

EVACUATION

Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all children and staff have left the building

On-Site: Escort children to designated meeting spot, taking with you the Red Backpack "Go-Kit", which includes the following items:

- A copy of the emergency plan
- Emergency contact information for all children and staff
- Medication for children and staff
- Flashlight
- First Aid Kit
- Gloves
- Kleenex
- Notepad and pens/pencils
- Hand-Sanitizer Wipes
- Whistle

Off-Site: Escort children to designated meeting spot taking with you the Red Backpack "Go-Kit" and if needed, the emergency garbage can. Leave note on front door indicating our location. Once out of danger, contact parents/guardians &/or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

SHELTER-IN-PLACE

Gather everyone inside.

- Shut down ventilation system, fans, clothes dryer.
- Close doors and close and lock windows.
- Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- Bring the Red Backpack Go-Kit; attendance sheets, first aid kits, and emergency supplies.
- Account for all children, staff, and visitors.
- Close off non-essential rooms. Close as many interior doors as possible.
- Seal off windows, doors, and vents as much as possible.
- Monitor radio for information and emergency instructions.
- Phone out-of-area emergency contact.

LIGHTNING

If indoors:

- Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
- Move away from windows. Cover windows with shades or blinds, if available.

If outside:

- Seek shelter inside an enclosed building.

EARTHQUAKE

If indoors: Quickly move away from windows, unsecured tall furniture, and heavy appliances.

- Everyone DROP, COVER, & HOLD.
 - ✓ DROP to floor
 - ✓ COVER head and neck with arms and take cover under sturdy furniture against internal wall
 - ✓ HOLD on to furniture if under it and hold position until shaking stops
 - ✓ Keep talking to children in calm manner until safe to move.
 - ✓ Do not attempt to run or attempt to leave building while earth is shaking.

If outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- DROP & COVER.

After earthquake:

- Account for all children, staff, and visitors.
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- Determine if evacuation is necessary and if outside areas are safe. If so, EVACUATE building calmly and quickly taking the Red Backpack Go-Kit with you.
- Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- Shut off main gas valve if you smell gas or hear hissing sound.
- Monitor radio for information and emergency instructions.
- Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of building until it has been inspected for re-entry.

FIRE

Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).

- EVACUATE the building quickly and calmly taking the Red Backpack Go-Kit with you:
 - ✓ If caught in smoke, have everyone drop to hands and knees and crawl to exit.
 - ✓ Pull clothing over nose and mouth to use as a filter for breathing.
 - ✓ If clothes catch fire, STOP, DROP, & ROLL until fire is out.
 - ✓ Have (designated) staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.

DANGEROUS PERSON

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate LOCKDOWN.
- Call 911 from a safe place.

- **If the person is in building:**
 - ✓ Try to isolate the person from children and staff.
 - ✓ Do not try to physically restrain or block the person.
 - ✓ Remain calm and polite; avoid direct confrontation.

- **If children are outside**
 - ✓ **and dangerous person is outside:**
 - quickly gather children, return to classrooms, and initiate lockdown procedures. If this is not possible, go to off-site evacuation location.
 - ✓ **and dangerous person is in the building:**
 - quickly gather children and go to off-site evacuation location.

- **If children are inside:**
 - ✓ keep children in classrooms and initiate LOCKDOWN.

LOCKDOWN

- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

HEAT WAVE

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

- Limit outdoor play when heat index is at or above 90degree F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)

➤ Be alert for signs of:

✓ **Heat Exhaustion:**

- cool, moist, pale, or flushed skin
- heavy sweating
- headache
- nausea
- dizziness
- exhaustion
- normal or below normal body temperature
- Administer first aid – take steps to cool person down – and call for help, if necessary.

✓ **Heat Stroke:**

- very high body temperature (>102°F axillary) hot, red skin either dry or moist from exercise changes in consciousness
- weak rapid pulse
- rapid, shallow breathing
- vomiting
- Call 911 immediately and take steps to cool person down.

CONTAGIOUS DISEASE/ACUTE ILLNESS/PANDEMIC FLU

- Wash hands well and often.
- Remind parents/guardians that emergency contact information must be current and complete.
- Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Follow the plan to keep ill children away from well children while they are waiting to go home.
 - ✓ If staff are in the office: the child will be given an area in the director's office to rest until the parent can pick up the child.
 - ✓ If no staff are in the office: the child will be given an area in the classroom away from other children to rest until the parent can pick up the child.
- Close rooms as necessary due to staff illness (to maintain safe ratios).
- Reinforce teaching about good respiratory etiquette:
 - ✓ Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 - ✓ Throw used tissues into a hands-free trash can.
 - ✓ Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

WINDSTORM

If indoors:

- Move away from windows. Cover windows with shades or blinds, if available.
- Consider moving to interior rooms/hall and lower floors.

If outside:

- Move indoors, avoiding any downed power lines or trees.

SEVERE STORM

- Be aware of any
 - ✓ **STORM WATCH:** storm may affect area
 - ✓ **STORM WARNING:** storm will soon be in or already is in area
- Determine if program should be closed.
- Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

FLOOD

Be aware of any

- **FLOOD WATCH:** flooding may occur in your area.
- **FLOOD WARNING:** flooding will occur or is occurring in your area

If flooding is in area:

- Determine if program should be closed.
- Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

If facility is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Critical & rescue medications (including asthma meds, EpiPen's) and forms
 - ✓ Cell phone
 - ✓ Food, water, and diapers
 - ✓ Battery-operated radio.
- Do not try to walk or drive through flooded areas.
 - ✓ Stay away from moving water and downed power lines.
 - ✓ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
 - ✓ If you come into contact with floodwaters, wash hands well with soap and water.

MISSING OR KIDNAPPED CHILD

MISSING CHILD:

- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- Call 911 with:
 - ✓ Child's name and age
 - ✓ Address of program
 - ✓ Physical description of child
 - ✓ Description of child's clothing
 - ✓ Medical condition of child, if appropriate
 - ✓ Time and location child was last seen
 - ✓ Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

KIDNAPPED CHILD:

- Call 911 with:
 - ✓ Child's name and age
 - ✓ Address of program
 - ✓ Physical description of child
 - ✓ Description of child's clothing
 - ✓ Medical condition of child, if appropriate
 - ✓ Time and location child was last seen
 - ✓ Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Parent(s)/guardian(s) should be contacted by police to explain situation.

Help to prevent kidnapping:

- Do not release child to anyone other than designated parent, guardian, or emergency contact.
- Call 911 if adults or children express concern about a person at or near program site.
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

POWER OUTAGE

Determine why power is out.

- If electrical problems are in building, take out flashlights and prepare to EVACUATE.
- If severe weather caused outage:
 - ✓ Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
 - ✓ Account for all children, staff, and visitors.
 - ✓ Report power outage to power company on hard-wired phone.
 - ✓ Do not call 911, except to report an emergency.
 - ✓ Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
 - ✓ Leave one light on to indicate when power returns.
 - ✓ Keep refrigerator and freezer doors closed.

If weather is cold:

- Ensure everyone is wearing several layers of warm, dry clothing.
- Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- Never use oven as source of heat.
- Never burn charcoal for heating or cooking indoors.
- Only use an available generator outdoors and far from open windows and vents.

If weather is hot:

- Move to lower floors, if possible.
- Remove excess layers of clothing.
- Ensure everyone drinks plenty of water.

VOLCANO

Monitor radio for information and emergency instructions.

- If there is ash fall in your area, be prepared to stay indoors.
- EVACUATE if advised to do so by authorities.

Indoors:

- Close all windows and doors.
- Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
- Ensure that infants and those with respiratory difficulties avoid contact with ash.

Outside:

- Cover nose and mouth.
- Wear goggles to protect eyes.
- Keep skin covered with clothing.
- Avoid driving in heavy ash fall – driving will stir up ash and stall vehicles.
- Clear roofs of ash fall. (Do not allow accumulation of more than 4 inches.)

Be aware that volcanoes are often accompanied by:

- Earthquakes
- Ash fall and acid rain
- Landslides and rock falls
- Mudflows and flash floods
- Tsunamis