**UNITED CHURCH NURSERY SCHOOL**

 **CHAPEL ON THE HILL**

 **85 KENTUCKY AVENUE**

 **OAK RIDGE, TN 37830**

 **865-482-2221 (school), 865-482-1016 (church)**

 **EMERGENCY PREPAREDNESS INFORMATION AND PLANS**

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 **CHILD CARE EMERGENCY PREPAREDNESS GUIDELINES**

**The United Church Nursery School**, a part of the Education Department of The United Church, Chapel on the Hill and is licensed by the Tennessee Department of Human Services. The program is for children 16 months old through 6 years, and the maximum number of children present on any given day is 52 with 8 teachers, 4 aides, a music teacher, the Administrative Assistant and the Director. The program operates for most of the children from 9:00 am - 12:00 noon. There is an afternoon class 5 days each week from 12:00 - 2:55 with the maximum number of children being 18 with 3 teachers, the Administrative Assistant and the Director.

The following Disaster Preparedness Plan is designed to minimize injury and loss of life of staff and children at **United Church Nursery School, Chapel on the Hill** should an emergency or disaster occur. Although no plan can address all possible situations which might develop in an actual emergency, advance development of a plan can improve our response time and increase our odds for survival. Our goal will be to provide the best quality of care and safety of the children and staff. To the best of our abilities, we will carry out the following emergency plans, adapting and improvising where necessary to fit the emergency situation.

An emergency is any unplanned event that can cause potentially significant injuries or death to children or staff, cause disruptions of the Nursery School program, require temporary or long-term closure of the facility, cause physical or environmental damage or threaten the facility’s financial standing or public image. The severity of the emergency will determine the type and extent of the response by the Nursery School.

 **SOME POTENTIAL EMERGENCY SITUATIONS**

1. Injury or illness of child, children or caregivers

2. Utility failure (electric, water, gas, phone)

3. Fire; explosion

4. Severe thunderstorm; lightning strike; tornado

5. Hazardous materials accident

6. Severe winter weather emergency: storm, snow, ice

7. Animal threat or emergency

8. Law Enforcement Emergencies: disgruntled parent/unwanted visitor who is

potentially threatening and/or armed; shots fired; child or spouse abuse; hostage situation; crime; riots; protests, terrorist attack

9. Flash flood/flood/dam failure

10. Severe heat wave

11. Bomb threat

12. Earthquake

13. Nuclear accident

14. War-related emergencies

The **Tennessee Emergency Management Agency (T.E.M.A.)** estimates that in the event of some disasters, it could take as long as 24 hours (1 day) before they are able to completely mobilize their resources and reach those who need aid.

**The Disaster Plan for United Church Nursery School, Chapel on the Hill** is based on information from T.E.M.A. and the American Red Cross. It contains the following elements:

1. Education of staff, parents and children prior to an event, as part of our regular program.

2. Preparation of staff prior to an event. Practice of appropriate exit/evacuation drills.

3. Being familiar with the various early warning systems.

4. A plan for evacuation, walking to a nearby shelter.

5. A plan for "sheltering-in-place," that is remaining at The United Church, until help arrives or until notified that it is safe to leave the building. This could possibly as long as 24 hours after the emergency.

6. A major evacuation plan to a site several miles away, including a transportation plan.

7. A plan to reunite children and their parents.

**STEP ONE (1): PREPARATION AND EDUCATION**

 **PREPARATION**

**SUPPLIES**: The following supplies will be on hand at **United Church Nursery School, Chapel on the Hill:**

1. First aid kit

2. Water (for 24 hours)

3. Food (for 24 hours, nonperishable)

4. Blankets for children and staff

5. Wash clothes (to cover nose & mouth if necessary during evacuation)

6. Paper supplies

7. Portable radio (fresh batteries)

8. Latex gloves; work gloves

9. Shovels

10. Flashlights (fresh batteries)

11. Emergency candles and matches

12. Additional 24-hour supply of prescription medications as needed for those with chronic health conditions requiring routine medication. These medications would be provided by the child's family or by the staff member.

**STAFF MEMBERS**: **United Church Nursery School** recognizes the desire of staff members to be reunited with their own families. However, staff members will be required to remain with the children of United Church Nursery School during any emergency, shelter-in-place, or evacuation situation in order to ensure the safety of the children until the situation permits the children to be reunited with their parents or other authorized adult.

**SHELTER**: If **United Church Nursery School** remains habitable following an emergency or disaster, we will provide an alternate source of toileting and use supplies listed above to provide comfort from the cold and to use for sleeping for children and staff.

**FIRST AID KIT**: There is a first aid kit located in **ROOM 103 - art supply room**. There are also first aid kits in all the must evacuate the building. There is at least one person on the premises at all times who has completed First Aid and CPR training.

**SAFETY - LOCATION OF PHONES & EMERGENCY NUMBERS; LOCATION OF SHUT OFF SWITCHES/VALVES (see diagram of the locations of these switches & valves)**: There will be at least two staff members at all times who know how to shut off the electricity, gas and water. Every staff member knows the location of the telephones. All emergency phone numbers are posted at each phone. The director has an emergency card box that gives all pertinent information about each child in case of an emergency. The emergency phone number box will be carried by the director if the staff and children evacuate the building.

**EXIT DRILLS** - **United Church Nursery School** will practice evacuating the building during our monthly exit drills; each class has an assigned meeting place outside on the playground. **See sections on exit plan.**

**MAJOR EMERGENCY:** If a major emergency event has taken place which affects more than The United Church, T.E.M.A. will determine what type of emergency has occurred and how affected areas should respond. These events will be broadcast on WIVK (107.7) and all Radio Scanners. T.E.M.A. will indicate the level of emergency and the type of response required:

A. (1) a one-mile event; (2) a five-mile event; (3) a shelter-in-place event. The staff will determine if it is a building event requiring evacuation of just the building.

B. If it is a **localized event**, the children and staff will evacuate the building and walk or drive to either the Alexander Guest House or the School Administration Building, 304 New York Avenue. **See plan for "on-foot evacuation."**

C. If the emergency event requires **sheltering-in-place**, children and staff will remain in the building. All doors and windows will be closed and sealed with duct tape if necessary. Heating/cooling systems will be turned off to prevent intake of outside air. Staff and children will remain inside until notified by appropriate authorities that it is safe to exit. **See plan for "shelter-in-place."**

D. If the emergency is a five-mile event requiring **evacuation to a site five miles away** from the disaster, the staff will use their personal vehicles to transport the children to a safe location in Clinton. The utmost care and caution will be used in transporting the children. However, the seriousness of the situation may require that in order to protect and provide for the immediate safety of the children, extraordinary measures may be needed such as transporting more children in a vehicle than there are seat belts. **See plan for "evacuation by vehicle."**

E. Alternative transportation: The staff and children will walk or drive to the School Administration Building, 304 New York Avenue. Local authorities will direct the evacuation of the children and staff by bus to a location in Clinton.

**RESPONSIBILITIES**: In the event of an emergency, the Director will delegate responsibilities to all staff members. In addition to caring for her classroom, staff members will assist the director in getting the First Aid Kit and the emergency numbers for all the students. In a situation in which the director is not in the building, Teresa Murphy (Room 108, Middle Class teacher) will assume the leadership role of the director. The substitute for the director will then assist in the Middle classroom in place of Teresa Murphy. All other staff members are to stay in their classrooms or designated areas and are responsible for accounting for and caring for the children in their charge. Any child with special needs will be kept with a classroom teacher in the event special assistance is needed during evacuation. Any Aides present in the building will divide up and assist classroom teachers as necessary.

**INJURY:**  At least one staff member is present at all times who is trained in First Aid and CPR. That staff member or members will be responsible for the providing the best care possible under the circumstances to the injured person until paramedics arrive. The director will designate a room, such as Room 105, to be used to care for any injured person. To avoid other children from becoming upset by seeing an injured child or staff member, it will be best to keep the remaining children in other classrooms or designated areas. In the event of death, one of the classrooms or storage rooms will be used as a temporary morgue.

 **EDUCATION**

**EDUCATION OF STAFF**: Emergency Preparedness will be reviewed with the entire staff at the first staff meeting at the beginning of the school year. Additional discussions and reviews may occur at staff meetings throughout the school year. The director will discuss disaster plans with new staff members during their initial orientation.

**EDUCATION OF PARENTS:** At the Parents' Orientation Meeting just prior to the beginning of classes in August, the director will discuss disaster preparedness. There will be a brief outline of the disaster plans in the "Parents' Handbook of Policies and Procedures." In addition, the director will distribute a separate handout to the families with a more detailed explanation of the disaster plans. The Nursery School's monthly newsletter may also contain additional or revised disaster information.

**UPDATE DISASTER INFORMATION:** On a yearly basis, or more often if needed, the director will review and revise the emergency preparedness information and plans. Staff members and parents will be informed of any updated information.

**HAZARDS**

 **to which United Church Nursery School is potentially vulnerable**

1. Severe weather conditions such as tornado, severe winter weather or earthquake

2. Oak Ridge Turnpike is approximately 2 blocks from the school. A traffic accident involving a vehicle transporting hazardous materials might jeopardize the safety of the school.

3. Y-12, ETTP and ORNL all store hazardous materials that could be potentially hazardous

4. The school is to the east and possibly down-wind of the chlorine tanks at the public swimming pool.

5. There are two run-off streams in the green-belt behind The United Church. Both are located in a gully area and pose little threat. However, they should be observed for potential danger if flash floods are possible.

6. A nuclear accident

**FLOOR PLAN OF THE UNITED CHURCH NURSERY (see attachments #1 and # 6)**

All of the following items are clearly indicated on the floor plan. The floor plan and the following need-to-know items about the building will be discussed during staff orientation and training.

1. Exits and their locations clearly marked

2. Exit routes: primary and secondary routes

3. Location of the outside meeting places following evacuation of the building

4. Location of first aid equipment

5. Location of fire extinguishers;

6. Location of main shut-off valves for water and gas

7. Location of electrical master power switch

8. Location of heating/air conditioning units and their shut off switches

9. Location of custodial storage areas which might contain hazardous cleaning materials

10. Location of outside fire hydrant

 **ADDITIONAL PREPAREDNESS INFORMATION**

1. The daily parent sign-in sheet and the floor plan indicating primary and secondary exit routes from each room are posted at the primary exit door in each classroom.

2. Exit Drills are performed monthly and a record of the drills is maintained on a card on the director's bulletin board in the office.

3. Fire Pro Sales & Services, Inc. services the extinguishers annually and the director checks them monthly.

4. Teachers include fire safety information in their program for the children and practice some safety measures. The Oak Ridge Fire Department visits the school and brings their equipment and fire trucks to further familiarize children with fire safety concerns.

 **STEP TWO (2): AN EARLY WARNING SYSTEM**

**Alerting, Warning, and Communication**

**United Church Nursery School** has a telephone, electric radio, weather radio, and a battery-operated radio. If East Tennessee is having a potentially bad weather situation, we will tune the radio into WIVK 107.7 and also listen to the weather radio. Also, Oak Ridge has an early warning system should a hazardous leak occur at any of the surrounding DOE facilities, i.e., ORNL, Y-12 and ETTP.

In the event of an emergency the director will inform the staff members of the situation. The four classrooms are in close proximity and information can be given quickly and easily to all.

 **STEP THREE (3): AN EVACUATION PLAN**

A staff roster is posted on the magnetic board above the desk in the director’s office. The local emergency support agency numbers are posted on the filing cabinet by the telephone. The children’s emergency phone numbers and authorizations are in the black 4x6" file box which is kept in the soft-side suitcase under the director’s desk.

In the event an evacuation appears to be necessary, **United Church Nursery School** will evacuate the building using our best judgment, coupled with the recommendations of local emergency support agencies, to determine the safest way to proceed. The safety of children and staff members will be our first consideration. The school has two evacuation plans:

**EVACUATION PLAN # 1: Evacuation to the ALEXANDER GUEST HOUSE or the School Administration Building**

 **\*\* see attachment # 2 for complete instructions**

1. Staff members will account for all children and proceed with the Exit Plan.

2. All staff and children will assemble in the hall opposite the Director's office. Staff will verify the presence of all children before leaving the building.

3. The director or designee will bring the First Aid Kit and the Emergency Number File Box.

4. The director or designee will leave a note on the door of the main Nursery School entrance, a note on the door to Fellowship Hall and a note on the double doors at the top of the stairs opposite the director’s office telling parents and authorities where the Director and staff have taken the children.

5. The staff will walk with the children to the Alexander Guest House, 83 Kentucky Avenue or the School Administration building, 304 New York Avenue.

6. The staff will account for all children and remain with them until all have been released to their parents or designated emergency pick-up person.

**EVACUATION PLAN # 2: Evacuation by Staff Vehicles to Clinton Site**

 **\*\* see attachment # 3 for complete instructions**

If it is determined that all staff and children must evacuate the property and be transported to a safe site in Clinton, we will do so in an orderly fashion. **The United Church Nursery School** **has an agreement for emergency shelter with** **First Baptist Church, Wee Ministry Day Care, 222 North Main Street, Clinton, Tennessee (phone 865-457-6685).**

1. Staff members will account for all children and proceed with the Exit Plan.

2. All staff and children will meet in Fellowship Hall. Staff members will drive their vehicles to the parking lot adjacent to Fellowship Hall, taking turns with their co-teachers so that there is one teacher with each group. Staff members will again account for all of the children.

3. The director or designee will bring the First Aid Kit and the Emergency Number File Box.

4. The director or designee will leave a note on the door of the main Nursery School entrance, a note on the door to Fellowship Hall and a note on the double doors at the top of the stairs opposite the director’s office telling parents and authorities that the Director and staff have taken the children to First Baptist Church in Clinton

5. The staff will load the children into the staff's vehicles. If possible, everyone will be placed in a seat belt. However, the first priority is the safe evacuation of the children from the area and we will proceed even if there are not enough seatbelts for each individual.

6. Prior to leaving The United Church parking lot, each vehicle will be checked to verify the presence of all of the children.

7. The utmost care and caution will be used in driving the children to the Clinton site.

8. The staff will stay with and care for the children at the First Baptist Church until the children have been released to their parents or designated emergency pick-up person.

**EVACUATION PLAN # 3: Evacuation to Oak Ridge Schools Administration Building for Bus Transportation to Clinton Site**

 **\*\* see attachment # 4 for complete instructions**

1. Staff members will account for all children and proceed with the Exit Plan.

2. All staff and children will assemble in the hall opposite the Director's office. Staff will verify the presence of all children before leaving the building.

3. The director or designee will bring the First Aid Kit and the Emergency Number File Box.

4. The director or designee will leave a note on the door of the main Nursery School entrance, a note on the door to Fellowship Hall and a note on the double doors at the top of the stairs opposite the director’s office telling parents and authorities where the Director and staff have taken the children.

5. The staff will walk with the children to the Oak Ridge Preschool in the Oak Ridge School Administration Building, 304 New York Avenue.

6. The staff will account for all children. They and the children will wait for transportation by bus to a Clinton site, most probably one of the schools.

**STEP FOUR (4): A "SHELTER-IN-PLACE" PLAN**

 **\*\* see attachment # 5 for complete instructions**

If it is determined that all staff and children must "shelter-in-place," that is not leave the building, we will use appropriate measures to ensure the safety of the children and staff depending on the type of emergency situation. The following are some situations which might require a "shelter-in-place" plan. See the individual emergency plan for complete instructions on how to implement the plan.

1. Severe thunderstorm; lightning strike; tornado

2. Severe winter weather emergency: storm/blizzard, snow, ice

3. Hazardous materials accident; toxic fumes

4. Injury or illness of child, children or caregivers

5. Animal threat or emergency

6. Disgruntled parent/Unwanted visitor who is potentially threatening and/or armed

7. Riot or terrorist threat

**CALLING 911 OR OTHER EMERGENCY PERSONNEL**

If a staff member must call 911 or make contact with any emergency personnel, the following information should be included in their dialogue:

1. Nature of the emergency (what, when, where, how, why)

2. Number of children present and general condition of the children

3. A description of any injured people

4. The present location of children and the phone number

5. The planned evacuation location and how the children will get to the site

6. Where and how the children can be picked up by parents or by the person(s) designated on their emergency form.

**The United Church Nursery School** will keep an emergency card for each child enrolled at the Nursery School. The emergency cards will be located in a light gray 4x6" file box which will be located in the soft-sided suitcase under the director’s desk. The emergency cards contain the following information:

1. Name of child

2. Name of parent(s) or guardian and emergency contacts

3. Home address

4. Home phone number

5. Place of employment of each parent and emergency contact

6. Work (or emergency) phone number of each parent and emergency contact

7. Name and phone number of child's pediatrician

8. Medical information such as allergies, special needs of child, medication required, etc.

9. Permission for emergency treatment

 10. Permission for emergency transportation

**STEP FIVE (5): PLANS FOR SAFETY AND SURVIVAL**

 **1. INJURY OR ILLNESS OF CHILD, CHILDREN OR CAREGIVERS**

1. If a child or caregiver is injured, the person witnessing the injury will inform the Director or her designee. They will determine what assistance is needed and secure assistance.

2. If the injury is minor, the director and/or staff member will perform appropriate first aid. In most cases, this would be limited to cleaning the wound and applying a bandage or applying an ice pack. A decision will be made to contact the parents immediately or to report the injury when they pick up their child.

3. Unless the injury is very minor, other staff members should remove the remaining children to a different area away from the incident so that the children do not witness the injured person nor the first aid measures required.

4. If the injury is a little more serious and the child can be transported to a medical facility, the director and the child's teacher will do so. The parents will be contacted to meet the director and child at the Emergency Room or doctor's office as directed by the parent on the Nursery School form "Permission to Transport Child for Emergency Medical Attention."

5. If the injury is serious and emergency medical attention is needed, the director or staff member will call 911 for assistance. Do not move the victim unless the area is too dangerous to remain there. Other emergency numbers are posted next to the phones. Call the appropriate agency for the type of injury. When calling for any emergency medical assistance, provide the following information:

a. Nature of the emergency (who, what, when, where, how, why)

b. Condition of the injured or ill child or caregiver

c. What is currently being done to assist the injured or ill person

d. The present location of the child/caregiver

e. The phone number of the location of the injured or ill person

f. Do not hang up the phone until directed to do so by the emergency responder

6. If it is determined that the injuries are in need of CPR before emergency medical help arrives, the appropriate treatment will be done by a trained staff member.

7. If mass injuries occur, call 911 and inform the authorities of our situation. Provide appropriate first aid or CPR until medical arrives. Some of the staff should remove the children who are not injured to a safe location and provide comfort. The director or designee will contact the families of the injured people when they are no longer needed to care for the victims.

8. If a temporary morgue is needed, the library (Room 104) will be used.

**2. UTILITY FAILURE (water, electric, gas, sewer, telephone).**

1. Determine the seriousness of the utility failure or emergency. Determine if immediate evacuation of the building is required for the safety of the children and staff.

2. Unless there is an emergency situation requiring immediate evacuation of the building, the director or designee will perform the required shut down of the affected utility. All pertinent shut-off valves are listed and located on the floor plan.

3. Contact the proper utility department.

 Natural gas: Oak Ridge Utility Department 483-1377

 Electricity: Oak Ridge Electric Department 425-1803

 Water or sewage Public Works Department 425-1875

 Telephone: Comcast Communications 637-5411

 If the utility failure is not expected to be long-term and will not cause discomfort or potential harm, the staff and children will remain in the building until pick-up time at 12:00 noon.

4. If the utility failure is expected to be long-term and will cause discomfort or potential harm, the staff and children will use the **Evacuation Plan # 1 - We will go to the Alexander Guest House, 83 Kentucky Avenue.** If time permits, contact them before beginning the evacuation plan. Their number is (865) 294-5489. At the Alexander Guest House, call parents to pick up their children.

**3. FIRES AND EXPLOSIONS**

 **See attachment # 6 - "Exit Plans & Routes from the United Church"**

If a fire occurs in The United Church, the Nursery School is equipped with three (3) fire alarm pull stations: beside the door to Room 101 (the Music Room); in the hallway between Rooms 108(middle class) and 109(oldest class); by the door to the room 204 on the main floor. The Nursery School can use three exit routes by door and one by a large window on the lower level, and can use the stairs to the upper level with an exit door at the top of the stairs as well as multiple other exit doors on the upper level. **See attachment # 5 - "Exit Plan & Routes"** for specific exit routes from each area of The United Church used by the Nursery School. Evacuation from the building is practiced monthly during practice exit drills. The exit route is posted in each classroom. The teacher will take the parent sign-in clipboard with her during exit drills. The director will take the file box with emergency contact numbers when she leaves the building.

1. Each class meets at a specific location on the playground away from the building when using the primary exit routes.

2. Each class will assemble at a location away from the building and chapel if alternate exit routes are used.

3. The teachers are responsible for checking their classrooms and making sure all children are accounted for during an exit drill. A teacher from each classroom will take the parent sign-in clipboard when she exits the building.

4. If a child has special needs the teacher will make sure that the child exits the building with her.

5. If a fire occurs in the building, the person who observes the fire must pull the fire alarm.

6. If the fire pull is inoperable because the electricity is off, each classroom has a whistle which is to be used as a back-up alarm.

7. If the fire is small, the staff member may use the fire extinguisher located by the drinking fountain and by the door to Room 101 (Music Room). A fire extinguisher is located on the upper level near the rest rooms and in the kitchen.

8. If a staff member is using the fire extinguisher, the remaining staff members will exit the building with their classes.

9. Once everyone is safely outside the building the director or her designee will use a cell phone to call 911. If a cell phone is unavailable the director or her designee will go to one of the homes at the end of Kingfisher Lane to call 911.

10. If the fire has made the building uninhabitable or there is a remaining danger from the fire or a potential for an explosion, the staff and children will then walk to **The Alexander Guest House, 83 Kentucky Avenue (see attachment # 2 - "evacuation on foot")** where their parents will be notified to pick them up. \*\*In the event that the fire department deems Alexander Guest House not far enough away, the staff and children will proceed to the School Administration Building.

11. Protect records by removing them to a safe place if possible.

 **4. SEVERE THUNDERSTORM, LIGHTNING STRIKE, TORNADO**

**United Church Nursery School** has a telephone, electric radio, weather radio, and a battery-powered radio. If East Tennessee is having a potentially bad weather situation we will tune into the EBS station WIVK 107.7. The director or designee will monitor the weather conditions.

1. The director will inform staff of impending threatening weather conditions.

2. If children are outside, staff will immediately take them inside.

3. The teachers will continue their program of activities with the children until informed by the director or designee that weather conditions have worsened. See Tornado information below.

4. Teachers will check to see that all of their children are accounted for. They will then proceed to take shelter in the hallway and rest room area, taking their attendance clipboard with them. Stay out of rooms with wide, free-span roofs.

5. Staff members will close all doors to the hallway.

6. The children and staff will crouch or curl up on the floor with their heads between their legs and their hands and arms over their heads for protection.

7. The director or designee will inspect the rooms to ensure that everyone has left the classrooms and is in a place and position in the hallway.

8. The Director or designee will continue to monitor the weather information on the EBS. When safe to do so, the director or designee will inform the staff that they may return to their classrooms.

9. Tornado and severe weather drills will be practiced twice a year.

10. Protect Nursery School records by locking them in a fireproof receptacle or removing them to a safe place.

 **TORNADO INFORMATION**

**TORNADO WATCH:** there is a chance of dangerous winds; a chance of conditions changing to produce a tornado. Monitor the radio, weather radio and possibly the T.V. for any changes. Prepare for the possibility of a tornado forming.

**TORNADO WARNING: a tornado has actually been sighted.** Continue to monitor the E.B.S. on the radio **and take cover in the designated hallway.**

**TORNADO DANGER SIGNS:**

1. Severe thunderstorm - thunder, lightning, strong winds, hard rain

2. Hail; dark cloudy sky

3. Roaring noise, like 10 jet planes or 100 railroad trains

4. Funnel - dark, spinning "rope" or column from the sky to the ground

U.S. DEPARTMENT OF COMMERCE: National Oceanic and Atmospheric Administration, National Weather Service

 **5. HAZARDOUS MATERIALS ACCIDENTS**

 **Hazardous materials are those which might cause injury if inhaled or touched.**

 **See attachment # 5 - "shelter-in-place" for complete instructions**

Accidents usually occur when a train derails, a truck overturns, or a warehouse catches on fire. In Oak Ridge the DOE sites, X-10, Y-12 and ETTP, pose the biggest threat of hazardous material injury. Oak Ridge has a siren notification system within the city designed specifically for potential leaks from these areas. Local authorities would notify everyone as to what they should do. If **United Church Nursery School** were informed to **"shelter-in-place"** the staff and children would do the following: (also **see attachment # 5**)

1. The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway.

2. The director or designee will close all windows and doors. To seal the windows and doors as much as possible, the director or designee will wet bath towels from the classrooms and place them at the windows and doors, or they will place duct tape over gaps. A new roll of duct tape will be kept in the "emergency suitcase" under the director's wooden desk.

3. The director or designee will turn off the heating/air conditioning systems to prevent intake of air.

4. The director or designee will get the "Emergency Equipment Suitcase" from the director's office which contains a battery-powered radio so that staff can monitor the Emergency Broadcast System (WIVK, 107.7) for further instructions.

5. Everyone should stay away from windows in case of explosion.

6. All staff and children should remain in place until further instructions are given on the EBS or the Nursery School is notified directly.

7. If evacuation from the building were necessary, the staff would wet the emergency supply of wash cloths. Children would be shown how to cover their mouths and noses with the damp clothes and instructed not to remove the cloth but to breathe through it. When the instruction is complete, staff will guide children in exiting the building and relocating to the site indicated by emergency personnel or to the Alexander Guest House, 83 Kentucky Avenue (phone 865-294-5489).

8. Any child with special needs should stay with one of the teachers.

9. Protect records by locking them in a fire-proof receptacle or removing them to a safe place.

 **6. SEVERE WINTER WEATHER EMERGENCY: storm, snow, ice**

 **See attachment # 5 - "Shelter-in-Place"**

1. The director will monitor the E.B.S. on WIVK (107.7) and the weather radio for the latest conditions if potentially hazardous winter weather (sleet, ice, snow) is predicted for the area.

2. The director or designee will inform the teachers of the situation.

3. The United Church Nursery School follows the snow/winter weather closings of the Oak Ridge Schools. If conditions start to appear hazardous to the safe arrival/dismissal of the children and staff, all parents will be notified that the facility is closing and to come pick up their child immediately.

4. In the event the parent or emergency contact can not be quickly reached by phone to pick up the child, the director will stay as long as possible to allow time for making contact with the parents and for the parents to have time to reach the Nursery School.

5. If the parent is unable to come for the child, the director will make the decision, based on the weather conditions, whether or not to remain at the Nursery School with the child or take the child to her home. The director will make contact with the parent or emergency contact person to inform them of the decision to stay or leave.

6. If there is a power failure before the children can be picked up, we will layer clothing on staff and children and alert authorities (and possibly radio and T.V. stations) of our condition.

**Wind Chill** Temperature °F Danger

|  |  |  |
| --- | --- | --- |
| A. | Above 25° F | Little danger for properly clothed person |
| B. | Below 25°F  | Increasing Danger Flesh may freeze |
| C. | Below -75°F | Great Danger Flesh may freeze in 30 seconds  |

 **7. ANIMAL THREAT OR EMERGENCY**

1. From time to time, Nursery School families may bring a pet to the school to show and share with the other children. **United Church Nursery School** sees this as a potentially good experience for the Nursery School children and does not discourage this activity.

The pet must be under the control of the parent at all times, preferably on a leash. If the animal is a baby, it may be carried by the parent. Any interactions between the Nursery School children and the pet must be under the supervision of the staff and the parent who brought the animal. If the animal appears to become nervous or agitated from the children's behavior and the staff becomes concerned for the safety of the children and other staff members, the parent will be asked to remove the animal from the premises.

2. **United Church Nursery School** will keep children and staff away from stray animals, whether or not they appear to be diseased.

3. If children are playing outside, and a stray animal comes into the area, the teachers will move the children inside the fenced area. If the animal appears in any way threatening, the teachers will take the children into the building until the animal leaves or is apprehended.

4. The director or designee will decide if an attempt should be made to drive the animal away. Staff members will not attempt to capture the animal themselves.

5. If there is any question concerning the potential danger from the animal, the director or designee will call **Oak Ridge City Animal Control/Shelter at 425-3423** and request that someone come to the Church to pick up the animal.

6. If a bite from the animal should occur, follow first aid procedures until medical attention can be given. The staff should immediately take all other children into the building. If the staff can safely confine the animal, e.g. inside the fenced playground, they will do so until Animal Control Authorities arrive to pick the animal so that it can be observed for disease.

 **8. LAW ENFORCEMENT EMERGENCIES**

**Law Enforcement Emergencies** might include the following situations:

**Disgruntled parent/unwanted visitor who is potentially threatening and/or armed; shots fired; Child or spouse abuse; hostage situation; crime; riots; protests, terrorist attack**

1. **Disgruntled or threatening parent or other adult; hostage situation:**

1. If possible, the director or designee will remain calm and attempt to talk to the individual to ascertain the problem and the potential for danger to the staff and children.

2. If the staff member observes that the individual has a weapon, or appears to be threatening or dangerous, the staff member will attempt to indicate the danger to another staff member who should **immediately call 911.**

3. If it is within our power, the staff will attempt to isolate or localize the incident or individual. If the individual is on the lower level of the building where the classrooms are or on the playground and children are present, the director or designee will attempt to lead the individual to an area where there are no children or staff.

4. If the individual can not be isolated from the children, the staff will attempt to quietly move the children to a safer location within the building or evacuate the building and walk with the children to **The Alexander Guest House, 83 Kentucky Avenue (phone number 865-294-5489) (see attachment # 2).**

2. **Child or spouse abuse:**

1. The staff member witnessing the abuse will immediately give this information to the director or designee. That person will make the decision to **call 911 for assistance from the police department or to call the Department of Human Services 457-3660**.

2. If 911 has been called for assistance, staff will, within its power, try to remain calm and talk with the individual until assistance arrives. Within its power, staff will attempt to protect the child from the abusive individual.

3. Staff will move the rest of the children to a different area of the building or evacuate on foot to the Alexander Guest House, 83 Kentucky Avenue, (phone number 865-294-5489).

3. **Crime, riot, protest or terrorist attack**:

1. The staff member most available to the telephone should **immediately call 911** for assistance.

2. The primary function of the staff shall be the protection of the children. They may use whatever means seem appropriate at the time to ensure their safety.

 **9. FLOODS AND FLASH FLOODS, DAM FAILURE**

**The United Church** **is not in a flood plain**. **This was verified on March 30, 1998 in a phone conversation with Kahla Gentry, Oak Ridge City Planner. The United Church is shown on the F.E.M.A. map, community panel # 475441-00015.**

It is therefore not anticipated that The United Church would be affected if flooding were to occur. However, it is possible that there might be damage to the building from high winds and prolonged rains. In this event or in the event that a flood warning is issued for Oak Ridge, the staff would move the children from the classrooms on the lower level to the upper level of the building if it were safe to do so. Bring any necessary supplies that may be stored on the lower level (e.g. first aid, blankets, attendance lists, food and water). If damage to the building made it impossible to stay, the staff would implement the evacuation plan.

The following are some guidelines in the event of a potential flood emergency:

1. Listen to the radio (WIVK 107.7) or weather radio for warnings. Alert staff without alarming children. Take the children to the upper level of the building.

2. If building must be evacuated, follow the evacuation plan using staff vehicles but be certain to go to higher ground. While evacuating, do not drive through flooded areas as roadbeds may be washed away underneath the water. If the vehicle stalls while crossing water abandon it immediately. Do not attempt to walk through water that is above the children's knees.

3. If water other than bottled water is needed, boil it before using.

4. Do not handle live electrical equipment in wet areas.

5. Use flashlights, not lanterns or torches, to examine the building for structural safety. Flammables may be inside.

6. If necessary, turn off utilities.

 **10. SEVERE HEAT WAVE**

**The United Church Nursery School's program year is from August through May. The school will be prepared for such an emergency.**

1. The EBS, WIVK (107.7) and the weather radio will be monitored for the possibility of severe heat.

2. The director along with the staff will determine if it is too hot to go outside to play.

3. Special consideration will be given to children who have physical conditions which might be adversely affected by extreme heat.

4. Water will be available to children at all times and the teachers will encourage drinking.

5. Outdoor playtime will be arranged so that the children are inside during the hottest part of the day.

**Heat and Humidity and the possible dangers:**

|  |  |  |
| --- | --- | --- |
| Humiture | Danger Category | Injury Threat |
| Below 60°F | None | Little or no damage under normal circumstances |
| 80° - 90° F | Caution | Fatigue possible if exposure is prolonged and there is physical activity |
| 90° - 105° F | Extreme Caution | Heat Cramps and Heat exhaustion is possible if exposure is prolonged and there is physical activity |
| 105° - 130° F | Danger | Heat Cramps or exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity |
| Above 130° F | Extreme Danger | Heat Stroke Imminent! |

**Heat Disorder Symptoms:**

|  |  |  |
| --- | --- | --- |
| Heat Disorder | Symptoms | First Aid |
| Sunburn | Redness and pain. In severe cases swelling of skin, blisters, fever and headache | Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Physician should see serious cases. |
| Heat Cramps | Painful spasm usually in muscles of legs and abdomen. Possible heavy sweating. | Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water, if nausea occurs discontinue water. |
| Heat Exhaustion | Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.  | Get victim out of sun. Lay down and loosen clothing. Apply cool wet cloths, fan or move victim to air-conditioned room. Sips of water if nausea occurs discontinue. If vomiting continues call 911. |
| Heat Stroke | High body temperature (106 ° F or higher) Hot dry skin, rapid and strong pulse, possible unconsciousness | Heat stroke is a severe medical condition call 911 immediately. Delay can be fatal. You may move victim to cooler room and loosen clothing while waiting on help. |

 **11. BOMB THREATS**

1. The person receiving the bomb threat call will then call 911. **See attachment # 7 - How to respond to a telephoned bomb threat."** This information sheet will be posted near the phone in the director's office

2. That staff person will then pull the closest fire alarm so that staff and children will start evacuation of the building, or will inform the director who will activate the alarm.

3. The staff will then follow the "Evacuation on Foot" plan (see attachment # 2) and lead the children to **The Alexander Guest House, 83 Kentucky Avenue (phone number 865-294-5489).**

4. The director and/or staff will notify parents to pick up their child at the Alexander Guest House.

5. The staff and children will not go return nor go into The United Church buildings until given permission by law enforcement personnel.

**12. EARTHQUAKES**

The following is what the staff at **United Church Nursery School** will do **during** an earthquake:

1. If children are inside, we will stay inside until the earthquake is over.

2. Drop and crouch under tables covering their heads if possible.

3. If the children and staff are outside, we will stay outside. We will avoid being under trees, near the fences (brick and metal), buildings or power poles. Fallen electrical lines make metal fences live if they are touched.

The following is what the staff at **United Church Nursery School** will do **after** the earthquake:

1. Prepare for aftershocks. Try to remain calm and inform and reassure the children.

2. Each teacher will take attendance immediately.

3. DO NOT TURN ON OR OFF ANY light switches.

4. Make an assessment of the general safety of the situation.

5. Check for injuries. Apply first aid.

6. Check for damage to building. If building is unsafe, evacuate immediately. (see exit/evacuation on foot plans)

7. If possible, call the Alexander Guest House (phone number 865-294-5489) to see if the building was damaged or is still a safe shelter for the children and staff.

8. If the Alexander Guest House is not a safe shelter, a decision will have to be made at the time based on the severity of the damage to the whole area.

9. If evacuation occurs, the director or designee will post a notice on the door so parents who come to the school will know where their children have been taken.

10. If possible, protect our records by locking them in a fire-proof receptacle or removing them to a safe place.

**Assessing Damage**: After the quake, if the damage to the building is not too severe the staff and children will remain indoors.

1. Some staff will tend to anyone who was injured. Other teachers will keep together the uninjured children.

2. Some staff will clean-up broken glass, turned-over shelves, etc., as soon as possible to prevent further injuries from glass and debris.

3. The director or designee will turn off utilities (if required).

4. Staff will stay with the children and tend to their needs until parents or the person on the emergency forms arrives.

 **13. NUCLEAR ACCIDENT**

1. In the event of a nuclear accident, the sirens would sound. The director or designee would immediately tune into the EBS, WIVK (107.7) and listen for instructions.

2. Staff would immediately prepare for and implement the "Evacuation Plan by Staff Vehicle." See Attachment # 3. The safe shelter in Clinton will be First Baptist Church, 222 North Main Street (phone # 457-6685).

 **14. WAR-RELATED EMERGENCIES**

Information is available from the local emergency management office and the Tennessee Emergency Management Agency (1-800-262-3400).

 **15. IF THE SIREN SOUNDS**

1. At the sound of the sirens, teachers will get the attendance clipboard and have the children line up at the classroom door. Teachers verify that all children are present.

2. Children will get their jackets and towels and go to the hallway and rest room areas.

3. Staff will close all doors leading to the hallway. Staff will verify presence of all children.

4. The director will bring the electric radio and weather radio and the "Emergency Equipment Suitcase" from the director's office to the hallway. The director will get the First Aid Case from Room 103 (art/supply room) and bring it to the hallway.

5. A staff member will monitor the Emergency Broadcast System (WIVK 107.7) using the electric radio if possible or the battery radio for information and instructions on whether to evacuate or to shelter-in-place. The director or designee will turn off all utilities or as directed by the EBS or T.E.M.A.

6. The director or designee will check all classrooms to verify all children accounted for.

7. The director or designee will check to see that all doors and windows are closed. Wet towels (from the classrooms) will be placed at the base of the classroom doors. Duct tape will be used to close any gaps at windows and doors.

 **STEP SIX (6): A PLAN TO REUNITE CHILDREN AND THEIR PARENTS**

1. Staff will remain with the children at the **United Church Nursery School** until their parent or the designated person(s) on the emergency form arrives to pick up the children. A safe, accessible area will be selected as a "command post", and parents should be directed to this site to sign out their children.

**Note:** There have been occasions in the past when individuals have utilized the chaotic environment during emergency conditions to abduct children. Caregivers should be alert to this possibility and take every possible measure to ensure that the children are safely reunited with their parents. If individuals appear and represent themselves as emergency personnel, they should be told to see the director who will ask to see some type of identification prior to the child being released to their care.

2. In the event of an evacuation of the **United Church Nursery School,** the following steps will be followed:

a. The evacuation plan will be implemented.

b. A notice will be posted at the doors informing the parents of the evacuation and where the children have been taken.

c. Once the children have been safely evacuated, the director or designee will contact the press, radio, and local television stations. The following information will be provided:

1. The nature of the emergency (what, when where, how, why)

2. The condition of the children in general

3. The present location of the children

4. Where and how the children can be picked up by their parents

The staff will stay with the children until they have been safely released to their parents or to a person designated on the emergency form.

3. If a child is injured and taken for medical treatment, a staff member will accompany the child and remain with the child until a parent or person designated on the emergency form arrives to assume responsibility.

 **EMERGENCY INFORMATION SHEET**

 **United Church Nursery School, Chapel on the Hill**

 **85 Kentucky Avenue, Oak Ridge, TN 37830**

 **865-482-2221 (Church office 865-482-1016)**

**EMERGENCY TELEPHONE NUMBERS**

**AMBULANCE: 457-2520**

**FIRE DEPARTMENT 911 or 425-3521**

**POISON CONTROL CENTER**: **1-800-222-1222**

**POLICE DEPARTMENT/SHERIFF**: **911 or 425-4399/457-2414**

**TENNESSEE EMERGENCY MANAGEMENT AGENCY**: **1-800-262-3400 or 615-741-0001**

**ANDERSON COUNTY EMERGENCY MANAGEMENT ASSOC**: **Steve Payne: 457-6765**

 **(111 South Charles Seviers BLVD, Clinton TN 37716)**

**METHODIST MEDICAL CENTER/EMERGENCY: 835-1000 or 835-4908**

**EMERGENCY RADIO STATIONS (EBS): WIVK, 107.7 FM (588-6511);**

**T.V. STATION: WATE TV 6 (637-6666)**

**UTILITIES:**

**Electric** (City of Oak Ridge) **Gas/Oak Ridge Utility District** **Telephone** (Comcast)

425-1803 483-1377 637-5411

**Sewer** (City of Oak Ridge) **Water** (City of Oak Ridge)

425-1875 425-1875

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1. **CHAIN OF COMMAND:** Director Shona Ellis; teachers: Teresa Murphy, Mary Yaun, Kimberly Cardall; Patricia Gebhart (Admin Assistant); teachers: Elissa Aaron, Aide: Tomoko Krieger, Teachers: Beth Reed, Katrien Sevrien, Autumn Rose West, and Shannon Ottinger; Aides: Kim Campbell, Lauren Manning, Rachel Quammie, Alexandra Clark, Rachel Wright, Mary Caylor, and Mary Braswell.

2. **"EVACUATION ON FOOT"**: Walk with children to The Alexander Guest House, 83 Kentucky Avenue, Oak Ridge, 865-294-5489 or the School Administration Building, 304 New York Avenue, Oak Ridge, 865-425-9100

3. "**EVACUATION BY VEHICLE"**: Staff as drivers of their personal vehicles to transport children to First Baptist Church Day Care, 222 North Main Street, Clinton, 865-457-6685

4. **"SHELTER-IN-PLACE":** Remain with the children at The United Church, taking precautions and measures as needed according to the plan.

5. **"ALTERNATE EVACUATION":** Evacuate the children to Oak Ridge Schools Administration Building (on foot or by staff's cars), 304 New York Avenue, Oak Ridge, 865-425-9100 for bus transportation to a safe site designated by local authorities or T.E.M.A.

6. **PUT SIGNS ON DOORS INDICATING WHERE CHILDREN HAVE BEEN TAKEN.**

 7. **TAKE:**

 (1) Nursery School's Emergency Preparedness Manual & Plans of Action

 (2) First Aid Kit - Room 103

 (3) "Emergency Equipment Suitcase" - director's office, Room 105 (contains flashlights, medical release file box, portable radio & batteries, etc.)

 (4) Attendance (Parent sign-in sheet) clipboards from each classroom

 (5) Back-up computer disks; any records which can be easily transported

 (6) Each classroom brings their “Go Bags”

(7) Teachers in Room 107(youngest classroom) are responsible for transporting the epi-pens from their room in the “Epi-pen Go Bag”

**ATTACHMENT # 1**

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**ATTACHMENT # 1**

**ATTACHMENT # 1**

**ATTACHMENT # 2**

**EVACUATION ON FOOT**

 **Evacuation Plan # 1:**  **to the Alexander Guest House, 83 Kentucky Avenue (865-294-5489)**

If it is determined that all staff and student must evacuate the property we will do so in an orderly fashion.

1. **Director will inform the teachers** of the need to initiate the **evacuation plan** to the Alexander Guest House.

2. **Director will inform the Church secretary** of the need to evacuate. **If possible, call the Alexander Guest House (865-294-5489).**

3. **Teachers take Parent sign-in clip boards. Director or the designee takes card file of children's emergency information and phone numbers.**

4. **If the situation allows time, the** **director or her designee will leave a note on the door of the main Nursery School entrance, a note on the Fellowship Hall door, and a note on the double door at the top of the stairs opposite the director's office telling parents and authorities where the staff and children have been gone.**

5. **Staff members will account for all children** and proceed with the Exit Plan to exit the building. **Each class will meet at its designated meeting place.**

6. **Teachers will calmly explain to the children that they will walk to another building for safety until their parents can come for them.**

7. **Staff members and children will then proceed to the front of the Chapel.** Teachers will verify that all children are present.

8. **Route:** the staff will walk or drive with the children through the Chapel parking lot to the entrance of the Alexander Guest House, located at 83 Kentucky Avenue. **Staff again will verify that all children are present.**

9. **The director or designee will notify radio station** WIVK/FM (588-6511) and WATE TV 6 (637-6666) of the emergency situation and location of the children.

10. **The director or designee will call the parents to come to the Alexander Guest House to pick up their children.** The staff will stay with the children until they have been released to their parents or designated emergency pick-up person.

\*\*NOTE: If the Alexander Guest House is deemed not far enough away, then the staff and children will proceed to the School Administration Building, 304 New York Avenue (425-9100)

**ATTACHMENT # 3**

**EVACUATION BY STAFF VEHICLES**

 **Evacuation Plan # 2: to First Baptist Church, Wee Ministry Day Care, 222 N. Main St., Clinton (457-6685)**

If it is determined that all staff and children must evacuate the property and be transported to a safe site in Clinton, we will do so in an orderly fashion. **The United Church Nursery School** **has an agreement for emergency shelter with** **First Baptist Church, Wee Ministry Day Care, 222 North Main Street, Clinton, Tennessee (phone 865-457-6685).**

1. **Director or designee will inform teachers** of the need to initiate the **"evacuation by staff vehicles."**

2. **Staff members will account for all children.**

3. **All staff and children will meet in Fellowship Hall**. Teachers will bring parent sign-in clipboards and “go-bags”. Teachers from room 107 (youngest classroom) will also bring the epi-pens located in their room in the designated “epi-pen go-bag”. Staff members will again verify that all children are present. Children will sit down in their class groups and wait for evacuation. Teachers will calmly tell the children how they will be evacuated. Teachers will provide reassurance and comfort to the children.

4. Taking turns with their co-teachers so that there is one teacher with each class group, **staff members will drive their vehicles to the parking lot adjacent to Fellowship Hall**.

5. **The director or designee will bring the First Aid Kit, the Emergency Number File Box and the "Emergency Equipment Suitcase" if deemed necessary.**

6. **The director or designee will leave a note on the door** of the main Nursery School entrance, a note on the door to Fellowship Hall and a note on the double doors at the top of the stairs opposite the director's office telling parents and authorities that the staff have taken the children to First Baptist Church in Clinton.

7. **The staff will load the children into the staff's vehicles.** If possible, everyone will be placed in a seat belt. However, **the first priority is the safe evacuation of the children from the area and we will proceed even if there are not enough seatbelts for each individual.**

8. **Prior to leaving The United Church parking lot, the director or designee will check each vehicle to verify the presence of all of the children.**

9. **The utmost care and caution will be used in driving the children to the Clinton site.**

10. **The staff will stay with and care for the children** at the First Baptist Church until the children have been released to their parents or designated emergency pick-up person.

 **ATTACHMENT # 4**

 **ALTERNATIVE EVACUATION PLAN # 3:**

 **Evacuation to Oak Ridge Schools Administration Building for Bus Transportation to Clinton**

If it is determined that all staff and children must evacuate the property and be transported to a safe site in Clinton, we will do so in an orderly fashion.

1. **Staff members will account for all children and proceed with the Exit Plan** to evacuate the building, meeting at the designated meeting places, or **staff and children will assemble in the hall** opposite the director's office. Teachers will bring parent sign-in clipboards and “go-bags”. Teachers from room 107 (youngest classroom) will also bring the epi-pens located in their room in the designated “epi-pen go-bag”. Staff will verify the presence of all children before leaving the building.

2. **The director or designee will bring the First Aid Kit and the Emergency Number File Box and the "Emergency Equipment Suitcase" if necessary.**

3. **The director or designee will leave a note on the door** of the main Nursery School entrance, a note on the door to Fellowship Hall and a note on the double doors at the top of the stairs opposite the director's office telling parents and authorities where the director and staff have taken the children.

4. **The staff will walk with the children to the** **Oak Ridge Preschool in the Oak Ridge School Administration Building, 304 New York Avenue, (425-9100).**

5. **The route to the Administration Building will be determined by the director at that time based on existing conditions.** The most direct route is as follows:

a. Proceed down the back of the Chapel hill to the parking lot.

b. Proceed down the walk to Broadway Avenue. Proceed right (or west).

c. At Michigan Avenue, turn left.

d. At Tennessee Avenue, turn right.

e. At New York Avenue, turn right.

f. At East Newcomb Road, turn right to the Administration Building.

6. **The staff will account for all children. The staff will wait with the children for instructions and for transportation by bus to a Clinton site, most probably one of the schools.**

**ATTACHMENT # 5**

 **"SHELTER-IN-PLACE” PLAN: AT THE UNITED CHURCH**

The most likely events which would require the **United Church Nursery School** to "shelter-in-place" are: local hazardous materials accident; severe thunderstorms or threat of tornado; severe winter weather; riot or terrorism in the area.

If it is determined that all staff and children must "shelter-in-place," that is not leave the building, we will use appropriate measures to ensure the safety of the children and staff depending on the type of emergency situation.

**SEVERE WEATHER EMERGENCY OR ANY SITUATION MAKING EVACUATION UNSAFE**:

**A. Shelter-in-place with no immediate danger or threat to children and staff:**

1. **If the emergency situation is such that there is no immediate danger** to the children and staff, then the staff will continue the normal program of the school. The director or designee will discuss with the teachers any additional plans and activities for the children if it appears that a long stay is possible (e.g. ice storm).

2. **If a long stay is anticipated**, the director or designee would begin to assemble emergency equipment (e.g. blankets) and make decisions about where to best locate the children. Emergency food preparations would be made.

3. **The EBS, radio or T.V. stations will be monitored** for further weather updates or emergency instructions. The electric radio and weather radio are on the desk in the director's office (Room 105) and the battery-operated radio is in the "Emergency Equipment Suitcase" under the director's desk. There is a television in the director’s office (room 105) and one upstairs in the Sunday School office (room 204)

4. **All staff and children should remain in place until further instructions are given on the EBS or the Nursery School is notified directly.**

**B. Shelter-in-place if there is a weather emergency such as a tornado or winter conditions and the heating system can not be operated:**

1. **The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway.**

2. **If a tornado warning has been issued, staff and children will curl up on the floor with their heads between their legs and their arms and hands over their heads.**

3. **If the emergency situation involves no heat in the building**, the director or designee will decide the best location for the children, a place away from windows and doors where the children can be close together. If necessary, duct tape any windows or doors with gaps using the duct tape from the "Emergency Equipment Suitcase."

4. **The director or designee will monitor the temperature in the area where the children are located.** A thermometer can be found in Room 105, the director’s office

5. **The director and staff will decide what level of additional clothing or covering is necessary under the circumstances**. As needed, the staff will have the children put on additional clothing, use blankets, huddle together, etc.

6. **The EBS, radio or T.V. stations would be monitored for further weather updates or emergency instructions.** Use radio WIVK 107.7 or T.V. station WATE TV6. (The electric radio and weather radio are on the director's desk; the battery radio is in the "Emergency Equipment Suitcase" in the director's office; there is a TV in the director’s office.

7. **The director, designee and staff should attempt to comfort and reassure the children.**  If there is no immediate danger (e.g. tornado), the staff should help the children pass the time by singing, telling or reading stories, playing imagination games, etc. When appropriate, the staff might encourage the children to nap.

8. **Any child with special needs should remain with one of the teachers.**

9. **All staff and children should remain in place until further instructions are given on the EBS or the Nursery School is notified directly.**

**C. HAZARDOUS MATERIALS EVENT: possible injury if material is inhaled or touched.**

Such accidents might occur when a train derails, a truck overturns, or a warehouse catches on fire. In Oak Ridge the DOE sites, X-10, Y-12 and ETTP, pose the biggest threat of hazardous material injury. Oak Ridge has a siren notification system within the city designed specifically for potential leaks from these areas. Local authorities would notify everyone as to what they should do. If **United Church Nursery School** were informed to **"shelter-in-place"** the staff and children would do the following:

1. **When the warning siren is heard, the director or designee will monitor the EBS, radio or T.V. stations for emergency instructions**. The electric radio and weather radio are on the desk in the director's office, Room 105, and the battery-operated radio is in the "Emergency Equipment Suitcase" under the desk.

2. **The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway.**

3. **The director or designee will turn off the heating/air conditioning systems to prevent intake of air.**

4. **The director or designee will make sure all windows and doors are closed.** To seal the windows and doors as much as possible, the director or designee will wet bath towels from the classrooms and place them at the windows and doors, or they will place duct tape over gaps. A new roll of duct tape will be kept in the "Emergency Equipment Suitcase" under the director's desk, Room 105.

5. **If there is no interruption in electricity, the director or designee will monitor the Emergency Broadcast System** on the radio on (WIVK, 107.7) or on TV station WATE TV6 or on the internet (computer in director’s office).

6. **If there is no electricity, the director or designee will get the "Emergency Equipment Suitcase" from the director's office which contains a battery-powered radio** so that the director and staff can monitor the EBS for further instructions.

7. **The director, designee and staff should attempt to comfort and reassure the children.**  If there is no immediate danger (e.g. tornado), the staff should help the children pass the time by singing, telling or reading stories, playing imagination games, etc. When appropriate, the staff might encourage the children to nap.

8. **Everyone should stay away from windows in case of explosion.**

9. **If evacuation from the building was necessary or it breathing must be filtered in the building, the staff would wet the emergency supply of wash cloths.** Children would be shown how to cover their mouths and noses with the damp clothes and instructed not to remove the cloth but to breathe through it. When the instruction is complete, staff will guide children in exiting the building and relocating to the site indicated by emergency personnel or to The Alexander Guest House, 83 Kentucky Avenue, 865-294-5489.

10. **Any child with special needs should stay with one of the teachers.**

11. **Protect records** by locking them in a fire-proof receptacle or place in a safe place.

**ATTACHMENT # 6**

 **EXIT PLANS AND ROUTES**

1. **Nursery School areas**: Classrooms 106 (half-pint), 107 (youngest), 108 (middle), & 109 (oldest); room 101 (music room), room 104 (library); restrooms; Hall Play Area; room 102 (toy storage room), room 103 (art and supplies storage room); room 105 (Director’s office)

**Designated Meeting Places:**

**Rooms 106-7 (half-pint and youngest):** the big tree by the swing sets;

**Room 108 (middle):** inside the fenced playground at the far-right corner of the fence in between the sandbox and tricycle storage shed;

**Room 109 (oldest):** the wooden bench just outside the fence in between the tricycle storage building and the blue hill slide;

**Alternate Meeting Places:** sidewalks on the sides of the Chapel.

2. **Rooms 106-107 (half-pint and youngest classrooms):**

**Main exit**: **Exit by the outside door in Room 107(youngest classroom)**. Go around the building, exit by the gate, and go up the hill next to the fence. **Designated Meeting Place:** the fence next to the large tree by the swing sets.

**Secondary exits:** a. **Exit from Room 106 (half-pint classroom) into hallway**. Turn right. Proceed to the end of the hall. Exit the building by the door next to Room 102 (toy supply room). **Alternate Designated Meeting Place:** the end of the walk.

b. **Exit from Room 106 (half-pint classroom) into hallway**. Turn right. Proceed to the stairway. Exit the building at the top of the stairs on the main level. Go to **Alternate Designated Meeting Place.**

3. **Room 108 (middle classroom):**

**Main exit**: **Exit into the hallway. Turn right**. Exit by the main Nursery School door. Go up the outside steps. **Designated Meeting Place:** inside the fenced playground at the far-right corner of the fence in between the sandbox and tricycle storage shed.

**Secondary exits**: a. **Remove screen from right window**. Open window and exit. Go up the outside steps. Go to **Designated Meeting Place.**

b. **Exit into hallway**. Turn left and then immediately right into Room 107 (youngest classroom). Exit the building into the side play yard. Go to **Designated Meeting Place.**

c. **Open the connecting door into Room 109 (oldest classroom)**. Exit into the hallway and go to the end of the hall. Exit by the door next to Room 102 (toy supply room). **Alternate Designated Meeting Place**: the end of the walk.

d. **Exit from Room 109 (oldest classroom) into hallway.**  Exit by the inside stairway and then through the double doors. **Alternate Designated Meeting Place:** the walk beyond the Chapel, next to the driveway.

4. **Room 109 (oldest classroom):**

 **Main exit**: **Exit into the hallway. Turn right**. Exit from the building by the main Nursery School door. Go up the outside steps. **Designated Meeting Place:** the wooden bench just outside the fence in between the tricycle storage building and the blue hill slide;

**Secondary exits**: a. **Open connecting door into Room 108 (middle classroom)**. **Remove screen from right window**. Open window and exit. Go up the outside steps. Go to **Designated Meeting Place.**

b. **Exit from Room 109 (oldest classroom) into hallway**. Exit by the inside stairway and then through the double doors. **Alternate Designated Meeting Place:** the walk beyond the Chapel, next to the driveway.

c. **Exit into the hallway** and go to the end of the hall. Exit by door next to Room 102 (toy supply room). **Alternate Designated Meeting Place**: end of the walk.

5. **Rest Rooms:**

**Main exit**: **Exit into the hallway. Turn right**. Exit by the main Nursery School door. Go to **Designated Meeting Place.**

**Secondary exits**: a. **Exit into the hallway. Turn left**. Exit by the door next to Room 102 (toy supply room). **Alternate Designated Meeting Place**: the end of the walk.

b. **Exit into the hallway. Turn left**. Exit by the inside stairway and then through the double doors. **Alternate Designated Meeting Place:** the walk beyond the Chapel, next to the driveway.

6. **Room 101 (Music Room) and Hall Toy Play Area:**

**Main exit**: **Exit to hallway. Turn left**. Immediately turn left again. Exit by the door next to Room 102 (toy supply room). **Alternate Designated Meeting Place:**  the end of the walk.

**Secondary exits**: a. **Exit to hallway**. Exit up the inside stairway and then through the double doors. **Alternate Designated Meeting Place:** the walk beyond the Chapel, next to the driveway.

b. **Exit to hallway**. Exit by the main Nursery School door. Go to **Designated Meeting Places.**

7. **Room 102 (toy supply room) and Room 103 (art and supply room):**

**Main exit**: **Exit to hallway. Turn right**. Exit by the door next to Room 102 (toy supply room). **Alternate Designated Meeting Place:** the end of the walk.

**Secondary exit**: a. **Exit to hallway. Turn left**. Exit up the inside stairway and go the double doors. **Alternate Designated Meeting Place:** the walk beyond the Chapel, next to the driveway.

b. **Exit to hallway. Turn left**. Exit by the main Nursery School door. Go to **Designated Meeting Places.**

8. **Tornado or Severe Thunderstorms**

**TORNADO WATCH:** there is a chance of dangerous winds; a chance of conditions changing to

 produce a tornado. Monitor the internet, radio, weather radio and possibly the T.V. for any changes. **Prepare for the possibility of a tornado forming.**

**TORNADO WARNING: a tornado has actually been sighted.** Continue to monitor the E.B.S. on the radio **and take cover in the designated hallway.**

**TORNADO DANGER SIGNS:**

1. Severe thunderstorm - thunder, lightning, strong winds, hard rain

2. Hail; dark cloudy sky

3. Roaring noise, like 10 jet planes or 100 railroad trains

4. Funnel - dark, spinning "rope" or column from the sky to the ground

**TORNADO DRILL and RESPONSE TO AN ACTUAL TORNADO WARNING:**

1. **The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway, if a tornado warning has been issued.**

2. **Staff and children will assume the "turtle position"**: **curl up or squat on the floor with their heads between their legs and their arms and hands over their heads. Remain in that position until the danger passes.**

3. **Practice the drill twice a year.**

**Attachment # 7**

**FBI BOMB DATA CENTER**

|  |  |
| --- | --- |
| **QUESTIONS TO ASK:**1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?** | **CALLER’S VOICE** (check as many as apply) |
| CalmAngryExcitedSlowRapidSoftLoudLaughterCryingNormalDistinctSlurredWhispered | NasalStutterLispRaspyDeepRaggedClearing throatDeep breathingCracking voiceDisguisedAccentFamiliar |
| THREAT LANGUAGEWell spoken(educated)FoulIrrationalIncoherentTapedMessage read by threat maker | **EXACT WORDING OF THE THREAT:** |
| Sex of caller: M/FAge:Race:Length of call?Number at which call was received?Time:Date:Remarks: | **BACKGROUND SOUNDS** |
| Street noisesVoicesPA systemMusicHouse noisesMotor | ClearStaticOffice machineryFactory machineryAnimal noises |

**Report call immediately to Oak Ridge Police Department 911/ 425-3521**

**DATE of call:**

**NAME of person taking call:**

**POSITION:**