once it is determined it is safe, parents and children may leave the building – after signing out.

### Fire/Evacuation Procedures:

1. During drill, location of exits and fire extinguishers will be identified and, upon exiting, people will meet in the north parking lot. In an earthquake we would not exit the building unless the building was determined less safe than outside. If we needed to exit, the teacher and instructor will determine the safest exit and

location to meet. The emergency supply kit would be brought outside upon exiting.

2. The first duty is to get the children out of the building. Each person is responsible for carrying out the number of children then bring and additional as requested by other parents.
3. Calmly and firmly bring the children outdoors, along the sidewalk to the southeast corner.
4. The teacher will be the last to exit the building and will bring the attendance sheet. Attendance must be taken before people leave.