

EMERGENCY PLANS

I. For Lost Child Emergencies

A) On a field trip:

1. Safety is our top priority at all times both on and off the premises. Every attempt is made to ensure that the security of children is maintained at all times. Such procedures are as follows:
 - Lead teacher is responsible for a head count every 10 minutes to ensure all children are staying within the groups.
 - A parent must sign a consent form before a child can go on field trips.
 - Lead teacher will bring a First Aid kit and an emergency contact form with her in a waterproof bag onto the trip, listing the class roster and emergency contact information.
 - All responsible adults will exchange cell phone number in advance to ensure safety.
 - Lead teacher will perform a final head count before departure from event destination.
 - Lead teacher will perform a head count upon arrival to preschool.
 - Director will go over this policy with all staff members.

Upon a report that a child is missing, the responsible adult or trip coordinator will:

- Ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity and will keep in touch through cell phones. Designate the person who will conduct the preliminary search and reassign that individual's children to another group and chaperones.
- Concurrently notify security guards at the site.
- If, after the preliminary search the child is not found, all staff members not required for the immediate supervision of the other children must be called together and given information as to the lost child's last whereabouts. The entrances, exits and insides of buildings must be checked, as well as the surrounding area.
- If the above mentioned search is unsuccessful, the trip coordinator or designee must notify the police, giving full description of the child: clothes, height, weight, hair color and when last seen. The trip coordinator should notify the director, who will call ACS/CCHS and notify the parents.
- The Director contacts the parent, who should make their way to the Preschool or outing venue as agreed with the Director. The Preschool is advised as the best place, as by the time parent arrives, the child may have been returned to the preschool
- Staff take the remaining children back to the preschool
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found
- The Director contacts DOHMH and State Central Register to file an incident report.
- The Director or designated staff may be advised by the police to stay at the venue until they arrive

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B) In the school:

- As soon as it is noticed that a child is missing the Lead teacher/staff alerts the Director.
- The Director or a designated teacher will carry out a thorough search building and playground.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The teachers will assure the other children should they be aware of the missing child and let them know they are safe and everything is being done to find the child.
- Any extra staff will be sent out to look for missing child.
- If the child is not found within 10 minutes, the parent is contacted and the missing child is reported missing to the police (call 911).
- The Director talks to the staff to find out when and where the child was last seen and records this.
- An incident report will be created and the Director will notify DOHMH and the State Central Register within 24 hours regarding the incident.

The Investigation:

- Staff keep calm and do not let the other children become anxious or worried
- The Director and Lead teacher speak with the parent(s)
- The Director will carry out a full investigation taking written statements from all the staff in the room who were on the outing if it incident occurred outside of the school premises.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report
 - Which staff/children were in there and the name of the staff designated responsible for the missing child
 - When the child was last seen
 - What has taken place in the group or outing since the child went missing
 - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, include interviewing staff.
- The incident is reported to the DOHMH and the State Central Register within 24 hours.

Found a missing child:

- Key person will assess child's condition to see if there are any visible injuries.
- If a child is not able to move, DO NOT move the child, call 911 and wait for EMT since the child may have fractures. Contact Director and parents to meet the child at the designated hospital. A key person needs to stay with the child on the way to the hospital.
- Key person will stay with the child until parent arrives to the hospital.
- If the child is able to move, after assessing the child's condition for visible injuries, call the Director and parents to meet the child at a designated spot with the key person.

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- Director will generate an incident report and report it to DOHMH and State Central Register within 24 hours.