

WINDWARD SENIORS DAY CARE EMERGENCY PLAN

Hope Center 261-4947
77 N. Kainalu Drive
Kailua, HI 96734

Leedham Center 261-5027
1276 Kailua Road
Kailua, HI 96734

Person “In Charge” will direct emergency actions.

1. Fire Drills

- Drill exercises are scheduled monthly.
- In the event of an actual fire, 911 will be called; evacuation procedures will be the same as for a drill. Staff will assist all participants to designated meeting area. Building will be checked for complete evacuation.
- Should the facility be damaged by fire to the extent that it is unable to be occupied, participants and staff will be temporarily housed at the other non-affected Center. Families will be notified of the fire as soon as possible and told of pickup site.

2. Hurricane or Tsunami

- In the event of a warning of an approaching hurricane or possible tsunami before Centers opening hours, please listen to your local radio and television stations for closings. The Centers will be closed if public schools are closed.
- In the event of a warning being issued during regular Center hours, please be prepared to pick up your participant as soon as possible. There will be no van service provided under these circumstances. All participants not picked up in a timely manner will be relocated to the nearest shelter. A family member should immediately proceed to the shelter.
- In the event of a bomb threat or terrorist threat, participants will be evacuated if needed. Again the Centers will follow public school closing.

3. Wandering Participants

- Precautions are taken at all times to prevent Participants from leaving the Centers unaccompanied.
- A search by foot and car is begun as soon as it is noticed that the Participant is not on property. You will be notified and asked if you wish to have the police department involved in the search. In the event that we are unable to reach you, the police will be included in the search. Available staff will continue the search. You will be kept informed of results of the search.
- We thank you in advance for your understanding. It is helpful to know in advance if your participant tends to wander. We recommend “Safe Return” identifications.

If you have any concerns or suggestions, please contact the Centers.

10/11/01