



EMERGENCY ACTION PLAN

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Emergency Preparedness & Procedures Policy

Sprouts House – 1580 Cook Street

The safety of our children and staff is our highest priority. In the event of a power failure, fire, earthquake, or any emergency situation, we follow a detailed protocol to ensure that all children are cared for and evacuated safely if necessary.

Because we care for infants and toddlers, extra time and care will be taken to ensure they are transported securely and calmly during any emergency.

Fire Evacuation Procedures

If a fire or fire alarm occurs while children are in care, staff will take the following steps:

1. Fire alarm will sound.
2. Educators will calmly but quickly gather the children, using evacuation cribs or holding children, depending on mobility.
3. Staff will bring:

- Attendance sheet
- Emergency contact binder & consent forms
- Emergency medication
- First aid kit
- Cell phone and spare keys

4. Primary evacuation location:

- Children and staff will exit safely to Franklin Green Playground at Mason Street & Cook Street (2-minute walk)

5. Alternate evacuation location (if required):

- 1600 Cook street at the open door sanctuary (Corner at cook + mason street)

6. 911 will be called immediately.

7. Attendance will be taken again once safely outside.

8. Parents will be notified via phone or emergency contact

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Earthquake Emergency Procedures

If an earthquake occurs while indoors:

1.Children and staff will “Drop, Cover, and Hold On”:

- Crawl under tables or against interior walls away from windows.
- Cover heads and necks; protect infants with blankets if needed.

2.Aftershocks may occur,Staff will wait at least 10 minutes before considering evacuation.

3.Once safe to do so, we will follow fire evacuation procedures if evacuation is necessary.

4.All children will be carried or walked carefully to the outdoor play area or alternate location, depending on damage.

If an earthquake occurs while outdoors:

- Children will be moved to open, safe spaces, away from trees, walls, and power lines.
- We will avoid re-entering the building until cleared safe.

Infant & Toddler-Specific Considerations

- Infants will be evacuated in multi-child evacuation cribs or strollers.
- Toddlers will be guided by hand or carried, depending on mobility and safety.
- Staff have assigned roles to ensure quick evacuation with a focus on remaining calm and reassuring.
- Emergency diapers, wipes, food, and water are stored onsite in our emergency kits, and regularly restocked.

Emergency Meeting Locations

Primary:

Franklin Green Playground, located at Mason Street & Cook Street

Alternate:

1600 Cook street at the open door sanctuary (Corner at cook + mason street)

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Emergency Kits

1. Each child is required to have a personal emergency kit. This should include:
 - Diapers, wipes, change of clothes, comfort item (e.g., blanket or stuffed animal), and a family photo
2. All emergency supplies will be stored in a locked safety bin located just outside the entrance door.
3. Kits will be checked and updated regularly.

Emergency Drills

1. Monthly emergency drills are conducted around the 25th of each month with the children.
 - Drills are age-appropriate, calm, and reassuring.
 - Infants and toddlers are guided through the process gently.
2. A logbook is kept by the cubbies, recording:
 - Date, time, and notes for each drill.
3. Fire evacuation procedures are practiced during each drill.

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Emergency closure policy

At Sprouts House, we understand that unexpected closures can disrupt family routines. However, the safety of the children and staff is always our top priority. In certain situations, the daycare may need to close due to health, safety, or environmental reasons, such as illness outbreaks, fire, flooding, or extreme weather conditions.

Sprouts House follows School District 61 for weather-related closures. If the district announces a closure or delay due to winter weather, Sprouts House will also be closed or delayed. Families and staff will be notified through email.

We will always do our best to give as much notice as possible, but some closures may happen with little or no warning. Parents will be notified via text, phone call, or email, depending on the situation.

Summer weather

During hot days, we take extra care to keep infants and toddlers cool and comfortable:

- Outdoor play happens earlier in the day, when it's cooler.
- Water play and shaded areas are available.
- Sunscreen is applied before outdoor play.
- Water is offered throughout the day.
- Please send lightweight clothing and a sunhat.

We do have air conditioning indoors. If the temperature rises above 35°C, we will stay indoors for the day.

Fall and winter weather

We aim to play outside daily, but if it is too cold or windy, we will stay indoors:

- If it's extremely windy or colder than 0°C, outdoor play will be paused.
- Please dress your child in warm, weather-appropriate clothing, including a coat, hat, mittens, and boots.

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Closures for other reasons

Lockdown / Intruder Procedures

- Staff will lock all doors and windows immediately.
- Children will be moved away from sightlines, kept quiet, and comforted.
- 911 will be called.
- Parents will be contacted once the situation is resolved and it is safe to do so.

Gas Leak / Chemical Spill Procedures

- Staff and children will evacuate immediately to Franklin Green Playground, moving upwind and away from the source.
- 911 will be called.
- Children will not re-enter the building until cleared by emergency authorities.

Power Outage Procedures

- Children remain safe indoors; flashlights will be used instead of candles.
- If the outage is prolonged, parents will be contacted for early pickup.
- If building safety is compromised, evacuation procedures will be followed.

Medical Emergency Procedures

- 911 will be called immediately.
- One staff member stays with the injured child and administers first aid.
- Another staff member supervises the group.
- Parents are contacted as soon as possible.

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Closures for other reasons

Sprouts House may close if there is:

- A health emergency (such as a contagious illness)
- A power or water outage
- A flood, fire, or other safety hazard
- A public emergency

We may also follow decisions made by local authorities, but sometimes our center may close independently based on our specific situation.

Fees during closures

Unless otherwise stated, fees are not refunded for closures caused by circumstances beyond our control (such as extreme weather, health-related emergencies, or natural disasters).

For the most up-to-date information, please contact us directly at sproutshousekids@gmail.com
Or 778-700-1605

ACKNOWLEDGMENT OF RECEIPT EMERGENCY ACTION PLAN

I acknowledge I have received a copy of the Emergency plan

Parent Signature/ date

Provider Signature / date

Provider Signature / date