

## **Emergency Disaster Plan**

For The Lighthouse Center for Infants  
1424 Yale St. Santa Monica, CA 9404

### **Call 911**

In the event of an emergency that requires the removal of all the students, teacher, assistants and personnel from the facility, the following will take place.

1. **Contacts:** Director, Jenni Edralin cell (310) 755-0516 Pastor, Rob Scribner cell (310) 874-8872
2. **Relocation Centers:**
  - a. **The Lighthouse Church Preschool (310) 829-2828**  
**1511 20th Street Santa Monica, CA 90404**  
**(Near Broadway, on 20th St. near VCA animal Clinic)**  
Director, **Lori Ayala** Cell (310) 721-0490
  - b. **The Lighthouse Church /Lighthouse Elementary School**  
**1220 20th Street, Santa Monica, CA 90404**  
Principal, **Josh Scribner** (310) 829-1741 - Cell (810) 450-4955
3. Staff will each take one of 4 evacuation cribs from the sleep room placing up to 6 children in each crib.
4. A Teacher assistant will secure the earthquake/ emergency container to a crib and all teachers will proceed to the nearest exit.
5. After regrouping at 1422 Yale street(front of property) Director or Assistant Director will account for all infants and staff taking roll using the Sign-in Notebook. The Director or Assistant Director will be responsible for the Emergency/Contact Information Notebook and Sign-in Notebook and taking it to the relocation center.
6. All persons must leave 1424 Yale St. facility and go directly to the relocation center. Upon arrival at the relocation center, be sure the following agencies are notified.

### **Fire Department (310) 458-8660 and Police Department (310) 395-9931**

If the disaster or emergency does not require removal of the students and personnel then the following is applicable:

#### **In case of Fire:**

1. Contact Fire Department (310) 458-8660

2. Each teacher will place the children in one of the 4 evacuation cribs until all children are in a crib and proceed to the exit as listed on the emergency disaster diagram, the Director or Assistant Director being sure to take the Sign-in Notebook and the Emergency/Contact Information Notebook.
3. Proceed. To 1422 Yale (the front of the property).
4. Determine safety and health of the infants
  - a. Contact entity necessary to handle an emergency.
  - b. Wait for instructions from Director or Pastor Robert Scribner

**In case of Earthquake: (Please fill and return: Earthquake Readiness Form located on page 4)**

1. Protect your head and body, move children into evacuation cribs and prepare to exit the building.
2. Get out of the building if possible.
3. Bring the Emergency Notebook and Sign in Notebook.
4. Line up in the parking lot away from the building.
5. Contact: Pastor Rob Scribner; Director of LCP, Lori Ayala; Principal of LCS, Josh Scribner.
6. Contact: Santa Monica Fire Department in case of gas and/ or water leaks.

**In case of Active Shooter:**

1. Trained staff shall immediately lead children to a safe hiding place and call 911.
2. A designated staff member will lock each door and shut the windows close and lower blinds if undetected.
3. A teacher will begin "the quiet game".
4. Every adult is responsible for children in their direct care at the time of the event.
5. Compare the headcount of each child to the daily sign in sheet.
6. Be sure all cell phones are on vibration mode.
7. Contact the local Police Department and parents of children as soon as the premises are safe.

**In Case of Pathogen/Virus/Pandemic Protocol and Procedures: (Please fill and return: Pandemic Policies and Procedures Covid-19 Waiver of Liability and Indemnity Agreement, located on pages 5-7)**

1. In case of a pandemic declaration the Director will be responsible for coordinating integrating guidelines from the Local Health Department, California Department of Public Health, Center for Disease Control and the California Department of Social Services into existing policies and procedures.

2. Staff, Parents and Lighthouse School Administration, CDSS and Connections for Children will be kept up to date on developments.
3. Director will consult with the LCA ,LCP, and LCS administration team using Governmental guidelines to determine whether it is safe for the school to remain open or close.
4. If school remains open or before reopening, the Director will secure all needed supplies (gloves, PPE, cleaning supplies, etc.) to implement policies and ensure the safety and health of staff, parents and children.
5. All staff shall be trained in new policies and procedures.
6. Pathogen / Virus/ Pandemic cleaning protocol and procedures will be implemented immediately by all staff.
7. In case of known exposure to pathogen (COVID-19) , the Director will notify LHC, CDPH, and CDSS staff and parents as soon as possible. Without revealing the identity of the person/persons of exposure to staff and or parents.

## Earthquake - Emergency Kit

It is required for each child to have a personal earthquake - emergency kit at the center at all times. In the event of an earthquake or other emergency, your child may have to spend longer periods of time at the center than expected. This kit is prepared by parents and should include: Ready-to-feed formula in single serving cans or bottle or four clean bottles powder formula and bottles of water for three days, a supply of baby food in pouches. Diapers, wipes and diaper rash cream; extra clothes (warm clothes as well as cooler) and shoes. A blanket, pacifier and teething ring, a duplicate of your child's favorite toy. Any prescription medication for your child.

### Earthquake / Emergency Information

Child's Name & Date of Birth: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Parent(s) First & Last Name: \_\_\_\_\_

Father's cell or work #: \_\_\_\_\_

Mother's cell or work #: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Name of Out of State or City & Contact Phone numbers: \_\_\_\_\_

\_\_\_\_\_

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Additional Persons authorized to release your child: \_\_\_\_\_

\_\_\_\_\_

Directions for administering any medications or other important information such as allergies: \_\_\_\_\_

\_\_\_\_\_

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**ALLERGY ALERT:**

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**Pandemic Policies and Procedures**  
**Covid-19 Waiver of Liability and Indemnity Agreement**

Parent /GardianName: \_\_\_\_\_

Child/Participant Name: \_\_\_\_\_

INCONSIDERATION for being permitted to utilize the services, and programs of the Lighthouse Center for Infants (the "LCI") and/or for my children listed above to so participate for any purpose, including, but not limited to, observation or use of facilities or equipment, or participation in any off-site program affiliated with the LCI. The undersigned, on behalf of himself or herself and such participating children and any personal representatives, heirs, and next of kin (hereinafter referred to as "the undersigned") hereby acknowledges, agrees and represents that he or she has inspected and carefully considered such premises, equipment and facilities and/or the affiliated program and that the undersigned finds and accepts same as being safe and reasonably suited for the user participation the undersigned and such participating children.

In addition, the undersigned acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including multiple cases in Los Angeles County and the City of Santa Monica. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the California Department of Health (CDPH), and Los Angeles County Department of Health (LACDHS), for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of the LCP (other than any exclusively online services and programs) within 14 days after (i) returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice, (ii) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or (iii) exposure to any person who has a suspected or confirmed case of COVID-19. The CDC Travel Health Network is continuously updating this list and the undersigned agrees that they are aware of this list and the countries listed. The undersigned agrees to check the CDC Travel Health Notices list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) prior to utilizing the facilities, services, and programs of the LCI, on a daily basis if necessary. The undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of the LCI if he or she (i) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify the LCI immediately if he or she believes that any of the foregoing access/use restrictions may apply.

The LCI has taken certain steps to implement recommended guidance and protocols issued by the California Department of Health (CDPH), and Los Angeles County

Department of Health (LACDHS) following the transmission of COVID-19, including, without limitation, the access/use restrictions set forth above. The undersigned acknowledges and agrees that the LCI may revise its procedures at any time based on updated recommended guidance and protocols issued by the California Department of Health (CDPH), and Los Angeles County Department of Health (LACDHS) and further agrees to comply with the LCP's revised procedures prior to utilizing the facilities, services, and programs of the LCP.

The undersigned further acknowledges and agrees that, due to the nature of the facilities, services, and programs offered by LCI, social distancing of 6 feet per person among children and their caregivers in a childcare setting is not possible. The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of the LCI and acknowledges that use thereof by the undersigned and/or such participating children may, despite the LCI's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE LCI FACILITY FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO, OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY ON-SITE OR OFF-SITE PROGRAM ACTIVITIES WITH LCI, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED, ON HIS OR HER BEHALF AND ON BEHALF OF SUCH PARTICIPATING CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE LCI, its directors, officers, employees, volunteers and agents from all liability to the undersigned or such participating children and all personal representatives, assigns, heirs, and next of kin of the undersigned or such participating children for any loss or damage, and any claim or demands on account of any property damage or any injury to, or an illness or the death of, the undersigned or such participating children (or any person who may contract COVID-19, directly or indirectly, from the undersigned or such participating children) whether caused by the negligence, active or passive, of the LCI or otherwise while the undersigned or such participating children are in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the LCI. The undersigned expressly and knowingly waives all rights under California Civil Code Section 1542, which provides: **"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."**

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the LCI, its directors, officers, employees, volunteers and agents, and each of them, from any loss, liability, damages or costs they may incur, whether caused by the negligence, active or passive, or otherwise while the undersigned or any participating

child is in, upon, or about the premises or any facilities or equipment therein or

participating in any program affiliated with the LCI The undersigned understands and agrees that the LCI is not required to provide insurance to cover the undersigned or such participating children in the event they suffer illness, injury, death, property loss, theft or damage of any sort upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the LCI.

THE UNDERSIGNED further expressly agrees that the foregoing ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have ready and understand the terms of this Assumption of Risk, Release and Waiver of Liability, and Indemnity Agreement and agree to its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Children: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Mobile Number: \_\_\_\_\_