



# Emergency Action/Evacuation and Disaster Preparedness Plan

Updated July 11, 2023

Early Learning Preschool (ELP) has developed the following Emergency Action Plan (**EAP**.) All components of this EAP have become an intricate tool in which all staff members will receive a refresher at our Mandatory Annual Staff Orientation every summer.

## **Names/Positions of Staff:**

Lacey Giovacchini - Executive Director  
Veronica Baldwin - Assistant Director  
Carol Mendez - Lead Teacher Pre-K  
Heide Charette - Assistant Teacher Pre-K  
Esmeralda Garcia - Assistant Teacher Pre-K  
Jackie Collins - Lead Teacher Preschool  
Taylor Kennedy - Assistant Teacher Pre-S

**Emergencies: 911 / Fire Rescue Non-Emergency and Police Non-Emergency 505-891-7226**

## **Hospitals:**

**Rust Medical Center (505) 253-7878**

**Poison Control (800) 222-1222**

**Lovelace /West Mesa Hospital (505) 727-2000**

**Child Protective Services (505) 827-8400**

**Children, Youth, and Families (505) 841-6100**

## **EMERGENCY EXIT LOCATIONS:**

Facility Exit Locations: Suite 10 Front and Back Door Exit; Suite 11/12 Front and Back Door Exit

## **Temporary Relocation Sites in the event of a Disaster needing Relocation:**

- 1- **Martin Luther King Elementary** – 1301 Nicklaus Dr SE (892-2575) located behind the school if you are departing from the back exit typically used for fire drills.
- 2- **Rio Rancho Fire Station** – 2810 Southern Blvd. (896-8292) Students would exit out the front of the school and turn right walking along the sidewalk to get to the fire station a short distance away. If the front exit is blocked, staff, students and parents may exit out the back walking along the side of the building on the right to get to the sidewalk to walk to the fire station.
- 3- **Open Space**- behind Early Learning Preschool.
- 4- **Grace Outreach** 2900 Southern Blvd. (891-9786) Students would exit out the front of the school and turn right walking along the sidewalk to reach Grace Outreach which is a short distance away. If the front exit is blocked, staff, students and parents may exit out the back walking along the side of the building on the right to get to the sidewalk to walk to Grace Outreach.

### Other Important Information:

**Electrical panels:** Electrical panels are in Ste. 10 (east wing) in the supply closet and the utility closet of Ste. 12 (west wing).

**Fire extinguishers:** Fire extinguishers are located by the front and back doors of Ste. 10 (east wing) with a third fire extinguisher located in the supply closet. In the west wing, fire extinguishers are located by the front door of Ste. 11. and the back door of Ste 12. An additional fire extinguisher is in Ste. # 9 (office).

**Pull stations:** Pull stations are located by the front and back doors in Ste. 10 (east wing) and Ste. 12 (west wing).

**Smoke Detectors:** Smoke Detectors are also located in both the east and west wings. All smoke detectors pull stations and batteries are inspected annually by Tyco and the Fire Marshal. The Fire Marshal's report is posted in the office on the bulletin board.

**First Aid Backpacks:** The first aid backpacks are in the classroom and accompany the teachers during outside time and field trips. They are inspected and updated with supplies at the start of each school year and will be inspected periodically and supplies replenished routinely throughout the year.

**Disaster Kit (Evacuations Only):** The disaster kit is located under the desk in the office to the left of the corner unit. It contains a mobile first aid kit, bottled water, crackers, extra clothing, blankets, paper towels and a master roster which contains all the students enrolled at ELP, with contact/emergency information.

**Children with Disabilities:** At this time, we do not have children that are disabled, but if we do, we will take every precaution to get them out of the building and in the designated safe area.

**Veronica Baldwin is the acting alternate in the absence of the Executive Director.**

### Fire and Emergency Situations

#### East Side Escape Routes

Fire/Emergency Occurring in Front of Preschool

- Exit out the back door.
- Exit Playground in the opposite direction of fire/emergency.

Fire/Emergency Behind Preschool

- Exit out Front Door.
- Continue along sidewalk as far as necessary to create a safe distance from the fire/emergency.

#### West Side Escape Routes

Fire/Emergency Occurring in Front of Preschool

- Exit out the back door. Exit Playground in the opposite direction of fire/emergency.

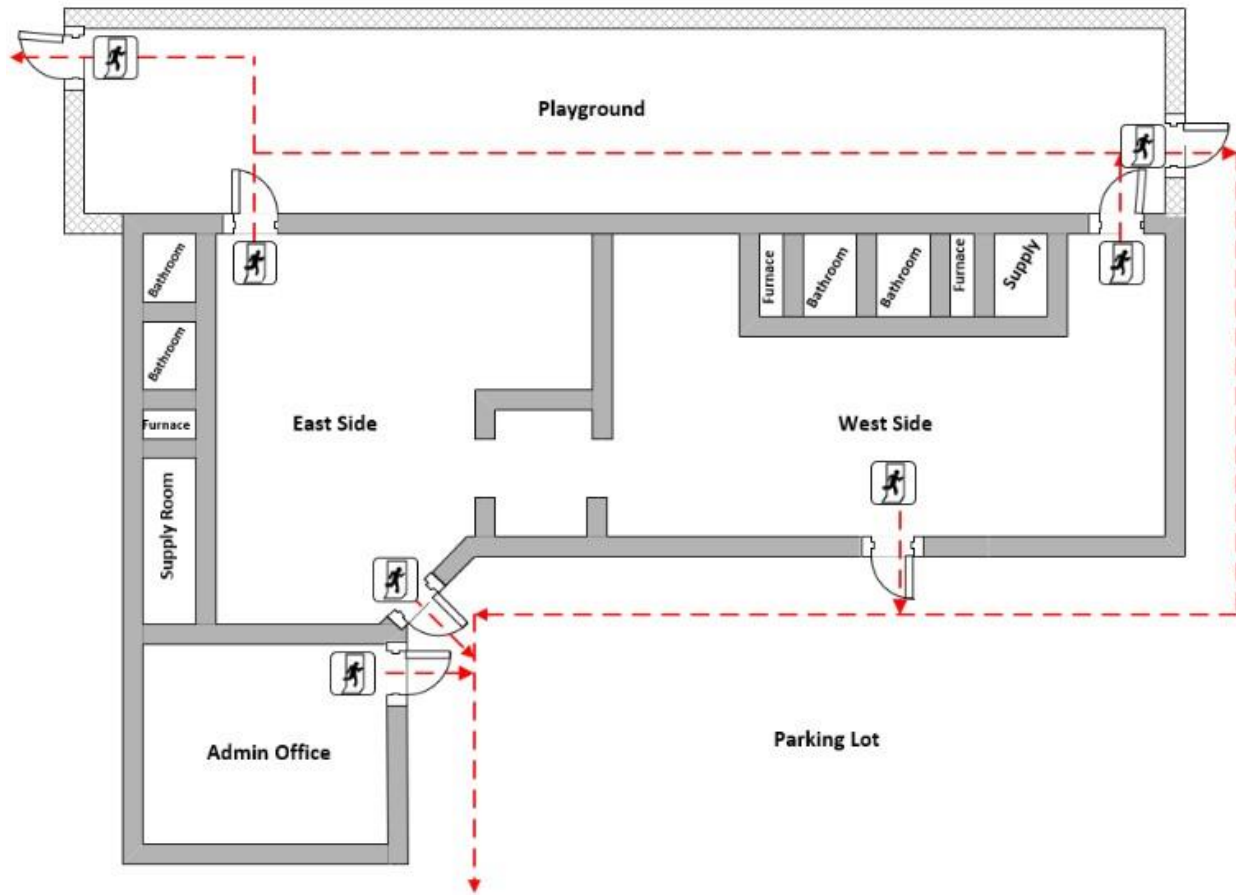
Fire/Emergency Behind Preschool

- Exit out Front Door. Head West (toward Tire Shop).
- Head North (toward Trinity Plaza entrance)
- Continue along sidewalk as far as necessary to create a safe distance from the fire/emergency.

### Reporting Fires

There are four (4) pull stations at Early Learning Preschool. Pull stations are located by the front and back doors in Ste. 10 (east wing) and Ste. 12 (west wing), all are monitored by the contracted alarm company and Rio Rancho Fire Department.

Staff and/or parent volunteer immediately upon the smell of smoke or sight of flame will pull the alarm and staff will initiate and follow the fire evacuation policies and procedures by using designated escape routes used in monthly emergency preparedness drills.



### Evacuation Policy and Procedure

Staff, volunteers, and students will line up and quickly and orderly exit the building, in the direction indicated in the Emergency Escape Route that follows.

Staff will take first aid backpacks and emergency binders which contain: attendance sheets, emergency contact, and student medical information.

A previously designated teacher will double check restrooms and the classroom to ensure that all children exit the building.

If the Director determines that exiting through the rear of the building is the safest, then staff would lead children to Martin Luther King Elementary located to the southwest of the school. Should it be determined that exiting through the front doors of the Center is safe, then Staff will lead students to the second location: The Fire Station located to the east of the school on Southern Boulevard.

If the congestion of people would be too much at both locations noted above and the school was damaged in any way that staff, parents, or students could not remain in the building, then the open space in the back of the school would be the third temporary location.

Staff will utilize the “all clear” signal by raising a green card or the red card to indicate that **not** all students and parents can be accounted for once they reach the designated meeting place and attendance is taken. This information shall be relayed to First Responders that arrive on the scene. Then all ELP staff and parent volunteers will escort students to the directed *temporary relocation site*.

### Contact and Communication Plan

The administrative team will immediately begin emergency walk through and assisting to ensure emergency procedures and protocols are adhered to, and that evacuation of staff, students and volunteers is successfully accomplished, and all are at designated meeting places. We will use the Procure App and emergency contact information to make families aware of the situation. We will inform them of the Emergency Responder’s protocol for reuniting after such an event. The administrative team will ensure that first responders are aware of accountability results.

### Active Threat Response and Evacuation Plan

#### Active Threat Situations

An active threat is an individual actively engaged in killing or attempting to kill people in a confined area; in most cases, active threats use firearms and there is no pattern or method to their selection of victims. Active threat situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the threat and mitigate harm to victims.

Our objective in all emergency situations is to evacuate all children, staff, and volunteers swiftly and safely with minimal injury.

Our main goal is prevention, which is why we take steps to secure the building and be aware of unusual behaviors, individuals, or circumstances. We also ask that early or late arriving parents check in with administration for access to classrooms. Staff have been instructed not to open the door to anyone.

In the event of an active threat, the first step is notification of emergency response system.

Staff will call 911.

Next, staff will implement active threat evacuation procedures: **RUN, HIDE, FIGHT.**

#### RUN

If there is an accessible escape path, attempting to evacuate will be the primary response of Staff.

#### East Side Escape Routes

##### Active Threat in Front of Preschool

- Exit out the back door.
- Exit Playground in the opposite direction of the Active Threat.

##### Active Threat Behind Preschool

- Exit out Front Door.
- Continue along sidewalk as far as necessary to create a safe distance from the active threat.

#### West Side Escape Routes

##### Active Threat in Front of Preschool

- Exit out the back door. Exit Playground in the opposite direction of Active Threat.

##### Active Threat Behind Preschool

- Exit out Front Door. Head West (toward Tire Shop).

- Head North (toward Trinity Plaza entrance)
- Continue along sidewalk as far as necessary to create a safe distance from the Active Threat.

**HIDE**

In the event evacuation is not possible, staff and children will hide in the closets and bathrooms.

**FIGHT**

Staff will **FIGHT**, if necessary, as a last resort.

**Contact and Communication Plan**

The administrative team will immediately begin emergency walk through and assisting to ensure emergency procedures and protocols are adhered to, and that evacuation of staff, students and volunteers is successfully accomplished, and all are at designated meeting places. We will use the Procure App and emergency contact information to make families aware of the situation. We will inform them of the Emergency Responder’s protocol for reuniting after such an event.

The administrative team will ensure that first responders are aware of accountability results.

**Health and Safety Guidance for New Mexico Child Care Centers**

Students who are sick should remain at home. Children who have had the following symptoms should not attend Early Learning Preschool until they have been symptom-free for 24 hours OR have a signed doctor’s note:

- Fever of 100 degrees or higher
- Diarrhea
- Rash on skin
- Redness of the eye, with/without discharge
- Headache
- Nausea or vomiting
- Runny nose that is not clear
- Complaints of pain or discomfort
- Chills, muscle pain
- Repeated shaking with chills
- Sore throat
- New loss of taste or smell
- Any additional signs of illness

Children will be sent home if any of these symptoms appear during the school day.

Administration will call the parent’s and/or emergency contacts.

Children with chronic medical conditions must have a physician’s document describing the condition and the response expected of Staff. Early Learning Preschool Executive Director and the Board of Directors have the right to deny enrollment if we cannot meet the Physician’s request and/or if that request requires invasive application (injections, blood sugar testing, etc.). Staff may administer emergency inhalers, or epi-pen for allergic reactions. Emergency inhalers or Epi-pens will be stored in the red first-aid backpack in that child’s classroom.

**COVID-19 Safety Plan (subject to change)**

**Important Contact Info**

- ECECD Rapid Response Hotline:** (833) 866-3272
- Local department of Health (DOH):** (855) 600-3453
- NM Coronavirus Information Hotline:** (833) 551-0518
- NM Coronavirus Health Hotline:** (855) 600-3453
- ECS Regulatory Staff:** (505) 841-4825
- County Emergency Manager:** (505) 771-7197 & (505) 934-3222

**Early Childhood Lead  
OSHA**

**smuller@sandovalcountynm.gov  
<https://nmgov.force.com/rapidresponse/s/>**

### *Entry Plan*

#### *Arrival Procedures*

Person Responsible: Administrative Staff

We will have a table set up in front of Early Learning Preschool for families to check in. Parents/Guardians may escort children into the building after a visual Wellness Check. Once they have put their backpacks in their designated locker, they will be asked to wash their hands or be given alcohol-based hand sanitizer with at least 60% alcohol. If a student appears to be unwell or presents one or more symptoms from the health and safety guidance list, they will be sent home.

#### *Departure Procedures*

Person Responsible: Administrative Staff

During checkout, administrative staff will radio (using walkie talkies) the teacher and have them walk the child to the door. All doors are locked for safety. Students will only be released to authorized pickups on their Procure profile. Identification will be required for any unrecognized persons.

#### *Daily Health Screening and Daily Health Checks*

Person responsible: Administrative Staff

Every day, a trained staff member will conduct a visual wellness check of each child. These visual wellness checks will happen before each child is signed in for the day, and whenever a change in the child's behavior or appearance is noted, the caregiver/teacher should gain information necessary to complete the daily visual wellness check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child. This daily visual wellness check will include checking for the child's social-emotional wellbeing.

Daily visual wellness checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Visual wellness checks may serve to reduce the transmission of infectious diseases in childcare settings by identifying children who should be excluded and enabling caregivers/teachers to plan for necessary care while the child is in care at the facility.

### **COVID-19 Guidance for all Early Childhood Providers**

*The following guidance is best practice:*

#### ***For anyone who tests positive for COVID regardless of vaccination status:***

- Stay home and isolate for 5 days. Day 0 is the day of symptom onset, or the day the positive test was taken (for asymptomatic persons).
- You DO NOT need to get an additional PCR test if you have had a positive at-home rapid test. Any positive test is considered positive.
- Children under two are the exception to masking guidance and should not mask.
- If you have a fever, or other persistent symptoms, continue to stay home in isolation until your fever is gone for 24 hours and other symptoms are resolving.

- To prevent the spread of COVID, tell anyone you have recently had close contact with and encourage them to get tested, monitor for symptoms, and reduce exposure to other people.

***For anyone who has symptoms of COVID-19 regardless of your vaccination status:***

- Get either an at-home rapid test or PCR test if possible and stay at home until you know your test result.
- If you test positive, follow the guidelines for a positive test result.
- If you test negative on a rapid test but still have symptoms, continue to stay at home and get a PCR test OR a second at-home rapid test in 1-2 days.
- If you test positive on the PCR or second at-home rapid test, follow guidelines for a COVID-positive test.

***Antigen Test Guidance:***

1. If test is positive, follow CDC guidance for people with COVID-19 (isolation)
2. If you have COVID symptoms and test is negative, test again in 48 hours. If still negative, test again after another 48 hours or get a lab-based tests.
3. If you do not have COVID symptoms but believe you have been exposed and test is negative, test again in 48 hours, and then again 48 hours after the second test for a total of 3 tests.
4. If test is positive on any repeat test, follow CDC guidance for people with COVID.

Please remember, regardless of Covid-19 or not, we ask that if your child is showing any symptoms or signs of illness without the usage of fever reducing or cold medications, we ask that you keep them at home.

**Preventative Plan**

This plan provides information on preventative measures to reduce the risk of spreading and exposure of infectious diseases.

**Handwashing**

We have implemented an increased hand-washing schedule to help prevent the spread of infectious disease. Children will wash their hands or use hand sanitizer after placing their backpacks in their designated cubby.

**Key Hygiene Practices to Prevent the Spread of Infectious Disease**

1. Wash your hands often with soap and water for at least 20 seconds (signs with directions will be posted by sinks).
2. Children and staff will wash their hands upon arriving at ELP, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, after coughing, sneezing, blowing nose and prior to leaving for home.
3. When soap and water is not available, hand sanitizer that contains at least 60 percent alcohol will be used. Students will be supervised while using hand sanitizer to avoid ingestion.
4. Avoid touching your eyes, nose, and mouth.
5. Cover your cough or sneeze with a tissue, throw the tissue in the trash, and wash hands thoroughly.
6. Developmentally appropriate posters are posted in each classroom bathroom and by the teacher sinks.

### *Cleaning and Sanitizing*

During Infections Disease (i.e., seasonal flu) Early Learning Preschool will increase the frequency with which we clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms. Early Learning Preschool will disinfect surfaces and objects that are touched often, including bathrooms, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Alcohol wipes will be used to clean keyboards and electronics and hands will be washed after use. Toys will be rotated so that they can be adequately cleaned and sanitized.

Surfaces that are dirty will be cleaned with soap and water and then appropriately using disinfectants on high-touch surfaces. The sanitizing solution is prepared by mixing 1/3 cup bleach with one gallon of water, or 4 tsp. of bleach per quart of water. We also use EPA registered sanitizers such as Force of Nature and Lysol.

### *Guidelines for talking to children about health and safety*

Teachers will talk with kids about how germs are spread and will watch educational videos about germs designed for kids, to help kids understand why it is important they wash their hands. We will address any concerns and questions the children have by taking the time to listen and explain to them that they are safe and that following some simple rules will help keep them healthy.

### *Group size and ratios*

Group sizes will follow the current recommendations and will incorporate physical distancing within groups when possible. Classrooms and groups will not be combined or mixed, we will maintain the same groups from day to day.

#### Group size and ratios

<b>Age of Children</b>	<b>Group Size</b>	<b>Child/Teacher Ratio</b>
6 weeks to 24 months	12	6:1
Three years	24	12:1
Four years	24	12:1

### *Meals*

All meals (snacks and lunch) are provided by the parents and will be served in the classroom. Any food or snack that children don't bring from home will be served to each child individually and will be served by a teacher (no family-style food or snacks). Students and teachers will wash their hands before and after all meals. Gloves will be worn by the teachers while serving meals. Tables will be cleaned between meals and table activities. Children will still sit together at mealtimes.



### *If someone develops any symptoms of illness at Early Learning Preschool*

If a child or staff member develops symptoms of illness (fever of 100.4 F or higher, cough or shortness of breath) while at the facility, they will be separated from the well people until the ill person can leave the facility. The child will be sent to the office (where office personnel will stay with them) until a parent or authorized pick-up person is able to pick them up. If symptoms persist or worsen, a health care provider may be called for further guidance.

### *Deep Cleaning and Disinfecting*

ELP staff will clean and sanitize classrooms. Gloves will be worn for all tasks in the cleaning process, including handling trash. Gloves should be removed after cleaning a room occupied by an ill person and hands washed immediately.

#### Prepare a bleach solution by mixing:

1. 5 tablespoons (1/3 cup) bleach per gallon of water or
2. 4 teaspoons bleach per quart of water
3. Products with the EPA-approved emerging viral pathogens icon are expected to be effective against COVID-19 based on data for harder-to-kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.).
4. For soft (porous) surfaces such as carpeted floors, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
5. If the items can be laundered, launder items in accordance with the manufacturer's instructions. Use the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products with the EPA-approved emerging viral pathogens icon that are suitable for porous surfaces

### *Training*

All staff have received the COVID-19 Mandatory Response Training and are prepared to deal with any challenges we may encounter due to this pandemic. All staff also possess a current CPR and 1<sup>st</sup> aid certification.

As Director of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan and will post this in the office for further references. Lacey Giovacchini - ELP Director