

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 1 of 13

Item	Page
Introduction, Address	1
Phone Numbers, Missing Child	2
Kidnapping	3
Child Abuse	3
Assault on Child or Staff	3
Fire Alarm/ Emergency	4
Gas Leak	4
Earthquake	5
Flooding	6
Building and Site Evacuation	6
Field Trip Incident	7
Power Outage	8
Storms & Snow	8
External Hazardous Materials Accident	8
Internal Hazardous Materials Accident	9
Shelter-in-Place Procedure	9
Bomb Threat	10
Emergency Lockdown/ Intruder Alert Procedure	11
Crisis Response	12
Suspicious Mail or Package	13

The purpose of this plan is to give AOK personnel step-by-step procedures on how to respond to disaster/crisis situations. Following these instructions in order will help prioritize notification of emergency response personnel and limit escalation/injury during the initial impact of the situation.

- "Director" means the Center Director or the person in charge at the time of the incident/disaster.
- "Parent" means the child's parent or legal guardian.

OUR CENTER'S ADDRESS IS:

OUR CENTER'S PHONE NUMBER IS:

OUR NEAREST CROSS-STREETS ARE:

801 E. 12th St.

Lamar, MO 64759

1-417-681-0559

12th and Lexington

**About Our Kids, Inc. (AOK)
Disaster/ Emergency Preparedness Plan**

Page 2 of 13

Emergency Phone Numbers

Police	(Non-ER) 417-682-3546/ 911 (ER)
Fire	(Non-ER) 417-682-5512/ 911 (ER)
Ambulance	(Non-ER) 417-682-3513/ 911 (ER)
Sheriff	(Non-ER) 417-682-5515/ 911 (ER)
Poison Control	1-800-222-1222
Electric Company	1-417-682-5554
Missouri Gas Energy	1-800-582-5252
Water- City of Lamar	1-417-682-5554
Davis Insurance Agency	1-417-682-3331
Radio Station 101.7	1-417-682-5579
Center Director Home Phone	1-417-483-0974 (Zachary Morey) 1-417-214-2926 (Jerod Morey)
Center Director Cell Phone	1-417-483-0974 (Zachary Morey) 1-417-214-2926 (Jerod Morey)
Child Abuse & Neglect Hotline	1-800-392-3738
Child Care Licensor- Tim Phillips	1-417-682-9592
Barton County Health Department	1-417-682-3361
Alternate Site Location (Near Center) Nathan's Place, 1005 Gulf, Lamar	1-417-681-0982
Alternate Site Location (Evacuation Site) Memorial Hall, 1104 Broadway, Lamar	1-417-682-5512 or/ 1-417-483-0974 (Zach Morey cell)

Missing Child

- Call 911 immediately and provide the following information:
 - Child's name, age and address
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Time and location child was last seen
 - Person with whom the child was last seen
- Notify Director immediately and search the facility again.
- Provide police with child's information (and picture, if possible) upon their arrival.
- Director will:
 - Notify parents of missing child and attempt confirmation that child is with the family; if not inform parents of situation and steps taken.
 - Report incident to licensor and/or Child Protective Services.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 3 of 13

Kidnapping

- Call 911 immediately; provide the following information:
 - Child's name, age and address
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Physical and clothing description of the suspect
 - Time and location child was last seen
 - Vehicle information and direction of travel
- Notify Director immediately.
- Follow Emergency Lockdown procedure.
- Provide police with child's information (and picture, if possible) upon their arrival.
- Director will:
 - Notify parents of missing child and attempt confirmation that child is with the family; if not inform parents of situation and steps taken.
 - Implement Crisis Response plan.
 - Report incident to licensor and/or Child Protective Services.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

Child Abuse

- Report abuse or suspected abuse to the Director
- Director will report to Child Protective Services and the licensor (see list under next item for the type of information that may be asked)
- Director and appropriate staff will record the following information on an incident report (available in filing tray in After School office):
 - Date and time of calls to Child Protective Services and Licensor.
 - Child's Name, age/ birth date, address.
 - Name and address of parent/guardian and other children in the home (if known)
 - Any statements made by the child (but do NOT interview them).
 - The nature and extent of the injury or injuries, neglect, and/or sexual abuse.
 - Any evidence of previous incidences of abuse or neglect including nature and extent.
 - Any other information which may be helpful in establishing the cause of the child's injuries, neglect or death and identity of the perpetrator or perpetrators.

***NOTE: These reports may become legal documents. Confidentiality must be strictly observed.**

- The completed forms will then be put in child's file.

Assault on Child or Staff

- Call 911 if any medical treatment is needed or if police are required (if in doubt, go ahead and call).
- Director will follow "Administrator Responsibilities- Intruder Alert" in the Emergency Lockdown procedure.
- Follow Emergency Lockdown Procedure.
- Staff member will stay with the victim.
- Victim's family will be notified by Director when safe to do so.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 4 of 13

- If medical treatment is required, director will call Child Protective Services.
- Director will:
 - Report incident to licensor and/or Child Protective Services.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

Fire Alarm/ Emergency

If smoke or fire is seen:

- Activate fire alarm.
- Evacuate children, visitors and staff.
- Drop and crawl to avoid smoke and close doors behind you.
- Take the following items with you:
 - Disaster supplies stored in after school office.
 - Children's emergency/medical info/ supplies.
 - Class/ staff attendance sheets.
 - Cell Phone, if available.
- Call 911 from outside the building.
- Take attendance. Search the building for anyone missing, if safe to do so.
- Director/staff will check area of concern and use fire extinguisher, if safe to do so.
- Have the following items ready for police and fire personnel:
 - Number of staff, volunteers, visitors and children in care.
 - Knowledge of anyone remaining in building.
 - Floor plan.
- If it is determined that the building is unsafe, move children to alternate site location, following Site Evacuation Procedure.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
 - Notify all parents of incident.

Gas Leak

If gas odor is detected:

- **DO NOT** activate the fire alarm system or any other electrical equipment.
- Notify Director.
- Evacuate children and staff and close doors behind you. Take the following items with you:
 - Disaster supplies stored in after school office.
 - Children's emergency/medical info/ supplies.
 - Class/ staff attendance sheets.
 - Cell Phone, if available.
- Call 911 from outside the building
- Move children to a designated area no less than one block from the center. This location is **Nathan's Place**
- Take attendance.
- If possible, turn gas off.
- Have the following items ready for police and fire personnel:

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 5 of 13

- Location of leak, if known.
- Number of staff, volunteers, visitors and children in care.
- Knowledge of anyone remaining in building.
- Floor plan and internal systems information.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Report incident to licenser.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

Earthquake

In the event of ground movement the following procedures should be carried out:

- Staff will direct all children to “**DROP, COVER and HOLD**” and remain that way until the earth stops moving. Stay away from windows, bookcases and filing cabinets. Hold onto the item you are using as a cover and, if it moves, move with it. Keep talking to children until it is safe to move.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
- If outside “**DROP, COVER and HOLD**” keeping away from glass, bricks and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When the earthquake stops the following procedures should be carried out:

- Staff check themselves and children for any injuries.
- Check evacuation routes for damage.
- Evacuate children and staff and close doors behind you. Take the following items with you:
 - Disaster supplies stored in after school office.
 - Children’s emergency/medical info/ supplies.
 - Class/ staff attendance sheets.
 - Cell Phone, if available.
- Administer first aid to those who need it.
- Take attendance outside to account for all children and adults
- Check utilities for disruption/damage (gas, water, sewer). If you smell gas, turn the gas off if possible.
- Direct two individuals inspect the exterior of the building following the post-earthquake damage assessment list in **appendix D** and report findings to the Director.
- Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
- Listen to KOAM channel 7 (TV) or 101.7 FM (radio) for information on the surrounding area.
- Determine status of emergency supplies and equipment.
- Direct same two individuals to assess the interior of the building and determine if it is safe to move children back into the building or to whether it is best to evacuate. Follow the post-earthquake damage assessment list in **appendix D** and report findings to Director.
- If it is necessary to evacuate to an alternate location, post a notice indicating your new location, date and time you left. Follow Site Evacuation procedure.
- Call parents with center status information. If not possible, report center status information to 101.7 FM radio station for public announcement.
- If parents cannot be contacted after one hour, the child’s emergency contact will be called if possible,
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 6 of 13

- Report incident to licensor.
- Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

“DROP, COVER and HOLD” should be taught and practiced with the children routinely.

Flooding

- During severe weather, director or designee will listen to 101.7 FM radio for flood watch and flood warning reports.
- If a flood warning is issued and the center is in immediate danger, move children and staff to alternate site location. Follow Site Evacuation plan.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
 - Call insurance company (if needed).

Building and Site Evacuation

Building Evacuation:

- Director will
 - Quickly assess the situation in the center and any injuries to children or adults.
 - Evaluate evacuation route to be sure that it appears clear of obstructions.
 - Gives instruction to evacuate.
- If possible, have children take jackets and coats.
- Staff should take the following items
 - Disaster supplies stored in after school office.
 - Children’s emergency/medical info/ supplies.
 - Class/ staff attendance sheets.
 - Cell Phone, if available.
- Staff should assemble children 2 by 2 to evacuate the building, preferably with one leader leading the children and one leader following behind.
- Take attendance. If safe to do so, search the building for anyone missing.
- Instruct children sit down if possible.
- If a gas leak or other incident that requires individuals be located further away from the center, have leaders move children to the pre-designated area no less than one block from the center. The pre designated location is Nathan’s Place.
- Director will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter building. If not, determine if it is necessary to move to the alternate site location (follow Site Evacuation procedure), or stay put until it is safe to re-enter the building.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 7 of 13

Site Evacuation:

- If it is determined that staff and children will be moved to the alternate site location from the center, assign children to a designated staff member.
- Staff should bring the following items to the alternate sites:
 - Disaster supplies stored in after school office.
 - Children's emergency/medical info/ supplies.
 - Class/ staff attendance sheets.
 - Cell Phone, if available.
- Children will be taken to the alternate site location by AOK bus or personal staff vehicles
- Once at the alternate site:
 - Take attendance again.
 - Remain with group until children are picked up by parents or authorized person.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Continue to communicate with parents and coordinate pick-up of children.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

Field Trip Incident

- Before leaving for a field trip, staff members must have the following information:
 - Child list/ Attendance
 - Children's emergency and medical information/ supplies.
 - Emergency list of children's contact names.
 - Staff cell phone numbers.
 - First aid kit.
- If there are injuries or complaints of pain, attend to any medical needs.
- Call 911 if emergency medical treatment or police are required.
- Contact Director and provide update and actions being taken.
- Director will:
 - Consider deploying personnel to the scene, hospital, or to appropriate locations.
 - Contact parents with update of actions being taken and advise of meeting locations or pick up times.
 - Continue to communicate with parents and coordinate pick-up of children.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
 - Contact insurance company (if needed).

Power Outage

- Emergency lighting system will automatically light.
- Call 911 if concerned about a fire or safety hazard.
- Unplug all electrical equipment.
- Consider the following items when deciding if center needs to be closed:
 - Can you safely prepare/store food?
 - Do you need to move to an alternate site?

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 8 of 13

- Can you safely transport the children?
- Notify parents if power outage is prolonged.
- Director will
 - Notify electric company.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity.

Storms & Snow

- Director will determine prior to opening hours, whether or not to open the center. Families will be notified by Channel 7- KOAM (TV) or by 101.7 FM (radio)
- If the center must close during hours of operation because of snow or storm, the director will notify parents by telephone.
- If weather conditions prevent a parent/guardian from reaching the facility to pick up a child, the staff will care for the child (maintaining proper child: staff ratios) until such time as the parent/guardian or authorized person can safely pick up the child.
- If the above person cannot claim the child within 10 hours of the center closing, the director will contact police.
- Utilize disaster supplies as needed.
- Director will
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity.

External Hazardous Materials Accident

- Call 911 immediately.
- Initiate a "Shelter in Place" procedure unless directed to do otherwise by emergency personnel via the dispatcher.
- Have the following items ready for police and fire personnel:
 - Location and description (liquid, gas) of hazard, if known.
 - Number of staff, volunteers, visitors and children in care.
 - Floor plan and internal systems information.
- Follow instructions given by the responding agency for either "Shelter in Place" or Building and Site Evacuation
 - If evacuated, transportation resource will take children and staff to alternate site; our transportation resource is AOK Bus or personal vehicles.
 - Notify parents of move to alternate site location.
 - If "Shelter-in-Place" occurs and media attention is significant, call parents to advise of situation.
- Director will:
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
 - Notify all parents of incident.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 9 of 13

Internal Hazardous Materials Accident

- In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container.
- Call the hospital emergency room for additional instruction.
- Contact poison control center for common household product poisonings.
- Call 911 if additional assistance is needed.
- Director will:
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television or if you see a vapor cloud or smell an unusual odor outside.

- Gather all children inside.
- Call 911.
- Listen to the radio 101.7 FM. Listen for emergency information from your local fire or police department.
- Turn off all fans, heating, cooling or ventilation systems.
- Close and lock windows and doors and close as many interior doors as possible.
- Close off non-essential rooms such as storage areas.
- Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans and oven vents with pre-cut plastic sheeting, wax paper or aluminum foil and duct tape.
- Stay alert to announcements from emergency personnel via loudspeaker or door-to-door.
- If determined necessary, provide a minimal amount of breathing protection by covering mouth and nose with a damp cloth.
- If there is danger of explosion, close the window shades, blinds, or curtains. Keep children away from windows
- Director will communicate with responding agencies/emergency personnel and determine whether to stay sheltered in place or to evacuate.
- Advise parents not to pick children up from the center until the incident is over to avoid confusion and exposure to toxic chemicals. Once sheltered in place, doors should not be opened to let parents in and out.
- Have emergency disaster supplies and emergency contact list nearby.
- Once the incident is over:
 - Inform parents.
 - Take down plastic.
 - Turn ventilation systems back on.
- Director will:
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 10 of 13

Bomb Threat

During the Bomb Threat Call:

- **DO NOT HANG UP! KEEP THE CONVERSATION GOING AND ATTEMPT TO GET FIND OUT:**
 - 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?
- **LISTEN FOR:**
 - Voice of male or female
 - Speech impediment or accent
 - Background noise
 - Cell phone or land-line
- **NOTE time and date of call!**

Immediately After the Call:

- Notify Director.
- Call 911.
- Initiate Emergency Lockdown procedure.
- Confer with fire and police about evacuation.
- Have floor plan ready for police/fire personnel.
- Direct staff to glance around their area for suspicious items but **DO NOT MOVE SUSPICIOUS ITEMS.**
- If the decision is made to evacuate, follow Building and Site Evacuation procedure.
- Director will:
 - Notify parents of evacuation and alternate site location, if applicable.
 - Report incident to licenser.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
 - Advise all parents of incident.

Emergency Lockdown/ Intruder Alert Procedure

Occasionally, child care centers have been faced with 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 employees. If at any time you are dealing with a person and you feel uncomfortable or fearful for your safety or the safety of others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lockdown, including those precipitated by an intruder:

- All staff members must understand, support and participate in the Intruder Alert procedures.
- Intruder Alert procedure will be practiced several times per year, just like fire drills.
- Staff will provide written information to parents to help them and their children understand our policies and cope with the procedures

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 11 of 13

- Parents will be given a pre-designed alternate pick up site if children and staff are evacuated, should not try to enter the facility during a lockdown and may be kept away from the center until authorities determine it is safe.

Director or designee Responsibilities- Intruder Alert

- If you are uneasy or suspicious of person(s) who has entered the facility, immediately call 911.
- **If a weapon is present, DO NOT CONFRONT.** Give pre-determined signal to another staff member for them to call 911 immediately.
- If **no** weapon is suspected, confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of another staff member.
 - Introduce yourself and the person with you to the individual in a non-confrontational way.
 - Ask the individual who they are and how you can be of assistance.
 - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
 - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated signal to call 911.

If it is determined that the safety and health of children and staff are in jeopardy:

Intruder Alert Procedure:

- If the intruder is **already inside** the building, a predetermined hand signal shall be made to the first staff member available. That staff member will pass on the hand signal to others throughout the building and will call 911.
- If the suspected intruder is **not yet in the building**, an announcement will be made to alert the staff of potential danger. The announcement will be **“This is a possible intruder alert! Repeat: possible intruder alert!”**
- If the children are outside when an “Intruder Alert” is called or shots are heard/fired, staff will **quickly** direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing the chosen lockdown announcement the following steps must be implemented:

- Quickly check the closest hall and restrooms to get children into rooms.
- Lock all doors. Cover all windows and doors and turn off lights.
- Keep children away from windows and doors. Position children in a safe place against walls or on the floor or turn a table on its side to use as a buffer.
- Strive to maintain a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: Gather in a story circle behind the table). Have items to assist in keeping the children quiet (coloring, books, etc.)
- Keep all children in the enclosed area until an “All Clear” signal has been given.
- Director or designee will:
 - Immediately call 911 and stay on the phone until help arrives.
 - Await further instructions from emergency response personnel, including when it is safe to move about and release children from the rooms. Children should not be released to parents until an “All Clear” has been called.
 - In conjunction with local police, assume controlling responsibility and decision regarding evacuating the building.

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 12 of 13

- Apprise the staff of the situation and counsel with children, after the "All Clear".
- Instruct staff to resume normal activities as soon as possible.
- Inform parents of all "lockdowns" whether practice or real.
- Report incident to licensor.
- Complete a written incident report at the earliest opportunity.

Crisis Response

When a tragedy strikes, staff members are torn between the need to deal with children's reactions while simultaneously coping with their own reactions. With advanced planning, this process can be much smoother than when tragedy takes a child center by surprise.

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the child care population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

These directives are the responsibility of the Director or designee. Mature leadership is critical.

- Determine whether or not to set aside the normal schedule for an all out effort to deal with the crisis, including whether to close the center for the day.
- Determine time and method of parent notification.
- Provide accurate information to local radio station 101.7 FM.
- Identify high risk children, staff and parents likely to be most affected by the news
- Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
- Prepare a formal statement for initial announcement, providing minimum details and noting additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Select someone who does not get overly emotional to answer phones.
- Provide staff with the facts about the tragedy and instructions on how to share the information with the children as well as suggestions for assisting children to cope.
- Send a letter home to parents explaining the situation, including specific facts and information regarding how the center is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
- Determine if additional community resources are needed to be on "stand by" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
- Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis.

The following are some suggestions:

- Assist with children's processing about the crisis.
 - Provide counselors and/or social workers to work with children/staff individually or in groups in a variety of locations.
 - Provide support, counseling and resources for parents.
 - Provide helpful, factual information for parents.
 - Assign an individual to assist with answering phones, providing information and handling non-media inquiries.
 - Maintain a record of offers of assistance and assure that proper personnel respond.
- Provide information as requested by police, hospital, or other agencies

About Our Kids, Inc. (AOK) Disaster/ Emergency Preparedness Plan

Page 13 of 13

- When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to center staff and parents who may wish to attend
- Director will:
 - Report incident to licensor and/or Child Protective Services.
 - Complete a written incident report at the earliest opportunity; incident reports are stored in the after school office in filing tray.
- Arrange for a center/ community debriefing 48-72 hours after the event.
- Other considerations:
 - Have designated locations for the use of media, family, friends and workers as needed.
 - Have transportation available to assist the family.
 - Young members of the victim's family should be cared for if possible.
 - Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions following a crisis: High anxiety, denial, anger, remorse, grief and reconciliation.

Suspicious Mail or Package

- Do not touch, smell, or taste unknown substances.
- Cover substance with paper, trash can, clothes or other material.
- Evacuate and seal off room.
- Wash hands thoroughly.
- Mark room as "Dangerous".
- Call 911.
- 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 the police.
- Director will
 - Inform all parents of the incident.
 - Report incident to licensor.
 - Complete a written incident report at the earliest opportunity.