

# **Waikiki Community Preschool**

## **Article XII. Health and Safety**

### **School Safety Plan**

#### **Emergency and Safety Policy**

1. Waikiki Community Preschool will incorporate regular monitoring and practice safety procedures in order to ensure the safety of all staff and clients during normal operating hours and emergency situations. The Preschool will maintain emergency contact information on all children.
2. This policy will include the following emergency and security procedures to ensure the health and safety of children and families in the center:
  - a. Emergency Cards
  - b. Injured, Lost, or Separated Children
  - c. Fire Drills

#### **Procedure:**

##### **Emergency Cards (ECs):**

1. Administrative Staff will ensure the parent completes ECs prior to or on the first day of school. Cards will be neat and legible. ECs will include at least one emergency contact. All emergency contacts will be over the age of 18. Each child must have a completed EC.
2. The parent must sign and date the EC before submitting to the school office. Any medical condition (e.g. asthma, allergies, etc.) that the child may have must be noted on the EC. The Administrative Staff will notify the Center Director immediately if a Health Action Plan (FARE form) related to the medical condition(s), if any, is needed.
3. School staff will remind parents to inform all emergency contact(s) that they may be called to pick up the child, if they parent is unavailable. All emergency contacts must show proper photo identification (driver's license, state ID) before the child is released into their care.
4. Information on ECs will be reviewed quarterly by parents and school staff.
5. Parents will be responsible to notify the designated staff of any changes in EC information. Any changes will be made in the appropriate spaces on the EC. An updated copy must be submitted to the school office to be filed.
6. New ECs will be completed as needed.
7. The most current ECs will be kept by the designated staff in an EC folder in a secure location in the classroom. The location must be easily accessible to staff, yet still maintain confidentiality.
8. If a parent should call in with a pick up person whose name is not on the EC, the designated staff will inform the parent that the child will not be released to any pick up person whose name is not on the EC.

## **Injured, Lost, or Separated Children**

1. Injuries include, but are not limited to, cuts, scrapes, bruises, head injuries, broken bones, internal injuries, dislocations or dental injuries, excessive bleeding, poisoning, drowning, burns, choking and suffocation.
  - a. Emergency contacts and applicable consent forms will be readily accessible to staff on every routine or non-routine activity that takes place outside of the center.
  - b. Fully stocked First Aid Kits will be readily accessible to staff and families for all center sanctioned activities.
  - c. In the event a child becomes injured:
    - i. Staff will administer First Aid as appropriate.
    - ii. Staff will complete an accident-incident report and notify parent of the injury.
    - iii. Staff will have the parent sign the accident-incident report at pick up and a copy will be given to the parent.
    - iv. Staff will give a copy of the signed accident-incident report to the Administrative staff to file in the child's file.
  - d. In the event a child becomes injured and needs greater First Aid expertise or CPR:
    - i. Staff will **Call 911 immediately.**
    - ii. Staff will call parent to notify them of the situation.
    - iii. Staff will contact the Administrative staff and Center Director.
    - iv. Staff will complete an accident-incident report and follow WCP procedure.
    - v. If a child needs to be transported via ambulance, every attempt will be made to have a staff accompany the child if a parent is not available and without compromising staff supervision ratios of the remaining children.
2. Lost or Separated Children
  - a. All staff are responsible for the supervision of children during normal business hours. Teaching staff will assume primary supervisory responsibilities of the children enrolled in their respective classrooms during all routine and non-routine activities of the center.
  - b. If a child becomes lost or is separated from the main group, the supervising staff member will gather all remaining children into a safe/secure area and conduct the following:
    - i. Ascertain the possible whereabouts of the lost child.
    - ii. If unsuccessful, staff will attempt to search for the lost child without compromising staff supervision ratios of the remaining children.
    - iii. If still unsuccessful, the Center Director, HPD, and the child's parents will be notified.
  - c. Staff will complete an accident-incident report.
3. Monthly Fire Drills
  - a. A fire drill will be conducted by the 10<sup>th</sup> day of each month.
  - b. The fire drill alarm system will be activated in the school to conduct the fire drills.

- c. The Administrative staff or the Center Director will activate the fire drill alarm system. Fire drills will be scheduled at different times and on different days.
  - d. Each classroom will designate one staff to take the attendance clipboard and emergency backpack, and one staff to grab personal items (purses/bags). All staff will assist children out of the classroom and building safely, doing a visual check of the room to be sure no children are in the classroom.
  - e. Administrative staff or the Center Director will be responsible for completing the fire drill log.
4. First Aid Kit
- a. Each classroom and office will have a well-supplied first aid kit, including a first aid kit in the classroom emergency backpack.
  - b. The first aid kit in the classroom will be kept in a cabinet or on a shelf that is accessible to staff but out of reach of children. Location of the first aid kit will be indicated by a big Red Cross sign.
  - c. List of first aid supplies will be kept inside the first aid kit.
  - d. Staff will conduct an inventory the first of each month, restock as needed and indicate completion of procedure by initialing the form.
  - e. Staff will submit supply requests to the Administrative staff as needed.
  - f. Staff will bring the emergency backpack and all children's ECs when leaving the classroom (e.g. outside play, excursions, community walks, etc.).

## **Emergency Situation Policy**

In the event that an adult or serious circumstance presents an immediate threat to the safety of staff or children at the preschool, alternative precautions will be put into place. These may include but are not limited to the following: lock down, temporary or permanent restraining orders, and emergency release of children/staff when necessary.

### **Procedure:**

#### **Child Abuse and Neglect**

1. **Witnessing Child Abuse or Neglect: Any School employee who witnesses a situation of active child abuse or neglect will comply with the following:**

If the abuse or neglect is happening while the School employee is in the company of the family, and it appears any intervention would only escalate the situation, the following actions will be taken:

- i. Ensure the safety of the employee's location and call 911 – request police assistance
- ii. Contact the Center Director and/or administrative staff immediately after. If unable to reach the Center Director/administrative staff, follow police instructions regarding contacting Child Welfare Services.

- iii. The school employee will remain in a safe location until police arrive and will provide the police with information as requested.

If the situation has subsided and the presence of a school employee is appropriate, the following actions must be taken:

- i. Contact the Center Director and/or administrative staff immediately to determine whether the police and/or Child Welfare Services must be contacted. If unable to reach the Center Director/administrative staff, Child Welfare Services must be contacted regarding the employee's concerns.
- ii. The employee may stay with the family.
- iii. If the school employee must leave to fulfill other obligations, arrangements for the company of other supportive family members or friends may be made at the family's request.

## **2. Suspected or Reported Child Abuse and Neglect**

**Any School staff member that suspects, but does not observe, or is informed of or otherwise becomes aware of a substantial risk of child abuse or neglect must:**

- i. Contact the Center Director and/or administrative staff immediately.
- ii. The Center Director, with the School employee who received the information, will make a determination regarding whether an official report will be filed. If a report is determined to be necessary, the matter shall be immediately reported orally to Child Welfare Services or the police department while the written report is being completed. The family may be contacted for further information as needed. The concerned family member may be encouraged to file the report with CWS.

If it is determined that a CWS report is necessary and the Center Director considers it appropriate, the family may be notified prior to a report being filed.

The DHS Mandated Reporter Checklist form must be completed, adhering to the written procedures in the previous section. The form (Titled Mandated Reporter Checklist 2023) can be found at the DHS-CWS web site:

<http://humanservices.hawaii.gov/ssd/home/child-welfare-services/>

## **3. Sharing Resources and Information with the Family**

- a. Information regarding Child Welfare Services and the services available through this program will be shared with the family (if it is in the best interest of the child).
- b. Expectations of ensuing action by CWS and the contents of the required report to be filed by the School, will be shared with the family (if it is in the best interest of the child).

- c. The School employee will cooperate with the investigating CWS worker or police officer, providing them with information regarding the child and her/his family as requested.

#### **4. Reporting**

- a. After Child Welfare Services is contacted, the official Mandated Reporter Checklist must be completed by the employee, in conjunction with the Center Director, regardless of whether or not the case is accepted.
- b. The report must be completed within the same workday as the witnessed abuse, or the same day the decision was made to report the suspected abuse. The form must be submitted to the Department of Human Services, Child Welfare Service Branch.
- c. A copy of all reports related to the incident must be filed in the record or in the appropriate School file immediately. If appropriate and approved by the Department of Human Services, copies may also be provided to the family involved in the abuse or neglect situation.

Other appropriate School employees must be informed of all of the above actions within 24 hours.

#### **5. Follow Up**

- a. The reporting employee or designee will be the official contact person for the CWS Intake Worker in follow up on the case.
- b. Results from the report will be shared with the appropriate School staff. Further follow up may be discussed with the Governing Board.
- c. A School employee who is determined appropriate, will communicate with the family and provide follow up to the level appropriate for the type of services being provided to the family.

#### **Suspected Drug/Alcohol Abuse and Gang-related Activities**

- 1. If the situation occurs in the classroom, staff will remove all children to safety.
  - a. One staff member will stay with the children and immediately contact the Center Director. If the Center Director is unavailable, or the situation constitutes an emergency, staff will immediately call **911** to request police assistance.
  - b. One staff member will monitor from a safe distance, the individual who is under the influence. If possible, staff will try to encourage the individual to exit the classroom, away from children.

- c. The Center Director will assess the situation and will call 911 if needed. The Center Director will follow the preschool's policy on reporting child abuse if warranted.

### **Facility Lockdown Procedures:**

1. A lockdown is used when there is an immediate threat of violence in or around the center or office. All exterior doors are locked if it is safe to do so, although consideration should be given to entry of buildings by emergency personnel.
2. A lockdown is an event that will restrict access to the center. Parents/guardians need to know what happens during a lockdown, including the fact that they will not be able to come into the center until the center has been secured and the lockdown has been lifted.
3. The Center Director or designated staff will be in charge of the lockdown.
4. All outside doors to the office, center or classroom(s) are locked.
5. All windows are closed, blinds are closed, or black out material is placed on windows.
6. Children are gathered together, reassured, and kept as quiet as possible.
7. Use of phones should be limited to ensure silence.
8. The Center Director emergency or designated personnel will wait for the "all clear" signal from the emergency personnel (e.g. police, fire department, community partner, etc.) prior to lifting the lockdown.

### **Emergency Disaster Preparedness Policy**

The preschool has all-hazards emergency management/disaster preparedness and response plans for more and less likely events including natural and manmade disasters and emergencies, and violence in or near the center. The preschool will provide each new staff training within three months of hire and ongoing training on emergency preparedness and response planning of emergencies.

### **Procedure:**

#### **Emergency Plan**

1. Individual Preparation
  - a. Be prepared for the unexpected.
  - b. Keep calm.
  - c. Be familiar with the warning signals.
2. Training: During orientation, and then annually thereafter, all staff will receive information regarding the center
3. Emergency Contact

- a. At the point of hire, all staff will be required to identify at least one emergency contact person, their relationship to the staff member, and the emergency contact phone number.
  - b. All staff will be informed that they will be responsible for reporting any changes regarding emergency contacts to the appropriate person as soon as possible.
4. Evacuation
  - a. Each classroom will have at least two clearly marked exits from every location in the building. The evacuation route will be posted in a prominent place.
  - b. Evacuation drills will be conducted monthly with staff and children.
  - c. In the event of an actual emergency where evacuation becomes necessary and children are present, staff will remain with the children and maintain staff to child ratios at all times. At no time will any child be left alone without staff supervision. Know your designated evacuation sites. The site is equipped with a disaster plan.
5. Teachers must ensure that all ECs information are current and up-to-date.
6. Every attempt will be made to contact each child's parent in order to provide them with an update of their child's welfare, the status of the emergency, and when appropriate and necessary, pick-up instructions.

### **Medical Emergencies**

1. Emergency Response: The following steps will be followed in the event of a medical emergency:
  - a. Call Emergency Medical Assistance 911 (Police, Ambulance, Fire, etc.).
  - b. Notify Center Director and Administration office.
  - c. Render assistance, as appropriate.
  - d. Stay with the injured party until help arrives.
2. First Aid and CPR
  - a. All teaching and support staff will be trained in First Aid and CPR.

### **Fire**

1. In the event of a fire at the center, the staff will commence fire drill procedures with children and leave the facility in an orderly and rapid manner and reassemble at the designated meeting area.
2. Fire Evacuation Preparation
  - a. At the beginning of the school year:
    - 1) Center Director will inspect all classrooms to ensure an emergency evacuation map is posted in each classroom.

- 2) All teaching staff will review the emergency evacuation map and procedures.
- b. Fire evacuation
  - 1) In case of fire, staff will call 911 and contact the Fire Department immediately.
  - 2) Each classroom will designate one staff to take the attendance clipboard and emergency backpack, and one staff to grab personal items (purses/bags). All staff will assist children out of the classroom and building safely, doing a visual check of the room to be sure no children are in the classroom.
  - 3) The second designated staff will ensure there are no children in the classroom closet or the bathroom. They will take the First Aid Kit and ECs and escort any remaining children out of the building.
  - 4) At the designated evacuation area, teachers will conduct a head count to account for all children from their classroom.

## **Disasters**

### **Emergency Broadcast System (EBS)**

1. In the event of a natural disaster, Hawaii Emergency Management Agency (HEMA) information and instructions will be broadcast over commercial radio stations. Each classroom will have a battery-powered transistor radio or emergency “hand crack” radio.
2. Staff will comply with HEMA instructions issued through Police and Fire Department units.

### **Earthquake**

1. Staff will safely gather children and move to the shelter of a supported doorway, or get under a desk or table. If outside, staff and children will remain in the open.
2. Once the quake has stopped, staff will check on children to determine if there are any injuries or casualties.
3. If the building has suffered physical damage or a threat exists because of damage, staff and children will quickly exit the building from the nearest exit.
4. Staff will comply with HEMA instructions issued through Police and Fire Department units.
5. A strong earthquake may cause tsunamis. Should HEMA issue a tsunami warning due to the earthquake, staff will follow tsunami evacuation procedures.

### **Pre-Warned Natural Disaster (Tsunami, Hurricane, etc.)**

1. Warning issued during normal business hours:

- a. In the event of this type of natural disaster, staff will be advised to contact their family members and/or childcare providers to verify safety. If necessary, staff will be permitted to leave during normal work hours to be with their family members. A staff will remain with the children and maintain staff to child ratios.
  - b. Staff will be responsible to assure the safety of any children present at the time of the warning and until parents are able to pick up their children from school.
  - c. The Center Director will be responsible for confirming children and staff's safety and whereabouts.
  - d. All directions issued by HEMA, including shelter information, will be followed.
2. Warning issued after normal business hours
  - a. Staff will be expected to stay at home unless otherwise instructed.
  - b. The Center Director will activate the emergency phone tree to notify all staff of any expectations.
  - c. The Center Director will be responsible for maintaining the most current staff phone contact information for the emergency phone tree. Staff will be responsible for updating their Center Director of any changes in their contact information.

### **Disaster Kits**

1. Emergency Disaster Kit: All of the supplies will be stored in a large garbage can with wheels.
2. The disaster kit will be kept in a cool area in each classroom.
3. In case of a disaster the Emergency Disaster Kit will be taken to the designated disaster site.
4. Staff will be advised to refer to their disaster plan.
5. An Emergency Disaster Kit will be inspected quarterly and re-supplied on a yearly basis to ensure freshness.

### **Bomb Threats**

1. Staff who regularly answer the center's phone will be trained on how to gather information from a threatening call.
2. Staff who answer the call will document specific details regarding the threat, including:
  - a. Where the bomb is located,
  - b. When the bomb will go off,
  - c. What materials are in the bomb,
  - d. Who is calling, and
  - e. Why is the caller doing this.
  - f. Staff to listen carefully to the caller's voice and speech patterns and to noises in the background.

3. Staff will NOT hang up, even if the caller does. (The police may be able to trace the call.)
4. Staff will immediately designate another staff member to call 911 to report the bomb threat and call an administrative staff member.
5. Staff will follow local law enforcement instructions regarding if, when and how to evacuate.
6. If evacuation is ordered, teaching staff will take attendance after evacuating the building. No electronic sending devices (walkie-talkies) will be used as radio waves may detonate a bomb.

**Approved by the Office of the Attorney General:**

Date: 5/19/25

Name: Jonathan Marchuk

Signature: *Jonathan Marchuk*