

Okinawa Angel Welfare Association for Social Welfare

Guppy Preschool Business Continuity Plan (BCP)

1. Basic Information

- **Name of preschool:** Guppy preschool
 - **Address:** 2-21-12 Akebono, Naha City, Okinawa
 - **Telephone / FAX:** 098-861-1931 / 098-866-9640
 - **Date Created:** April 1, 2025
 - **Date Revised:** April 1, 2026
 - **Person Responsible for Preparation (Director):** Hiromi Winfield
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2. Purpose of the BCP

- In the event of an emergency such as a natural disaster or infectious disease outbreak, the **safety of the children and continuity of childcare services** shall be given the highest priority.
 - Ensure smooth coordination and communication among staff, parents/guardians, and the local community.
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3. Assumed Risks and Emergency Situations

Risk	Potential Impact	Priority	Outline of Response
Earthquake	Building damage, evacuation	High	Confirm evacuation sites and evacuation routes; assign staff responsibilities.
Typhoon / Heavy Rain	Power outage, flooding	High	Determine whether evacuation is necessary; respond to power outages; check emergency supplies.
Fire	Safety of children and staff	High	Conduct evacuation drills; ensure fire extinguishers are installed and staff know how to use them.
Infectious Diseases (Influenza / COVID-19)	Increase in children's absences; staff shortages	Medium	Follow the infectious disease prevention and response manual; arrange substitute staff as necessary.

Power / Water Outage	Disruption to meals, cleaning, and childcare	Medium	Maintain emergency supplies; secure emergency food and drinking water.
Other Emergencies (e.g., accidents, incidents)	Safety of children and staff	High	Maintain an emergency contact network; contact the police and fire department as necessary.

4. Priority Services to Be Maintained

1. Ensuring the safety of children
 2. Communicating with parents/guardians
 3. Maintaining essential childcare services (meals, toileting, and health management)
 4. Managing staff health and well-being
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5. Roles and Responsibilities

Position	Responsibilities
Preschool Director	Overall coordination; communication with parents/guardians and government authorities; final decision-making
Deputy Director	Evacuation guidance; management of supplies; management of the emergency contact network; assistance with administrative and financial procedures
Childcare Staff / Preschool Teachers	Evacuation and ensuring the safety of children; assistance with contacting parents/guardians

6. Emergency Contact Network

- **Method of Contacting Parents/Guardians:** Parents/guardians will be contacted using the emergency contact list.
- **Contact Information for Government Offices, Fire Department, Police, and Medical Institutions:** Listed in the *Important Information for Parents/Guardians*.
- **Contact Information for Local Evacuation Shelters:**
 - **In the event of a tsunami:**
Ameku Hibari Nursery School
2-25-16 Ameku, Naha City
Tel: 869-4455
 - **In the event of a fire:**
Akebono Elementary School

7. Emergency Supplies

- Food and drinking water (**at least three days' supply**)
 - Emergency toilets and hygiene/sanitation supplies
 - Flashlights, batteries, and a generator
 - First-aid supplies
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8. Training and Review

- Conduct evacuation drills **at least once a month**
- Conduct practical BCP drills
- Reflect lessons learned and areas for improvement identified during drills in the BCP
- Maintain a record of revisions, including the **date of revision and details of changes**