

# NOT JUST ANOTHER DAYCARE



## EMERGENCY MANAGEMENT PLAN

The daycare center could be subject to an emergency situation affecting the facility or as part of a larger scale event. The Primary caregivers and staff are responsible for the safety of children, and will coordinate actions and/or requirements with public safety officials and parents/guardians.

The impact of an emergency on children can have lasting effects on their well being. Caregivers and families must manage the response to the emergency as well as helping children cope with their feelings, fear and needs during and after the emergency. Respecting the child's feelings, and involving them where possible in recovery activities can reduce stress and anxiety.

The intent of this plan is to assist the staff in responding to emergency situations, provide information to family members concerning emergency planning, and provide a basis for restoration of services. This plan contains emergency response information for the following situations:

### NATURAL HAZARDS:

- Severe Weather
- Tornado
- Hurricane
- Flooding

### TECHNOLOGICAL HAZARDS:

- Fire
- Utility Disruption (Heat, water, power)
- Hazardous Materials

### PERSONAL SAFETY:

- Medical Emergency
- Missing Child
- Unauthorized/Suspicious Person

The plan will also address protective actions such as:

- Evacuation
- Shelter-in-Place
- Recovery and Restoration of Operations

## **FACILITY ORGANIZATION**

I) Describe location, size of student & staff, operations, management.

Location: 13229 Jones Road telephone #: 281-807-1100; fax# 281-807-1177  
Approx. 3,600 sqft with a fully fenced playground of approx. 2,000 sqft.

Organization chart:

- 1) Director/Owner: Melinda Pankhurst
- 2) Assistant Director: Abigail Rivera de Cazares

Number of children under care: 81

Number of staff: 11

Management: Melinda Pankhurst: 281-807-1100 (facility), 281-323-3150 (cell), Toll Free #: 1-888-391-0203

II) Describe basic safety features such as fire suppression, first aid, security, and room or space uses.

- The daycare has two (2) fire extinguishers; one is mounted at the entrance of the kitchen, the other one is located at the entrance of the center.
- We have five (5) first aid kits, one in each classroom (4), and one at the reception desk (1).
- All entrance doors are securely locked.
- The facility has ten (10) hardwired smoke detectors with battery back up
- The facility has five (5) carbon monoxide detectors
- HEAT DETECTORS (2)
- Monitored Fire Alarm Panel (1)

III) Please, refer to Floor Plan Facility diagram showing interior spaces, use, exits, evacuation routes, shelter areas, fire alarms, fire extinguishers. Indicate Emergency Assembly Area (s) or routes to the area (s).

## **EMERGENCY NOTIFICATION**

(Also listed next to the main telephone)

### ***Police and Fire***

Emergency : 911  
Harris County Sheriff : 713 221 6000  
Harris County Constable Prec. 4: 281-375-3472  
Cy-Fair Volunteer Fire Dept, St # 10 : 281-550-6663

### ***Medical***

The Methodist Willowbrook Hospital : 281-477-1000  
Cypress Fairbanks Medical Center : 281-890-4285  
Poison Control : 800-7647661

*Utilities*

Center Point Energy : 713-207-2222  
Reliant Energy : 713-207-7777  
Water mgmt MUD # 368 : 281-374-8989

*Dept. of Social Services*

Office : 713-940-5241  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**ATTACHMENTS**

- Evacuation Checklist
- Evacuation Requirements Sheet
- Parent/Guardian Emergency Evacuation Plan Information
- Floor Plan of the Facility