



EARLY LEARNING DIRECTORS
COLLABORATIVE

Standard Operating Procedures

Center name: _____

Center address: _____

Center email: _____

Center phone #: _____

Directors name: _____

Directors phone #: _____

Supervisor name: _____

Supervisor phone #: _____

Owners name: _____

Owners phone #: _____

Directions on where to park:

Directions for entering the building:

Substitute should report to: _____



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Emergency Procedures

Procedures to prepare for and respond to:

A) Weather emergencies and natural disasters.

Severe Thunderstorm:

Tornado:

Flash Flood:

Earthquake:

B) Emergency outdoor and indoor lockdown or evacuation that results in a relocation due to a threat of violence.

Active Shooter:



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Bioterrorism:

Terrorism:

- C) Emergency or disaster evacuation that results in a relocation due to hazardous materials and spill, gas leak, or bomb threat.

Hazardous Material and Spills:

Gas Leak:

Bomb Threat:

- D) Building issues; Fire emergency, Loss of power, water, or AC.

Fire Emergency:

Loss of power:



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Loss of water:

Loss of AC:

A) Procedures to follow during shelter in place or evacuation that results in a relocation, including how the center will care for and account for the children until they can be reunited with their parent:

B) Procedures to follow to assist children with special needs and/or health conditions and accommodate infants and toddlers during disaster or emergencies:

Assist children with special needs and/or health conditions:

Accommodate infants and toddlers:



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C) Procedures to follow for reunification with parents:

Includes; ensuring that the parent emergency contact information is easily accessible in an emergency; procedure for notifying and communicating with parents regarding the location of the children if evacuated; and communicating with parents during loss of communications, or when there is no phone or Internet service available.

D) Location of supplies and procedures for gathering necessary supplies for staff and children, if they are required to shelter in place:

Children enrollment paperwork is located: _____

Allergies and medications for children is posted/located: _____

Children's serious medical conditions information is located: _____

Parent drop off/pick up procedures: _____

Staff parking: _____

Completed by: _____

Date: _____