

# Be Safe at Bright Horizons



Safety in our centers is a top priority and part of our daily routine. Be Safe @ BH, our safety and security preparedness plan, features the latest knowledge and practices around emergency preparedness and response.

Each center has an Emergency Response Team (ERT) trained to respond to emergencies and execute practice drills, as well as an Emergency Action Plan (EAP).



## DRILLS AND EMERGENCY SITUATIONS

Bright Horizons requires that all locations practice emergency **fire, shelter-in-place, and lockdown drills. Earthquake, tornado, and/or other drills** will also be conducted as required by state licensing depending on local geography and risks, so children and staff understand how to respond during an emergency.

- Fire drills are conducted monthly and situations are varied each month.
- Lockdown drills are conducted at least twice a year, with at least one drill being unannounced.
- Shelter-in-Place drills are conducted twice per year or as required by local licensing regulations.

In advance of any practice drills, all staff are trained on how to properly respond and evacuate, with an emphasis on those who require special assistance. The procedures and checklist for each drill are printed and posted in every classroom and common area of a center.

### **Evacuation:**

Each center has a primary evacuation location that is a safe distance from the building (often the playground). A secondary location is usually a short walking distance away and is used when the primary location is unsafe/unprotected.

### **Lockdown:**

A lockdown will occur in response to an active threat of violence or dangerous situation inside the center, or in the general vicinity. During lockdown, we will secure the building, and no one (except emergency personnel) is allowed in or out.

### **Shelter-in-Place:**

Shelter-in-Place occurs during an external emergency, often weather related, when the safest course is to remain protected and inside. Children and staff go to the safest area in the center, such as lower floors, interior rooms, areas free from items that might fall, or areas least likely to suffer damage.



## **WEATHER RELATED & SECURITY EMERGENCIES**

**When severe weather is predicted, we monitor the local weather conditions to determine if a pre-storm closing, a delayed opening, or an early closing is appropriate.**

### **Fire:**

Each center has at least two emergency exits. The ERT confirms that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times, including rest time.

### **Wildfires:**

If a wildfire has been confirmed in or near the area, the appropriate preventative measures will be taken by the ERT.

### **Air Quality Issues:**

Children and staff with respiratory issues are identified in advance and we may take necessary action such as prohibiting outside activities; closing windows and doors; and closing HVAC dampers and vents.

**Tornados:**

During a Tornado Watch, staff will keep all children indoors and be prepared to shelter in place if a Tornado Warning follows.

**Floods:**

If children or staff are present when a flood occurs, they will remain indoors and be prepared to evacuate, if needed, via the route recommended by local authorities.

**Snow and Ice Storms:**

We monitor local weather conditions, consult with senior leadership, and if determined, notify families of a decision to close the center.

**Earthquakes:**

All centers in earthquake-prone areas have identified areas that provide the most shelter. Earthquake drills are conducted bi-annually or more often in accordance with licensing requirements. During an earthquake, staff and children are prepared to “drop, cover and hold.”

**Suspicious Package:**

Staff are instructed to report any suspicious packages or letters immediately to center leadership, who will contact police or campus security as soon as possible.

**Hazardous Materials (Chemical spills, waste, and other related incidents):**

Center staff will contact 911 and follow guidance from emergency responders. If there is a chemical spill or leak inside the building, all children and staff will evacuate the area immediately.