



## Selah GymKids Emergency Plan

### Emergency Phone Numbers *In an emergency call 911*

	Contact Name	Phone Number	Email/Website
<b>Fire/ Rescue (911)</b>	Selah Fire Department	911 509-698-7310	<a href="http://www.911.gov">www.911.gov</a> <a href="http://www.selahwa.gov">www.selahwa.gov</a>
<b>Police (911)</b>	Selah Police Department	911 509-698-7347	<a href="http://www.911.gov">www.911.gov</a> <a href="http://www.selahwa.gov">www.selahwa.gov</a>
<b>Poison Control</b>		800-222-6556	<a href="http://www.aapcc.org">www.aapcc.org</a>
<b>Local Hospital</b>	Memorial Hospital	509-575-8000	<a href="http://www.yakimamemorial.org">www.yakimamemorial.org</a>
<b>Electric Company</b>	Pacific Power	888-221-7070	<a href="http://www.pacificpower.net">www.pacificpower.net</a>
<b>Gas Company</b>	Cascade Natural Gas	888-522-1130	<a href="http://www.doxo.com">www.doxo.com</a>
<b>Water Company</b>	City of Selah	509-698-7328	<a href="http://www.selahwa.gov">www.selahwa.gov</a>
<b>DEL Licensor</b>	Mj Beltran	(509)665-5209	<a href="mailto:mj.beltran@dcyf.wa.gov">mj.beltran@dcyf.wa.gov</a>
<b>CPS/DSHS Children's Admin Intake</b>	Region 2 South Eastern Washington	855-420-5888	<a href="http://www.dcyf.wa.gov">www.dcyf.wa.gov</a>

### About Selah GymKids

<b>Program Name</b>	Selah GymKids
<b>Program Address</b>	709 N Park Centre, Selah, WA
<b>Nearest cross street or landmark</b>	North Wenas Road
<b>Facility Phone Numbers</b>	(509)698-5437 <b>Gym</b> (509)698-5537 <b>Childcare/Preschool</b>
<b>Contact Name</b>	Amanda Mills Tara Goodwin
<b>Two Emergency Contacts</b>	Tami Hesselgesser Tammie Bonsen
<b>Capacity</b>	144 students
<b>How the program will account for children, staff, visitors, during an emergency evacuation?</b>	Take attendance with name to face recognition on Playground for children and staff. Staff will make sure all visitors exit the building.

<b>Evacuation</b>	<b>Lockdown</b>
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- **Stay calm**
- **Go to evacuation locations:**
  - Fire:** Gym side evacuates to Quality Inn
  - KidsClub side** evacuates to the North side of Doctors office
  - Earthquake:** Everyone evacuates to open field on south-side of building (watch for power lines)
  - Gunfire, Bomb threat, Flood, and Hostage situation:** evacuate to Quality Inn

**Designated instructors are responsible for:**

All children in class (keep children together by making a chain)  
Backpack (with emergency contact info)  
Medication box  
Emergency bucket & first-aid kit

**All other instructors are responsible for:**

All children in class (keep children together by making a chain)  
Backpack (with emergency contact info)

**Emergency bucket contains:**

flashlights/lantern, duck tape, plastic gloves, first-aid kit, garbage bags, hand wipes, accident report forms, and hard candy.

- Take roll to be sure everyone is accounted for.
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).

**In the event of an unsafe situation outside of the building, do the following:**

- Close and lock all doors
- Hang a **Lockdown** sign on all exterior doors
- Group all classes together away from windows and doors.
- Take roll and wait for further instructions
- Do not open doors until the "all clear" notice is given.
- Send parent notification home with each child on the day of the event.

**In the event of a toxic gas leak, do the following:**

- Turn-off air conditioners and exhaust fans
- Tape around doors, windows, and vents, and place wet towels at the bottom of outside doors.
- Wait for further instructions

**In the event of an extended lock down (2-3 days), we will provide for the children:**

- Comfort and safety
- Food and water
- Fun activities
- Rest times
- Exercise



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<p><b>Fire Protection &amp; Prevention Policies</b></p> <p>Selah GymKids will keep evacuation routes by doors and make sure parents and children know them.</p> <p>Selah GymKids will have monthly fire drills. In some cases we will inform staff of the specific time of the drill. There will also be unannounced drills. All drills are to be considered real and we should respond accordingly.</p> <p>Each classroom is equipped with an emergency alarm and fire extinguishers are located in designated areas of the building. It is the responsibility of each staff member to know the location of the alarm and fire extinguishers throughout the building.</p> <p>Staff trainings will be held regularly on use of the fire extinguishers.</p> <p>Fire extinguishers and smoke detectors will be checked regularly and replaced as needed.</p> <p>Electrical equipment and cords will be kept in good repair. It is the responsibility of each staff member to report any concerns they might discover about whether equipment is safe.</p>	<p><b>Fire</b></p> <p><b>If any staff member should encounter a fire emergency:</b></p> <ul style="list-style-type: none"><li>• Sound the alarm</li><li>• Go to evacuation locations: <u><b>Gym side</b></u> evacuates to Quality Inn <u><b>KidsClub side</b></u> evacuates to the North side of doctors office</li></ul> <p><b>Designated instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info) Medication box Emergency bucket &amp; first-aid kit</p> <p><b>All other instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info)</p> <p><b>Office personnel are responsible for anyone in:</b> Bathrooms Office Parent viewing area</p> <ul style="list-style-type: none"><li>• Call 911</li><li>• Take roll to be sure everyone is accounted for.</li><li>• Contact the owner &amp; director (if not in attendance)</li><li>• Contact parents to pick-up their child(ren).</li><li>• Use the crisis sign-out sheet as parents take responsibility for their child(ren).</li></ul>
<p><b>Volcano</b></p> <p>In the event of a Volcano eruption near the center, we will do the following:</p> <ul style="list-style-type: none"><li>• Keep everyone inside the building and initiate Lockdown</li><li>• Contact the owner &amp; director (if not in attendance)</li><li>• Contact parents to pick-up their child(ren).</li><li>• Use the crisis sign-out sheet as parents take responsibility for their child(ren).</li><li>• Wait for further instructions as more information becomes available.</li></ul>	<p><b>Severe Weather/Loss of utilities</b></p> <p>Severe weather approaching/Loss of utilities due to severe weather:</p> <ul style="list-style-type: none"><li>• Center will close due to severe weather or loss of utilities.</li><li>• Contact the owner &amp; director (if not in attendance)</li><li>• Parents will be notified to pick-up their child(ren).</li></ul>



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Gunfire	Bomb Threat
<p>If gunfire is heard nearby or there is a threat of gunfire staff should shout, <b>"Hit the Deck!"</b></p> <p>At this command all children whether inside the building or outside should lie flat on the ground or floor. Practice this with classes regularly.</p> <p><b>If gunfire or threat is <u>inside</u> the building:</b></p> <ul style="list-style-type: none"><li>• Staff and children should stay down until notified that it is safe to move</li><li>• Call 911</li><li>• Go to evacuation locations: <b><u>Gym side</u></b> evacuates to Quality Inn <b><u>KidsClub side</u></b> evacuates to Doctors office</li></ul> <p><b>Designated instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info)</p> <p><b>All other instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info)</p> <ul style="list-style-type: none"><li>• Do not allow anyone to leave the room.</li><li>• Wait for further instructions from the Police Department.</li></ul> <p><b>If gunfire or threat is <u>outside</u> the building:</b></p> <ul style="list-style-type: none"><li>• As soon as it appears safe for people to move, get everyone indoors and away from windows &amp; doors.</li><li>• Lock all doors and initiate "Lockdown".</li><li>• Call 911</li><li>• Each instructor gather class and take roll.</li><li>• Do not allow anyone to leave the building.</li><li>• Wait for further instructions from the Police Department.</li></ul>	<p><b>Bomb threats usually come on the phone. The person receiving the threat should:</b></p> <ul style="list-style-type: none"><li>• Remain calm</li><li>• Flash the <b>Bomb Threat</b> sign on the back of the KidsClub Handbook (located by each phone) to notify others of the situation</li><li>• Keep the caller on the line as long as possible</li><li>• Complete as much of the bomb threat checklist as possible (located by each telephone).</li><li>• Dial *69 at the conclusion of the call to retrieve the last # called, and/or have co-worker on another line call the telephone company (697-7267) to trace the call.</li><li>• Give all information to the police</li></ul> <p><b>All other staff members should:</b></p> <ul style="list-style-type: none"><li>• Call 911</li><li>• Go to evacuation location: Quality Inn</li></ul> <p><b>Designated instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info)</p> <p><b>All other instructors are responsible for:</b> All children in class (keep children together by making a chain) Backpack (with emergency contact info)</p> <ul style="list-style-type: none"><li>• Take roll to be sure everyone is accounted for.</li><li>• Assist police in a building search for unusual objects.</li><li>• Wait for further instructions from Police Department.</li><li>• Contact the owner &amp; director (if not in attendance)</li><li>• Contact parents to pick-up their child(ren).</li><li>• Use the crisis sign-out sheet as parents take responsibility for their child(ren).</li></ul>



## Selah GymKids Emergency Plan

Flood	Earthquake
<p><b>In the event of flooding due to pipe breakage, the following steps should be taken:</b></p> <ul style="list-style-type: none"><li>• Evacuate building to North side of Doctors office.</li></ul> <p><b>Designated instructors are responsible for:</b></p> <ul style="list-style-type: none"><li>All children in class (keep children together by making a chain)</li><li>Backpack (with emergency contact info)</li><li>Medication box</li><li>Emergency bucket &amp; first-aid kit</li></ul> <p><b>All other instructors are responsible for:</b></p> <ul style="list-style-type: none"><li>All children in class (keep children together by making a chain)</li><li>Backpack (with emergency contact info)</li></ul> <p><b>Office personnel are responsible for anyone in:</b></p> <ul style="list-style-type: none"><li>Bathrooms</li><li>Office</li><li>Parent viewing area</li></ul> <ul style="list-style-type: none"><li>• <b>Shut-off power to building</b></li><li>• Take roll to be sure everyone is accounted for.</li><li>• Contact the owners &amp; director (if not in attendance).</li><li>• Contact parents to pick-up their child(ren).</li><li>• Use the crisis sign-out sheet as parents take responsibility for their child(ren).</li></ul> <p><b>In the event of natural flooding near the center, the following steps should be taken:</b></p> <ul style="list-style-type: none"><li>• Contact the owner &amp; director (if not in attendance).</li><li>• Contact parents to pick-up their child(ren).</li><li>• Use the crisis sign-out sheet as parents take responsibility for their child(ren).</li><li>• If parents are unable to get to the center in a timely manner, we will transport children to higher ground, Selah High School front entrance, until other arrangements can be made.</li></ul>	<p><b>An earthquake will not give warning when it will occur. Once you are aware of an earthquake, take the following steps:</b></p> <ul style="list-style-type: none"><li>• Instruct everyone to duck and cover (under tables, bleachers, doorways, or in a corner, and turn away from windows.)</li><li>• Prop-open all doors to minimize jamming as the building shifts.</li><li>• Once the quake is over, evacuate to the open field on the South side of the building (watch for power lines)</li></ul> <p><b>Designated instructors are responsible for:</b></p> <ul style="list-style-type: none"><li>All children in class (keep children together by making a chain)</li><li>Backpack (with emergency contact info)</li><li>Medication box</li><li>Emergency bucket &amp; first-aid kit</li></ul> <p><b>All other instructors are responsible for:</b></p> <ul style="list-style-type: none"><li>All children in class (keep children together by making a chain)</li><li>Backpack (with emergency contact info)</li></ul> <p><b>Office personnel are responsible for anyone in:</b></p> <ul style="list-style-type: none"><li>Bathrooms</li><li>Office</li><li>Parent viewing area</li></ul> <ul style="list-style-type: none"><li>• Shut-off gas, water and utilities.</li><li>• Take roll to be sure everyone is accounted for.</li><li>• Set-up outdoor first-aid stations and treat injuries according to severity.</li><li>• Document injuries so that they can be reported to disaster agencies.</li><li>• Do not use candles, matches, or other open flames before or after tremors.</li><li>• Contact the owner &amp; director (if not in attendance)</li><li>• Contact parents to pick-up their children.</li><li>• Use the crisis sign-out sheet as parents take responsibility for their children.</li></ul>



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Hazardous Materials	Hostage Situation
<p><b>Immediately following a local hazardous materials spill, we may be given directions from the authorities to either evacuate the area or initiate a lockdown.</b></p> <p><b>Indications of Hazardous Materials include:</b></p> <ul style="list-style-type: none"><li>• An unusual odor or sound</li><li>• Visible smoke, vapor cloud, or fire (outside the building)</li><li>• Skin or eye irritation</li><li>• Breathing difficulty</li><li>• Safety hazard reported by the police</li></ul> <p><b>If you perceive any of the above while <u>inside</u> the building:</b></p> <ul style="list-style-type: none"><li>• Contact owner and director (if not in attendance)</li><li>• Call 911, if needed.</li><li>• Determine whether to evacuate the building.</li></ul> <p><b>If you perceive any of the above indications while <u>outside</u> the building:</b></p> <ul style="list-style-type: none"><li>• Get everyone in indoors.</li><li>• Contact owner and director (if not in attendance)</li><li>• Call 911, if needed.</li><li>• Determine whether to initiate a lockdown.</li></ul> <p><b>Lockdown</b></p> <ul style="list-style-type: none"><li>• Close and lock all doors</li><li>• Hang a <b>Lockdown</b> sign on all exterior doors</li><li>• Group all classes together and take roll (keep together until further directions are given)</li><li>• Turn off air conditioners or exhaust fans</li><li>• Tape around doors, windows, and vents, and place wet towels at the bottom of all exterior doors.</li><li>• Wait for further instructions</li><li>• Do not open doors until an "all clear" notice is given</li><li>• Send parent notification home with the children the day of the event</li></ul>	<p><b>In the event of a hostage situation, the following steps should be taken:</b></p> <ul style="list-style-type: none"><li>• Alert another staff member in the building, who can then call 911, the owners, and director (if not in attendance)</li></ul> <p><b>Give Police the following information:</b></p> <ul style="list-style-type: none"><li>■ Number of staff/ students held hostage</li><li>■ Area of the building or grounds they are located;</li><li>■ Description of weapons, if available</li><li>■ Indicate the demands of perpetrator</li></ul> <ul style="list-style-type: none"><li>• Evacuate uninvolved staff and students to Quality Inn or doctors office, and take roll to be sure everyone is accounted for.</li><li>• Await further instructions from the police department</li><li>• A director/owner will be available to police to provide further assistance and/or information</li></ul> <p><b>Suggestions for dealing with someone who is holding a hostage(s):</b></p> <ul style="list-style-type: none"><li>• Do not be a hero.</li><li>• Follow their directions.</li><li>• Stay calm and use your best judgment to keep everyone involved safe.</li></ul>



## Selah GymKids Emergency Plan

### Blood-borne Pathogens Plan of Action

**If you are in a situation where blood and other bodily fluids are present, take the following steps:**

- First, put on personal protective equipment such as gloves provided in first-aid kits.
- Tend to child/adult in need and remove others from the area.
- Block-off contaminated from others, until you are able to disinfect it.
- To disinfect contaminated surfaces, do the following:
  - **Hard-on-hard surfaces:** Spray with soapy water solution and wipe with a wet rag. Then spray with bleach water, allowing it to sit for two minutes, and wipe-down with a dry rag.
  - **Carpeted surfaces:** Use the designated handheld carpet cleaning machine to sanitize the soiled area.
  - **Cloth items (belonging to SGK)** Use the hottest setting on the washer and dryer to wash cloth items.
    - If you're unable to wash right away, place the items in a red plastic bag and put into a clothes hamper.
- If a student's clothes are changed, put contaminated clothing in a red plastic bag and place into the child's backpack.
- Put contaminated disposable objects, including gloves, in a red plastic bag and place in the dumpster immediately.
- Wash hands thoroughly with soap and water.