

Little Friends Early Learning Center  
Emergency Procedures Guide

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Little Friends Early Learning Center

**Emergency Phone Numbers**

Emergency: 911

Poison Control: 1-800-222-1222

Central Maine Power (Power Outage): 1-800-696-1000

CMP Account Number: 514-038-2038-014

TYCO SimplexGrinnell Fire Protection: (207) 842-6880

Code Word: Friends

Account Number: 207 2899

Customer Number: 656-789

Little Friends: 865-1169

Little Friends Cell : 751-0758

**Non-Emergency Phone Numbers**

Morse Street School (Grades K – 2): 865-6361

Mast Landing School (Grades 3-5): 865-4561

Freeport Middle School (Grades 6-8): 865-6051

Freeport High School (Grades 9-12): 865-4706

Durham Elementary School (Grades K-8): 353-9333

Downeast Energy: 729-9921

Non-Emergency Freeport Police: 865-4800

State License Number: 376581

**Community Resources**

Freeport Community Services: 865-3985

DHHS Community Services Programs: 1-800-606-0215

### Directions

Take Exit 22 from Route 295, north or southbound

At end of ramp (northbound) take RIGHT

At end of ramp (southbound) take LEFT

Continue approximately .3 mile

Turn RIGHT onto Route 125N/136N/Durham Road

Continue approximately .7 mile, following signs to Route 125N

Turn RIGHT onto Route 125N (where it splits from Route 136N)

Continue for 3.2 miles

Little Friends, a grey house with green shutters, will be on the right

Day Care entrance is located at the back of the home

### **Staff Response to Any Emergency**

- Establish one teacher to take charge
- Remaining staff should care for children/take attendance
- Call 911 if necessary
- Call Jane (Owner/Director)
- Take-charge teacher retains sign-in log and Emergency Contact folder
- Take “Go Bag”

### **Follow directions for specific emergency**

### **Follow-up to Any Emergency**

- Owner/Director will email information to families explaining situation
- Call all parents of children at center

### **Fire, Smoke, Gas Odor, Carbon Monoxide (detector activated)**

- Notify staff and children to evacuate building
- Phone 911
- Bring cell phones
- Relocate to clubhouse in fair weather
- Relocate to garage in adverse weather (see evacuation to garage procedures)
- Wait for Emergency Personnel Directives or clearance to reenter building
- If necessary, relocate to walking-distance site or off-site (see evacuation procedures)
- Notify parents

### Chemical Spill

- Follow response to any emergency
- Relocate all children to inside of building
- Close all windows and doors
- Wait for Incident Commander notification
- Incident Commander will recommend shelter or give evacuation orders
- Follow Incident Commander recommendations
- Contact parents

### **Sudden Weather, Tornado, Micro-Burst**

- Bring all persons inside building
- Close doors, windows
- Monitor weather on radio, television
- If tornado (or severe weather system) spotted near Little Friends area, move children and staff to Back/Safe Room
- Take-charge person: gather first-aid kit, cell phones, flashlights
- Review and make use of safe areas if necessary:
  - Under tables
  - Away from windows and large rooms
- Call parents
- Remain in safe area until warning expires



### **Stranger Danger**

- Attempt to notify others in building with a code phrase:
- Take-Charge person will approach intruder
- Remaining staff will gather children in group setting (club house/classrooms)
- Take-Charge person will politely greet stranger and:
  - Introduce herself
  - Ask stranger the purpose of his/her visit
  - Inform stranger that all visitors must schedule an appointment
  - Ask stranger for identification

### **If Stranger Refuses to Leave**

- Warn intruder that police will be called
- Call 911/Pull Fire Alarm
- Use code to inform other staff to call 911 or Pull Fire Alarm
- If children are outdoors, initiate lockdown in clubhouse
- If children are indoors, initiate inside lockdown

### **Lockdown Procedures, Indoors**

- All children and staff to one room within house
- Lock all doors, cover windows
- Keep children away from doors and windows
- Wait for Emergency Personnel; follow their directions

### **Lockdown Procedures, Clubhouse**

- Follow same steps as above

### Power Outage

- Silence fire panel (see panel directions)
- Activate emergency lighting if needed
- Call Central Maine Power to report and/or get update
- Move children to safe area to keep warm if necessary (propane fireplace located in upstairs room)
- Activate generator if necessary (see generator instructions)

### **Silence Fire Panel**

- Tap emergency light on wall opposite panel
- Open panel
- Press disable buttons for Zone 1 and Zone 2 (top left)
- Press silence button (lower right)
- Call Simplex Grinell to notify of non-emergency
- When power returns, press buttons for Zone 1 and Zone 2, then press Reset Button (lower right)
- Turn off emergency lights

### **Restart Heater**

- Heater is located in furnace room (within closet in toddler room)
- Hold down Red Button to restart (if popped up). Red button is located at base of heater.
- Call Downeast Energy at 729-9921

### **Water Main Turn-off**

- Go to furnace room (located in toddler-room closet) to access circuit breaker
- Open circuit-breaker box, on wall to the right
- Switch off circuits 12 and 14 (pull tabs to the right)
- Switches 12 and 14 are labeled “well pump”

### Generator

- Go to electric meter, located on house and adjacent to landscaped steps, pull lever down to the OFF position
- Plug cord into 120V/240V receptacle on generator
- Plug other end into receptacle on house marked “Gen. Plug”
- Turn key switch on
- Pull choke lever out
- Pull starter cord until unit starts
- Push in choke lever
- Turn on circuit breaker on generator (front panel marked “circuit breaker”)
- Next to electric meter on house, pull down lever to bottom position, marked “generator”

### Propane Heater

- Connect heater to propane tank with supplied hose (remember left-hand threads)
- Turn on tank
- Turn heater on low
- Push igniter button located at base of unit starts

### Neighbors to Contact

- The following neighbors are available to provide assistance at any time:
- Eric Welzel, Cell phone (207) 751-4323
- Jennifer Welzel, Cell phone: (207) 522-2551



### **Evacuation (Out-Building/Garage)**

- Follow direct route up landscaped steps to garage
- If route is unavailable, follow secondary route to left of house
- Take-charge person immediately takes children's and staff attendance
- Access emergency lights if needed
- Utilize "emergency bin" items if necessary
- Turn on propane heater if needed (see specific instructions)

**The alternate gathering site on premises will be the clubhouse**

### Evacuation (Walking Distance)

- Staff and children will be relocated to Doherty's North Freeport Store: 130 Wardtown Road, Freeport, Maine 04032; 865-4429 (located approximately .1 mile from Little Friends)
- Take-charge person assigns children to walk in groups with staff
- Children will walk or be carried if necessary to store
- Take-charge person will take attendance upon reaching the site
- Parents will be called

### Evacuation (Town of Freeport)

- In extreme emergency situations, an off-site evacuation center may be necessary
- The in-town evacuation site, L.L. Bean , located on Main Street, Freeport, Maine 04032
- Take-charge person will assign groups for transport to site
- Children will be transported in staff vehicles to in-town location
- Take-charge person will take attendance at relocation site
- Parents will be called