

# Emergency Preparedness and Response Plan

Creative Academy

Plan Name: Creative Academy EPR

01 Jul 2024



## Purpose

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The purpose of Creative Academy Emergency Preparedness and Response Plan (EPR Plan) is to inform operators, staff and families about the steps they will take to prepare for emergencies and about the steps they will take to respond to a wide variety of emergency situations.

## How to Use the Plan

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### **Preparation:**

All current and new Center operators and staff, as well as family members should read through the plan to become familiar with how it is organized and to gain an understanding of what is expected of them during an emergency. Operators and staff will prepare for an emergency and practice the steps to take as outlined in this facility's plan. Family members will be told about the EPR Plan and the communication procedures when they enroll children and when revisions are made.

### **During an emergency:**

The operator or designated staff will get the EPR Plan, open it to the pages that address the specific type of emergency event, and take appropriate actions. He/she will refer to other sections of the EPR Plan as indicated on the emergency response pages.

### **Orientation and Annual Review of Plan with Staff:**

The EPR Plan will be reviewed with staff once it is first published, then as new staff are hired, a review of the EPR Plan will be a part of their job orientation. Trained staff must annually review the EPR Plan with all staff in the program. Documentation of the review must be maintained in the individual personnel files or in a file designated for EPR Plan documents.

### **Review of Plan for Updates:**

The trained staff will review the EPR Plan at least annually and whenever revisions are needed to keep the information current. Changes to the EPR Plan can be made at the NC Risk Management Portal [website](#). The revised EPR Plan will be printed and maintained at the location identified in the Plan. The operator will communicate changes made with staff and families.

### **Additional Resources**

General guidance, best practices, policy information and resources can be found on the EPR Plan [website](#) under the Web Resources tab.

# Emergency Contacts

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## Emergency 911

Emergency Telephone Numbers	
<u>Agency</u>	<u>Phone Number</u>
Police Department	911 and (919) 705-6572
Fire Fire Department	911 and (919) 580-4262
Emergency Medical Service	911 and (add local number)
NC Poison Control	1-800-222-1222
Local Emergency Management Office	(919) 731-1416
Animal Control	(919) 731-1439
Food Supplier	(919) 580-0601
Health Care Professional	(919) 580-4041
Out of Area Contact	(252) 752-8869

Agency Phone Numbers	
<u>Agency</u>	<u>Contact Information</u>
Child Care Licensing Consultant Name	Tameka Johnson
Child Care Licensing Consultant	252-326-1867
Child Care Health Consultant Name	Alexandria Davis
Child Care Health Consultant	(919) 580-4041
Child Protective Services	(919) 580-4034
County Human Services	(919) 580-4034
Division of Child Development and Early Education	800-859-0829 (In-State only) or 919-527-6335
Health Department	(919) 731-1000
Mental Health Services	(919) 734-6676
Hospital	(919) 736-1110
Other	

## Utility Company Phone Numbers

<b><u>Agency</u></b>	<b><u>Phone Number</u></b>
Electric Company - Main	(919) 734-8674
Gas Company - Main	
Water Company - Main	(919) 734-8674
Electric Company - After Hours	(919) 734-8674
Gas Company - After Hours	
Water Company - After Hours	(919) 734-8674
Electric Company Website	<a href="http://www.cit.goldsboro.nc.us">www.cit.goldsboro.nc.us</a>
Gas Company Website	
Water Company Website	<a href="http://www.ci.goldsboro.nc.us">www.ci.goldsboro.nc.us</a>

## Restoration Service Contact Information

<b><u>Agency</u></b>	<b><u>Contact Information</u></b>
Insurance Company	Crawford Henderson
Insurance Company Phone	(919) 778-9400
Air Conditioning	Chad Smith 919-222-4885
Carpentry	Chad Smith -919-222-4885
Electrical Contractor	Wayne Electric- (919)735-1847
Gas Contractor	N/A
Heating	Chad Smith -919-222-4885
Plumbing	Precision Plumbing- (919) 736-3773
Restoration Contracting	Group W- (919) 736-0087
Roofing	Wayne Roofing- (919) 734-5475
Well and Septic	City of Goldsboro- (919) 580-4362
Other	
Other	
Other	

## Facility Location

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### **Creative Academy**

1109 Royall Ave. GOLDSBORO NC, 27534  
Wayne County



## **Directions to the Facility**

From US 70 East. Take the Wayne Memorial exit and turn right at the top of the exit ramp onto Wayne Memorial Dr. Take a left at the second stop light (there is a train track at this intersection) onto Royall Ave. The center will be the first brick building on your left with Monkey Shutters.

From US 70 West. Take the Wayne Memorial exit and turn left at the top of the exit ramp onto Wayne Memorial Dr. Take a left at the second stop light (there is a train track at this intersection) onto Royall Ave. The center will be the first brick building on your left with Monkey Shutters

## Facility Information

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Contact Information	
<u>Title</u>	<u>Name</u>
License Number	96000447
Director/Operator Name	Brooke King
Daytime Phone Number (Landline)	(919) 587-9425
After Hours Phone Number	(919) 394-4378
Other Phone Number	
Email	brooke.king@skillcreations.com
Facebook	
Twitter	
Other	

Enrollment	
<u>Facility Information</u>	<u>Number</u>
Facility Capacity	71
Average monthly enrollment	60
Children age range	6 weeks-5
Infant capacity	10
Number of Staff	13
Number of staff with special health care needs	0
Number of children with special health care needs	0
Infant Enrollment	10
Ones Enrollment	8
Twos Enrollment	15
Threes Enrollment	16
Fours Enrollment	14
Fives Enrollment	0

## Utility Information

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Locations of utility shutoffs should be marked on the facility floor plan if possible. The utility locations are also noted in the Emergency Responses section for each type of response.

### **Electrical Power**

City of Goldsboro

#### ***Shutoff Location***

Kitchen

#### ***Instructions***

Posted in utility room.

### **Natural Gas / Propane**

#### ***Shutoff Location***

#### ***Instructions***

### **Water System**

City of Goldsboro

#### ***Shutoff Location***

Front grassy area

#### ***Instructions***

Posted in storage closet.



## Floor Plan

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An image of the program's floor plan will be on this page, attached here or added to the end of the EPR Plan. The floor plan should identify key locations, such as utility shutoffs, fire extinguishers, CO2 detectors, etc..



## Evacuation Diagram

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The program's evacuation diagram will be on this page, attached here or added at the end of the EPR Plan. It should identify all egress routes and wheelchair access egresses.

## Alarm and Fire Extinguishing Systems

Alarm Systems			
<u>Alarm Type</u>	<u>Location</u>	<u>Test Date</u>	<u>Comments</u>
Fire Alarm		02 Mar 2020	
Smoke Detector	One in each classroom kitchen and in the hallways	02 Mar 2020	
Carbon Monoxide Detector	Lobby/hallways	02 Mar 2020	

Fire Extinguisher Systems			
<u>Equipment</u>	<u>Location</u>	<u>Test Date</u>	<u>Comments</u>
Extinguisher	front door side door kitchen preschool and infant classroom	01 Jul 2020	
Sprinkler System	each classroom and hallways	02 Mar 2020	

Security Equipment			
<u>Equipment Type</u>	<u>Locations</u>	<u>Test Date</u>	<u>Comments</u>
Door Buzzer	Front door	19 Jun 2020	
Security Camera	2 outside 2 in each classroom one in the lobby area	01 Jul 2020	
Keypad Entry	Side door	19 Jun 2020	
Security Alarm	Front and side door	19 Jun 2020	

# Facility Access for Emergency Responders

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## Entry 1

Front door

**Description:**

Key pad entry

**Emergency Override Procedure:**

Type 2001 in the key bad to enter

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## Entry 2

**Description:**

**Emergency Override Procedure:**

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## Entry 3

**Description:**

**Emergency Override Procedure:**

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## Entry 4

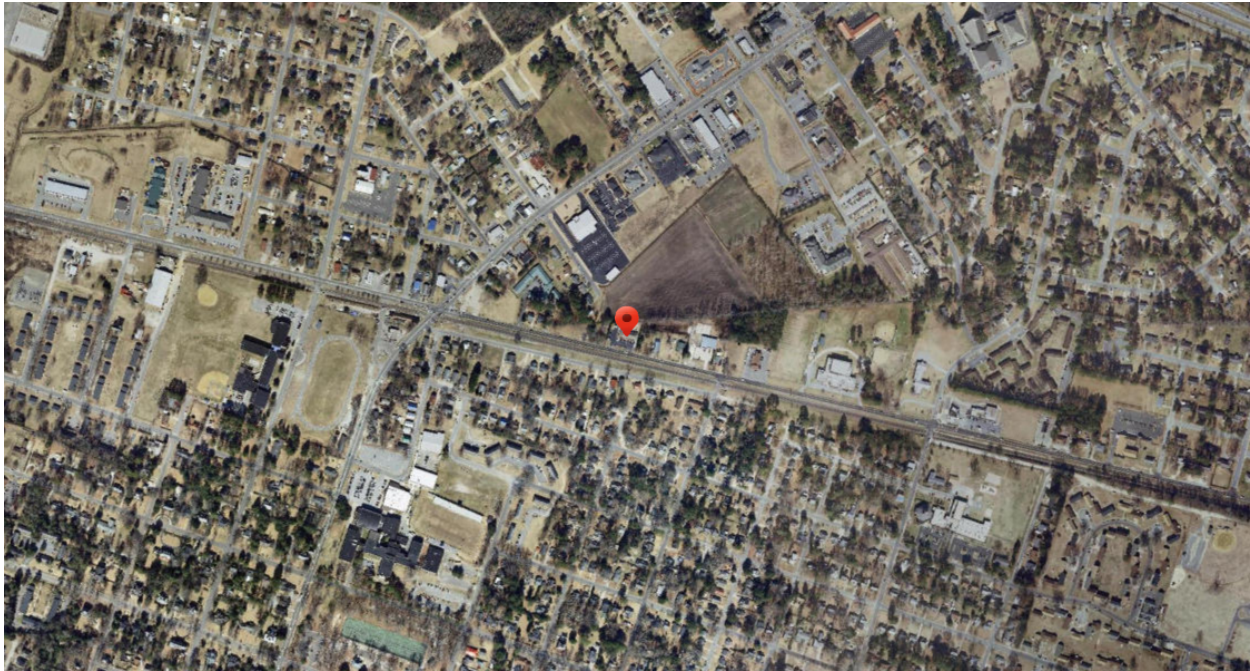
**Description:**

**Emergency Override Procedure:**




# Risk Assessment

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Flood Zone: FEMA Regulatory Zone: (Zone X) Minimal Flood Risk



## Map Legend

-  Regulatory Floodway: This area is the channel of a river or other waterway and the adjacent land area. The floodway carries the force of destructive flood waters and communities regulate development in these areas to reduce the risk to life and property.
-  100 Year Flood: This area has a 1% likelihood of occurring every year. It is also known as the 100-year flood.
-  500 Year Flood: This area has a .2% likelihood of occurring every year. It is also known as the 500-year flood.

# Emergency Preparedness

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## **Procedure for Accounting for Children and Adults**

### **Procedure to account for children**

Staff will take daily attendance each morning by 8am. Head counts will be conducted when leaving the classroom and playground. Procare is used for head count and are taken by the teacher assistant when leaving the classroom. Lead teacher will bring in emergencies and during drills.

### **Procedure to account for staff**

The staff sign in sheet will be used for head count of adults on the premises each day. The assistant director/director will bring the sign in sheet during emergencies.

### **Procedure to account for visitors**

All visitors sign in on the front table. The assistant director/director will be in charge of bringing the sign in sheet during emergencies.

## **Communication Plan**

### **Communication with Parents**

Communications for closings and delays are conducted via tcommunication app. Emergencies that require evacuation will be conducted via telephone or text by staff (assistant director and director)

### **Communication with Emergency Response teams**

Communication will be via phone by director or assistant director.

## Role Assignments

<b>Task</b>	<b>Person Responsible</b>
Person(s) assigned to call 911	Assistant Director/Director
Person(s) assigned to provide First Aid	All staff
Person(s) assigned to provide CPR	All staff
Person(s) assigned to decide when to close the facility	Director
Person(s) assigned to decide when to evacuate	Director
Person(s) assigned to decide when to shelter in place	Director
Person(s) assigned to decide when to signal to lockdown	Director
Person(s) assigned to communicate with families	Assistant Director and Director
Person(s) assigned to bring the ready to go file	Assistant Director or Director
Person(s) assigned to bring the emergency supply kit	Assitant Director or Director
Other Role 1: User may enter other assignments such as Update Website, Social Media, etc.	
Name of Person Responsible - Other Role 1	
Other Role 2	
Name of Person Responsible - Other Role 2	
Other Role 3	
Name of Person Responsible - Other Role 3	

## Lockdown Plans and Procedures

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### **Describe procedure and communication for lockdown**

undefined

### **Procedure for securing a room**

undefined



# Shelter in Place Plans and Procedures

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**Describe procedure to shelter-in-place**

**Procedure for sealing a room**

# Evacuation Plans and Procedures for Relocation

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## Transportation Plan by Walking

Children will hold a rope in large groups and staff will conduct head counts upon leaving and upon arrival to the destination. Children who are unable to walk will be escorted in a crib, wagon, stroller or wheelchair. Staff will be provided a wheelchair if needed (adult must notify the administration upon hire that they will need the assistance if an emergency occurs, otherwise a wheelchair will not be on the premises).

<u>Equipment</u>			
<u>Staff Member</u>	<u>Equipment</u>	<u>Location</u>	<u>Comments</u>

## Transportation Plan by Vehicle

Children may be transported if an evacuation arises that requires the center to evacuate to an out of town or out of neighborhood location. Children ages 3 and up will be transported via Creative Academy bus. Children under the age of 3 may be transported by a company vehicle if car seats are available and permission forms have been signed and are in their file, otherwise parents will be notified to pick their child up. Those individuals in wheelchairs will be escorted to the vehicle and provided assistance to get into the vehicle.

<u>Equipment</u>			
<u>Staff Member</u>	<u>Equipment</u>	<u>Location</u>	<u>Comments</u>

# Evacuate: Onsite

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## Procedures to evacuate onsite

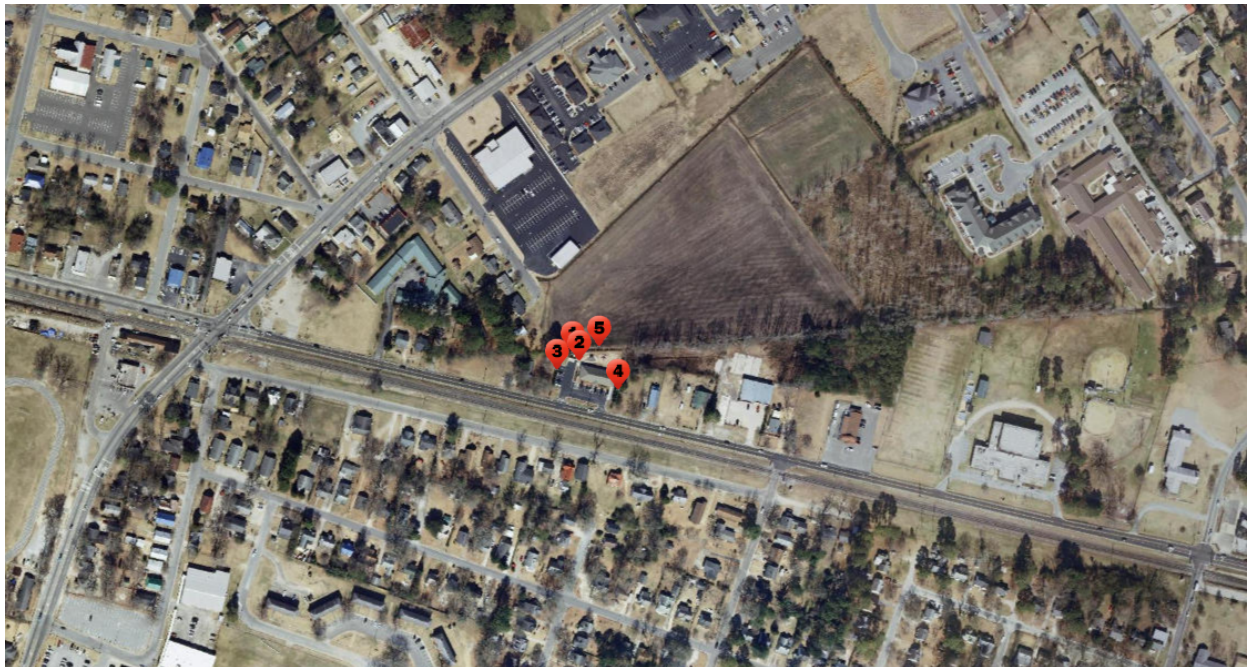
Teachers will be notified in person or through phone to evacuate. Families will be notified by phone and messaging in app of evacuation and location of safe meeting place. Director or COO will call 911. Director or COO will communicate with families.

## Procedure to evacuate infants and non-mobile children from building

Infants and non mobile children will be transported in an evacuation crib or stroller

## Procedure to evacuate adults who need assistance from building

Staff will assist any adults need assistance via emergency ramp exits.



- 1
- 2
- 3
- 4
- 5

# Evacuate to Neighborhood location

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## **Procedure to evacuate in the neighborhood**

undefined

## **Procedure to evacuate infants and non-mobile children from building**

undefined

## **Location**

undefined

undefined

undefined

undefined

## **Directions**

## Evacuate to Out of Neighborhood location

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### **Procedure to evacuate out of the neighborhood**

Teachers will be notified in person or by phone to evacuate. Children will be transported in the center bus or by approved vehicles for transport. Families will be notified by phone and provided the out of neighborhood location. The Directors or COO will call 911.

### **Procedure to evacuate infants and non-mobile children from building**

Infants and children who are non mobile will be transported via emergency cribs or strollers to approved vehicles. Adults needing assistance will be guided by Director or COO>

### **Location**

Greenville Facility  
2701 W Fifth St. greenville NC 27835  
Seslie Roughton  
252-752-8869

### **Directions**

# Evacuate to Out of Town location

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## **Procedure to evacuate out of town**

undefined

## **Procedure to evacuate infants and non-mobile children from building**

undefined

## **Location**

undefined

undefined

undefined

undefined

## **Directions**

## "Ready to Go File"

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The operator brings the *Ready to Go File* when responding to emergencies. It includes vital information about the children and staff.

Person Responsible: undefined

### Locations

RTF is located in COO's office in the top cabinet.

### Required Items

False	EPR Plan
True	Child Contact Information
True	Staff Contact Information
True	Each Child's Application
True	Medication Authorizations
True	Special Needs Action Plans
True	Allergy List
True	Incident Report Forms
True	Area Map
True	Emergency Phone Numbers

### Other Items (Optional)

undefined

# Nutritional and Health Needs

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A ready to go bag is perepared to provide chidlren with nutritional needs whil off site.



## "Ready to Go Kit"

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Optional but Recommended. A *Ready to Go Kit* is an easy way to store and transport the supplies and equipment to meet nutritional and health needs of children and adults during an emergency. The Child Care Center staff will bring the Ready to Go Kit when responding to most emergencies.

Person Responsible: Assistant Director or Director

### Location

The kit is located in the upstairs storage area.

### Items in the Kit

- True Food and water
- True Supplies in the kit (diapers, toilet tissue, wipes, hygiene)
- True Medications (if refrigerated, describe how to keep cold)
- True Adaptive equipment for feeding (bottles)
- True Adaptive equipment (wheelchairs, walkers)
- True First Aid Kits
- True Backup power (generator, rechargeable batteries)
- True Communications equipment (walkie talkies)

### Other Items (Optional)

Location of On-Site First Aid Kits	
Kit/Equipment	Location (include vehicles)
First Aid Kit	Bus
First Aid Kit	Upstairs storage area in the Ready To Go Kit
First Aid Kit	Front Desk

## Reunification Plan

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The Creative Academy operator will reunite children with their families or their families' approved emergency contacts, using the following procedures:

### **Decision to Leave Evacuation Site**

Director or Assistant Director will make the determination of reunification off site. They will contact them via phone with instructions.

### **Notifying Families**

The director or assistant director will notify families via phone and will instruct families to follow the map provided in their enrollment packet for the out of town or out of neighborhood location. If they do not have a copy, they will provide instructions verbally.

### **Releasing Children and Adults**

Children shall be released to individuals that are listed on the child's pick up list on their application. If an adult arrives that is unfamiliar to the staff, they must check their drivers license or identification card and verify the name with the name on the list. Adults must also sign the child out as they are picked up. Staff must stay to keep in ratio and can leave upon permission from director or assistant director and must sign out. Visitors can leave when it is safe and must sign out as well.

# Recovery Plan

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## Description of Recovery Process

### **Support For Children and Adults**

Families will be provided resources for local mental health support after trauma has occurred. This will be disseminated in person or by mail if the center is closed.

### **Facility Assessment**

Facility damage would be assessed by the CEO of Skill Creations, Inc. and the construction company Group W. They will determine what needs to be restored and replaced and will create a time line for construction to be completed. Once the timeline is determined, parents will be notified of the closing or re-opening of the center.

### **Communication**

The director and assistant director will notify families via phone of the closing or re-opening of the center. If alternative care is needed due to closing, families will be provided with a list of other care providers in the area.

### **Repair and Clean-Up Process**

If light damage is done, the director, assistant director and staff will participate in cleaning up and repairing minimal damage. If severe damage is done, this will be completed by the construction company.

## Plan Completion and Maintenance

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At least annually document the review of the EPR Plan.

EPR Plan Review	
<u>Review Date</u>	<u>Person(s) responsible for writing or revising plan</u>
8/3/2018 12:00:00 AM	Brooke King
8/22/2018 12:00:00 AM	Brooke King
8/20/2019 12:00:00 AM	Brooke King
7/31/2020 12:00:00 AM	Brooke King
7/15/2021 12:00:00 AM	Brooke King
2/6/2023 12:00:00 AM	Brooke King
7/7/2023 12:00:00 AM	Brooke King
7/1/2024 12:00:00 AM	Brooke King

Document the completion and revision the current EPR Plan as well as the orientation of staff and families.

EPR Plan Completion and Revision		
<u>EPR Plan</u>	<u>Date of Completion</u>	<u>Person(s) responsible for writing or revising plan</u>
Creative Academy EPR	22 Aug 2018	Brooke King
Creative Academy EPR	27 Sep 2018	Brooke King
Creative Academy EPR	20 Aug 2019	Brooke King
Creative Academy EPR	31 Jul 2020	Brooke King
Creative Academy EPR	15 Jul 2021	Brooke King
Creative Academy EPR	11 Jul 2022	BrookeHK
Creative Academy EPR	06 Feb 2023	BrookeHK
Creative Academy EPR	07 Jul 2023	BrookeHK
Creative Academy EPR	01 Jul 2024	Brooke King

## ***Acknowledgements***

The EPR Plan template was developed by the North Carolina Child Care Health and Safety Resource Center, UNC Gillings School of Global Public Health, University of North Carolina, Chapel Hill, in collaboration with the North Carolina Department of Health and Human Services, Division of Child Development and Early Education. The North Carolina Emergency Management developed the online application tool for statewide use.





# **Emergency Responses to Specific Events**



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# Emergency Responses

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## Bomb Threat

### ***Written bomb threat***

1. **Handle and touch** a written bomb threat that is on paper **as little as possible**.
2. **Save a written bomb threat** that is electronically transmitted: email, text message, etc.
3. **DO NOT respond**.
4. Call **911** and **provide information** about the threat.
5. **Contact** facility director.

### ***Phoned bomb threat***

1. **Engage caller** with bomb threat **in conversation** for as long as possible or until emergency responders arrive.
2. **Record caller's phone number and information** on the *Bomb Threat Information Form* to give to emergency responder.
3. Tell designated staff to **call 911**, using a different phone line, and provide information about the threat.
4. **Contact** facility director.



### ***Evacuate to designated neighborhood site.***

*if instructed to do so by emergency personnel*

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Secure all children** and adults in **vehicles**.
3. **Assist children** and adults **who need help** during evacuation.
4. **Account for all children** and adults by checking attendance.
5. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
6. **Transport children** and adults to designated safe meeting place.



### ***Meet at designated safe meeting place.***

1. **Account for children** and adults by checking attendance.
2. **Notify families** using *Communication Procedures*.
3. **Remain at safe meeting place site** until instructed by emergency personnel that it is safe to return or when children have been reunited with their families.



# Bomb Threat Information Form

Exact Time of Call: \_\_\_\_\_ Date of Call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## QUESTIONS TO ASK:

1. When is bomb going to explode? \_\_\_\_\_

2. Where is the bomb? \_\_\_\_\_

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. Where are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

## DESCRIBE CALLER'S VOICE (circle)

Male / Female	Approximate Age _____			
calm	disguised	nasal	angry	broken
stutter	slow	sincere	lisp	rapid
giggling	deep	crying	squeaky	excited
stressed	accent	loud	slurred	normal

## THREAT LANGUAGE

Well Spoken (educated)	Irrational	Message read or recorded
foul / vulgar	Incoherent	

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks made by caller: \_\_\_\_\_

\_\_\_\_\_

Person receiving the call: \_\_\_\_\_

Telephone Number/line call received: \_\_\_\_\_

# Earthquake

*Instruct children and adults to **move away from windows** during earthquake.*

1. Instruct children and adults to **move away from windows** during earthquake.
2. **Tell children** and adults who are able to **Stop, Drop, and Hold On**.
3. **Assist children** and adults **who need help** to move away from windows and get into a safe position.
4. **Remain** in this position until shaking stops.

***Shelter-in-place following an earthquake.***

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Move children** and adults to the **innermost part** of the building, on the lowest possible floor, away from windows and from materials and furniture that could fall.
3. **Assist children** and adults **who need help** moving to the safe place in the building
4. **Turn off** heating and air conditioning systems.



***Meet at designated safe meeting place in the building.***

1. **Account for children** and adults by checking attendance.
2. If children or adults are unaccounted for, **tap the floor and walls** to help the missing person locate the safe place in the building if possible.
3. **Provide first aid** and reassure children as needed.
4. **Notify families** using *Communication Procedures*.
5. **Shelter-in-place** until emergency personnel say it is safe to leave.

***Evacuate if the building is unsafe.***

1. **Listen** to television, radio, or NOAA Weather Radio for **updates and evacuation routes**.
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
3. **Secure children** and adults **in vehicles**.
4. **Assist children** and adults **who need help** during evacuation.
5. **Account for children** and staff by checking attendance.
6. **Locate children or adults unaccounted for** and secure them into a vehicle.
7. **Transport children** and adults to designated safe area.
8. **Contact emergency personnel** to tell them the facility is evacuating.



***Meet at the designated evacuation site.***

1. **Account for children** and staff by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Notify families** using *Communication Procedures*.
4. **Remain at evacuation site** until instructed by emergency personnel that it is safe to return or when children have been reunited with their families.

## Explosion in the Facility


### ***Evacuate the building.***

1. Take **attendance sheets** and **Ready to Go File**.
2. Take supplies in the **Ready to Go Kit** if safe to do so.
3. **Move children** and adults **out of the building** following evacuation routes.
4. **Assist children** and adults **who need help** during evacuation.



### ***Meet at designated safe meeting place.***

1. **Call 911.**
2. **Account for children** and adults by checking attendance.
3. **Report children** and adults **not accounted for** to emergency responders.
4. **Notify families** using *Communication Procedures*.
5. **Remain** at the safe meeting place until emergency responder says the building is safe or when all the children are reunited with their families.



**If the explosion causes a fire:**

- Evacuate the building immediately.
- Follow the guidance for Smoke and Fire.

### ***Shelter-in-place if trapped in the facility.***

1. Take **attendance sheets** and **Ready to Go File**.
2. Take supplies in the **Ready to Go Kit** if safe to do so.
3. **Move children** and adults to **designated safe room** if possible or to the safest place possible away from hazards.
4. **Assist children** and adults **who need help** to move to the safest place.
5. Tell children and adults who are able to **cover their mouths and noses** with a piece of clothing.



### ***Meet at safe room or safest possible place.***

1. **Call 911.**
2. **Account for children** and adults by checking attendance.
3. **Report children and adults not accounted for** to the emergency responders.
4. **Use a flashlight** to illuminate the space as needed. **Do Not use matches, lighters or candles.**
5. Keep children from moving around to prevent dust from circulating.
6. **Tap on floor, pipes or wall** or use **cell phone** to alert others of your location.
7. **Provide first aid** and reassure children as needed.
8. **Notify families** using *Communication Procedures*.
9. **Remain** in the safe room until emergency responder says it is safe to leave.

## Fire and Smoke

**Activate fire alarm** when the facility has one.



**Evacuate immediately** when fire or smoke alarm sound.

1. Take **attendance sheets** and **Ready to Go File**.
2. Take supplies in the **Ready to Go Kit** if safe to do so.
3. **Move children** and adults **out of the building** following evacuation routes.
4. **Assist children** and adults **who need help** during evacuation.
5. **Touch exit door(s)** with back of hand to determine if hot or cool. **If hot**, use alternate exit route. **If cool and clear**, exit and close door; if cool and not clear, use alternate exit route.
6. Tell children and adults who are able to **crawl low to the floor** to reduce exposure to smoke.
7. Tell children and adults who are able to **cover their mouths and noses** to avoid smoke and heated gasses getting into their lungs.
8. Help person **Stop, Drop, and Roll**, if clothes catch on fire.



**Meet at designated safe meeting place.**

1. **Call 911.**
2. **Clear access** for emergency vehicles.
3. **Account for children** and adults by checking attendance.
4. **Report children** and adults **not accounted for** to the firefighters.
5. Once outside, **stay outside.**
6. **Provide first aid** and reassure children as needed.
7. **Notify families** using *Communication Procedures*.
8. **Remain at designated safe meeting place** until instructed by fire fighters that it is safe to return to the building or when children have been reunited with their families.

## Flood Watch

### Facilities at Lower Risk for Flooding

#### *Prepare to evacuate.*

1. **Listen** to television, radio, or NOAA Weather Radio for **weather updates and evacuation routes**.
2. **Prepare** to transport children and adults.
3. **Arrange care for pets** in the child care facility.



#### *Evacuate if instructed to do so by emergency personnel.*

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Safely load children** and adults into **vehicles**.
3. **Assist children** and adults **who need help** during evacuation.
4. **Account for children** and adults by checking attendance.
5. **Locate children** or adults **unaccounted for** and load them into a vehicle.
6. **Transport children** and adults to evacuation site.
7. **Notify families** using *Communication Procedures*.



#### *Meet at designated evacuation site.*

1. **Account for children** and staff by checking attendance.
2. **Notify families** using *Communication Procedures*.
3. **Remain at safe meeting place site** until instructed by emergency personnel that it is safe to return or when children have been reunited with families.

### Facilities at Higher Risk for Flooding

#### *Evacuate immediately.*

1. **Listen** to television, radio, or NOAA Weather Radio for **weather updates and evacuation routes**.
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
3. **Safely load children** and adults in **vehicles**.
4. **Assist children** and adults **who need help** during evacuation.
5. **Account for children** and adults by checking attendance.
6. **Locate any child or adult unaccounted for** and load them into a vehicle.
7. **Transport children** and adults to relocation place.
8. **Contact emergency personnel** to tell them the facility is evacuating.
9. **Notify families** using *Communication Procedures*.



#### *Meet at designated evacuation site.*

1. **Account for children** and staff by checking attendance.
2. **Notify families** using *Communication Procedures*.
3. **Remain at safe meeting place site** until instructed by emergency personnel that it is safe to return or when children have been reunited with families.

#### ***If time allows and it is safe to do, prepare the facility.***

- Move records and valuable equipment to higher ground.
- Forward records to a computer outside the area.
- Store chemicals out of reach of flood waters.
- Turn off gas and electric power sources.
- Bring in or tie down loose outdoor materials.
- Secure outdoor equipment.

## Gas Leak

***Evacuate to outdoors immediately if the leak is indoors.***

1. **Leave all doors open** and open windows on way outdoors.
2. Have designated adult **turn off the main gas valve** if safe to do so while evacuating.

***Evacuate to neighborhood evacuation site upwind of the gas odor if leak is outdoors or in the neighborhood.***

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Move children** and adults to **neighborhood evacuation site** following evacuation route.
3. **Assist children** and adults **who need help** during evacuation.



***Meet at designated safe meeting place.***

1. **Call 911.**
2. **Account for children** and adults by checking attendance.
3. **Report children** and adults **not accounted for** to the emergency responders.
4. **Provide first aid** and reassure children as needed.
5. **Contact director** or designee if person is not on the premises.
6. **Notify families** using *Communication Procedures*.
7. **Remain at evacuation site** until instructed by emergency personnel that it is safe to return or when children have been reunited.



**Do Not** cause a spark and set off an explosion.

- **Do Not** light a candle, match or lighter.
- **Do Not** turn on or off any electrical switches or engines.
- **Do Not** use any phone inside the building.

## Hazardous Materials Spill Near the Facility

### ***Shelter-in-place in safe room.***

1. **Move children** and adults who are outdoors to **inside** the building.
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
3. **Move children** and adults **to safe room** away from doors and windows.
4. **Assist children and adults who need help**.
5. **Seal** windows, doors and vents of the room.
6. Tell designated staff to **turn off** heating and air conditioning systems.



### ***Meet in the safe room.***

1. **Call 911.**
2. **Account for children** and adults by checking attendance.
3. **Report children** and adults **not accounted for** to emergency personnel.
4. **Provide first aid** and reassure children as needed.
5. **Notify families** using *Communication Procedures*.
6. **Remain in safe room** until emergency personnel say it is safe to leave.

### ***Evacuate to out-of-neighborhood evacuation site if instructed to do so by emergency personnel.***

1. Take attendance sheets, **Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Assist children** and adults **who need help** during evacuation.
3. **Secure children** and adults in **vehicles**.
4. **Account for children** and adults by checking attendance.
5. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
6. **Transport children** and adults to designated evacuation site.



### ***Meet in out-of-neighborhood evacuation site.***

1. **Account for children** and adults by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Notify families** using *Communication Procedures*.
4. **Remain at evacuation site** until emergency personnel say it is safe to return to the facility or when all the children are reunited with their families.

# Hazardous Materials Spill *Inside the Facility*

## When safest place is *indoors*

### ***Shelter-in-place in an uncontaminated room.***

1. Call 911.
2. **Report spill** to the director.
3. **Avoid contact** with spill.
4. Take **attendance sheets** and **Ready to Go File**.
5. Take supplies in the **Ready to Go Kit** if safe to do so.
6. **Move children** and adults to an uncontaminated room.
7. **Assist children** and adults **who need help** to move to the safest location.
8. **Seal** windows, doors and vents and turn off heating and air conditioning systems.



### ***Meet in uncontaminated room.***

1. **Account** for all children and adults by checking attendance.
2. **Report** children and adults not accounted for to emergency responders.
3. **Provide first aid** and reassure children as needed.
4. **Notify families** using *Communication Procedures*.
5. **Remain in uncontaminated room** until emergency responders say it is safe to leave



#### **First aid for contact with a chemical**

Chemical manufacturers, distributors, or importers are required to provide Safety Data Sheets (SDSs) – also known as Material Safety Data Sheets or MSDSs.

The SDS/MSDS for a chemical includes **first aid directions** to follow when a person comes in contact with that chemical.

### ***Evacuate to out-of-neighborhood evacuation site if instructed to do so by emergency personnel.***

1. Take **attendance sheets** and **Ready to Go File**.
2. Take supplies in the **Ready to Go Kit** if it is safe to do so.
3. **Assist children** and adults **who need help** during evacuation.
4. **Secure children** and adults in **vehicles**.
5. **Assist children** and adults **who need help** during evacuation.
6. **Account for children** and adults by checking attendance.
7. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
8. **Transport children** and adults to designated evacuation site.



### ***Meet in out-of-neighborhood evacuation site.***

1. **Account for children** and adults by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Notify families** using *Communication Procedures*.
4. **Remain at evacuation site** until emergency personnel say it is safe to return to the facility or when all the children are reunited with their families.



# Hazardous Materials Spill *Inside the Facility*

## When safest place is *outdoors*

**Evacuate outdoors to the designated safe meeting place.**

1. **Avoid contact** with spill.
2. **Take attendance sheets** and **Ready to Go File**.
3. Take supplies in the **Ready to Go Kit** if safe to do so.
4. **Move children** and adults **out of the building** following evacuation routes.
5. **Assist children** and adults **who need help** during evacuation.



**Meet at designated safe meeting place.**

1. Call **911**.
2. **Report spill** to the director.
3. **Clear** access for emergency vehicles.
4. **Account for children** and adults by checking attendance.
5. **Report children** and adults **not accounted for** to emergency responders.
6. **Provide first aid** and reassure children as needed.
7. **Notify families** using *Communication Procedures*.
8. **Remain outside** until emergency responders say it is safe to return to the facility or all children have been reunited with their families.



### **First aid for contact with a chemical**

Chemical manufacturers, distributors, or importers are required to provide Safety Data Sheets (SDSs) – also known as Material Safety Data Sheets or MSDSs.

The SDS/MSDS for a chemical includes **first aid directions** to follow when a person comes in contact with that chemical.

**Evacuate to out-of-neighborhood evacuation site if instructed to do so by emergency personnel.**

1. Take **attendance sheets** and **Ready to Go File**.
2. Take supplies in the **Ready to Go Kit** if it is safe to do so.
3. **Assist children** and adults **who need help** during evacuation.
4. **Secure children** and adults in vehicles.
5. **Assist children** and adults **who need help** during evacuation.
6. **Account for children** and adults by checking attendance.
7. **Locate children or adults unaccounted for** and secure them into a vehicle.
8. **Transport children** and adults to designated evacuation site.



**Meet in out-of-neighborhood evacuation site.**

1. **Account for children** and adults by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Notify families** using *Communication Procedures*.
4. **Remain at evacuation site** until emergency personnel say it is safe to return to the facility or when all the children are reunited with their families.

## Hostage Situation



**Do not put children, yourself, or other adults in danger.**

- **Remain calm** and polite with the hostage taker.
- Follow the hostage taker's directions. **Do not resist.**

***Use a known signal to let staff know a hostage taker is on-site.***

1. Whoever can should **call 911.**



***Put the unaffected area of the facility in Lockdown.***

1. **Turn off** lights.
2. **Lock** all doors and windows. **Close** blinds.
3. **Maintain quiet.**
4. Take **attendance sheets** and the **Ready to Go File** if possible.
5. **Move children** and adults **to the safest place** inside or outside.
6. **Assistance children** and adults **who need help** to move to the safest place.
7. **Use cell phone** to communicate information.



***Meet at the safest meeting place.***

1. **Account for children** and adults present by checking attendance sheets.
2. **Make a list** of children and adults being held hostage.
3. **Gather information to give to the emergency responder:**
  - a. description of what happened,
  - b. description of the hostage taker, and the hostage taker's clothes, and relationship to the hostages, and
  - c. description of the vehicle model and license number and the direction the vehicle was heading if the hostage taker leaves.
4. Ask emergency responders to **contact families** of the children and adults being held hostage using *Communication Procedures*.
5. **Provide first aid** and reassure children.
6. **Follow instructions** of emergency responders.

# Hurricane

## ***Prepare during a hurricane watch.***

1. **Listen** to television, radio, or NOAA Weather Radio for **weather updates and evacuation routes**.
2. **Fill gas tanks** in vehicles that will be used to transport children and adults.
3. **Check drinking water supply.** Fill sanitized containers if needed to meet the 1 gallon per person per day recommendation.
4. **Check supplies** in the *Ready to Go Kit*.
5. **Arrange care for pets** in the child care facility.
6. **Decide if the facility must close.**
7. **Notify families** using *Communication Procedures*.

## ***Shelter-in-place during a hurricane warning.***

1. **Listen** to television, radio, or NOAA Weather Radio for **weather updates and evacuation routes**.
2. **Close** all interior doors. **Cover** windows and glass doors.
3. Take **attendance sheets, Ready to Go File** and supplies in the *Ready to Go Kit*.
4. **Move children** and adults **to the safe room**.
5. **Assist children** and adults **who need help** to move to safe room.



## ***Meet in designated safe room.***

1. **Account for children** and adults by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Listen** to television, radio, or NOAA Weather Radio for **weather updates**.
4. **Notify families** using *Communication Procedures*.
5. **Remain in safe room** until emergency responder says to evacuate or provides other instructions.

### **Hurricane Watch**

Weather conditions indicate that a hurricane is moving towards the area.



Use this time to make preparations to reduce the risk from a hurricane.

### **Hurricane Warning!!**

A hurricane is nearby and this area is in its path.



Shelter-in-place in the safe room immediately.

## Hurricane (*continued*)

***Evacuate immediately if instructed to do so by emergency personnel.***

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Secure children** and adults in **vehicles**.
3. **Assist children** and adults **who need help** during evacuation.
4. **Account for children** and adults by checking attendance.
5. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
6. **Transport children** and adults to designated evacuation site.



***Meet at designated evacuation site.***

1. **Account for children** and staff by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Notify families** using Communication Procedures.
4. **Remain at safe meeting place** until emergency personnel say it is safe to return to the facility or when all the children are reunited with their families.

**If time allows and it is safe to do,** prepare the facility prior to evacuation:

- Store or secure outside objects that could become flying debris or float away.
- Move records and valuable equipment to higher ground.
- Forward records to a computer outside the area.
- Turn off gas and electric power sources.

## Intruder

*Use a known signal to let staff know an intruder is on-site.*

1. Call 911.



*Put the facility in **Lockdown**.*

1. Turn off lights.
2. **Lock** all doors and windows. **Close** blinds.
3. **Maintain quiet.**
4. Take **attendance sheets** and **Ready to Go File** if possible.
5. **Move children** and adults to the **designated safe area** in the room.
6. **Assist children** and adults **who need help** moving to the designated safe area.



*Meet at the designed safe area in the room.*

1. **Account for children** and adults by checking attendance sheets.
2. **Use cell phone** to communicate information if one is available.
3. **Report children** and adults **not accounted for** to emergency responders.
4. **Follow instructions** of emergency responders.



*Engage the intruder calmly and respectfully. Maintain a neutral tone.*

1. **Prevent or delay the intruder from gaining access to the children** and adults by talking with the individual in an area away from others.
2. **Walk intruder** to the door. Use a soft, non-threatening voice to **ask the intruder to leave.**
3. **Write down information to give to the emergency responder about the intruder:**
  - a. description of what happened,
  - b. description of the intruder and the intruder's clothes, and a
  - c. description of the vehicle model and license number and the direction the vehicle was heading if the intruder leaves.

# Landslide

## ***Prepare to evacuate out-of-neighborhood.***

1. **Listen** to television, radio, or NOAA Weather Radio **for updates, watch and warning reports and evacuation routes.**
2. **Watch for** increased water or mudflow downhill, tree movement or leaning, and sounds of earth movement.
3. **Arrange for care of pets** in child care facility, if time allows.
4. **Forward records** to computer outside the threatened area, if time allows.



## ***Evacuate to out-of-neighborhood evacuation site when landslide seems imminent or a warning is issued.***

1. **Listen** to television, radio, or NOAA Weather Radio for **updates and evacuation routes.**
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit.**
3. **Secure children and adults in vehicles.**
4. **Assist children and adults who need help** during evacuation.
5. **Account for children and adults** by checking attendance.
6. **Locate children** or adults unaccounted for and secure them into a vehicle.
7. **Transport children and adults** as instructed by emergency personnel to designated out-of-neighborhood evacuation site.



## ***Meet at designated out-of-neighborhood evacuation site.***

1. **Account for children and adults** by checking attendance.
2. **Notify families** using *Communication Procedures.*
3. **Remain at the evacuation site** until emergency responder says it is safe to leave or when all the children are reunited with their families.

**Landslides** may follow other natural disasters, such as forest fire, earthquake, hurricanes and flooding.

**Be prepared** to close the facility or to evacuate if the facility is vulnerable due to location or circumstance.

## Loss of Electricity

### ***Act to restore electricity.***

1. **Reset circuit breakers or replace fuses.** Contact electrician if repairs are needed.
2. **Report outage** to the electric company.
  - a. **Make payment**, if unpaid bill is the reason the electricity was shut off.
3. **Report outage** to the director.



### ***Adapt the environment to provide care for children.***

1. **Use backup generator** if available. Comply with safety guidelines.
2. **Use natural light or provide emergency light** such as flashlights as needed. **Do Not** use candles.
3. **Contact families of children with adaptive equipment** that requires electricity. Ask them to pick up their children if battery back-up is not an option or before the battery power is used up.
4. **Serve children and adults foods that do not require heating** if an electric stove or microwave is used for cooking.



### ***Close the facility when indoor temperature falls below 64°F or rises above 85°F.***

1. **Notify families** using *Communication Procedures*.
2. **Use blankets or extra clothing** when it is cold to warm children and adults while waiting for children to be picked up. In extreme cold, move children and adults to the safe room for additional warmth.
3. **Limit children's physical activity and offer drinking water** during extreme heat and while waiting for children to be picked up.
4. **Use an alternative systems** when families pick up children if security and sign in and sign out systems are powered by electricity.

## Loss of Natural or Propane Gas

### ***Act to restore gas supply.***

1. **Turn off gas** supply.
2. **Report outage** to the gas company.
  - a. **Make payment**, if unpaid bill is the reason the gas was shut off.



### ***Adapt the environment to provide care for children.***

1. **Serve children and adults foods that do not require heating** if gas stove is used for cooking.



### ***Close the facility when indoor temperature falls below 64°F or rises above 85°F.***

1. **Notify families** using *Communication Procedures*.
2. **Use blankets or extra clothing** when it is cold to warm children and adults while waiting for children to be picked up. In extreme cold, move children and adults to the safe room for additional warmth.
3. **Limit children's physical activity and offer drinking water** during extreme heat and while waiting for children to be picked up.

**Follow instructions for Gas Leak** if the gas company reports a gas leak in the area.



## Loss of Water Supply

### ***Act to restore water supply.***

1. **Report loss of water** to the city/county water authority.

OR

2. **Report outage to the electric company** when loss of water supply is due to loss of electricity to the water pump.
  - a. **Make payment**, if unpaid bill is the reason the water was shut off.



### ***Adapt the environment to provide care for children.***

1. **Use emergency water supply** for drinking, hygiene, and food preparation.



### ***Close the facility when water supply will not be restored for one hour or more.***

1. **Notify families** using *Communication Procedures*.

## Missing Child from a Child Care Center

### *Start procedures to locate the child.*

1. **Inform director/designee** that the child is missing.
2. **Alert caregivers/teachers to account for children** in their care.
3. Ask caregivers/teachers to **gather and keep children together** in their classrooms or as a group if outdoors.
4. **Notify the family.**
5. **Notify law enforcement.**
6. **Provide a photo of the child and all other information** requested by law enforcement.



### *Search for the child.*

1. **Review activities** before disappearance and retrace steps.
2. **Search inside the facility:** classrooms, bathrooms, closets, hallways, etc.
3. **Search outside the facility:** playground equipment, outbuildings, hiding places, etc.
4. **Search vehicles** on the property: cars, vans, buses, etc.
5. **Notify family and law enforcement** when child is found.

# Nuclear Emergency

**Evacuate immediately if instructed to do so by public health officials.**

1. **Listen to emergency alerts** and **follow the instructions** of public health officials.
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
3. **Secure all children** and adults in **vehicles**.
4. **Assist children** and adults **who need help** during evacuation.
5. **Account for children** and adults by checking attendance.
6. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
7. **Transport children** and adults to designated safe area outside of the radiation threat area.



**Meet at designated evacuation site.**

1. **Account for children** and adults by checking attendance.
2. **Provide first aid** and reassure children as needed.
3. **Administer Potassium Iodide (KI)** if instructed to do so by emergency alert system. Give only to children with signed written permission.
4. **Notify families** using *Communication Procedures*.
5. **Remain at the evacuation site** until emergency responder says it is safe to return to the facility or when all the children are reunited with their families.

**Shelter-in-Place if instructed to do so by emergency personnel.**

1. **Listen to emergency alerts** and **follow the instructions** of public health officials.
2. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
3. **Seal** windows, doors and vents and turn off heating and air conditioning systems.
4. **Move children** and adults to designated safe room.
5. **Assist children** and adults **who need help** to move to the safe room.



**Meet in the safe room.**

**Account for children** and adults by checking attendance.

1. **Provide first aid** and reassure children as needed.
2. **Administer Potassium Iodide (KI)** if instructed to do so by emergency alert system. Give only to children with signed written permission.
3. **Notify families** using *Communication Procedures*.
4. **Remain in safe room** until emergency responder says it is safe to leave.

**If time allows and it is safe to do so, prepare the facility prior to evacuation:**

- Arrange care for pets in the child care facility.
- Move records and valuable equipment to higher ground.
- Forward records to a computer outside the area.
- Turn off gas and electric power sources.

## Potentially Violent Person

*Use a known signal to let staff know a potentially violent person is on-site.*

1. Call 911.



*Put the facility in **Lockdown**.*

1. Turn off lights.
2. Lock all doors and windows. Close blinds.
3. Maintain quiet.
4. Take attendance sheets and the *Ready to Go File* if possible.
5. Move children and adults to the designated safe area in the room.
6. Assist children and adults who need help moving to the designated safe area in the room.



*Meet at the designed safe area in the room.*

1. Account for children and adults by checking attendance sheets.
2. Report any missing child or adult to emergency responders.
3. Use cell phone to communicate information.
4. Follow instructions of emergency responders.



*Engage the person calmly and politely.*

1. Prevent or delay the individual from gaining access to the children by talking with the person until emergency responders arrive.
2. Walk the individual to the door and ask them to leave.
3. Write down information to give to the emergency responder:
  - a. description of what happened
  - b. description of the person and the person's clothes, and
  - c. a description of the vehicle model and license number and the direction the vehicle was heading if the potentially violent person leaves.



**A person becomes threatening when their behavior becomes violent or potentially violent.** A family member, legal guardian, person authorized to pick up a child, a person not authorized to pick up a child, or a staff member under the influence of alcohol or drugs can become threatening.

**Proceed with caution** when a person who is under the influence of alcohol or drugs enters the building.

**Follow the steps above for Lockdown** as soon as the potential for violence arises.

## Rabid or Dangerous Animal *Indoors*

***Shelter-in-place*** if animal can be isolated.

1. **Isolate animal** if possible by closing doors and windows in the room or area where the animal is located.
2. Take **attendance sheets** and **Ready to Go File**.
3. **Move children** and adults to a safe room or area **away from the animal**.
4. **Assist children** and adults **who need help** to shelter-in-place.



***Meet*** at designated safe meeting place.

1. Call **911**.
2. **Account for children** and adults by checking attendance.
3. **Report children** and adults **not accounted for** to emergency responder.
4. **Provide first aid** and reassure children as needed.
5. **Notify families** using *Communication Procedures*.
6. **Watch the animal** from a safe distance. Write down details of the animal's behavior and note where it is going.
7. **Provide** the emergency responder with **information about the animal**.
8. **Remain at the designated safe meeting place** until emergency responder says the animal is no longer a threat.

***Evacuate outdoors*** to the designated safe meeting place if animal cannot be isolated.

1. Take **attendance sheets** and **Ready to Go File**.
2. **Move children** and adults to the **designated safe meeting place**.
3. **Assist children** and adults **who need help** during evacuation.



***Meet*** at designated safe meeting place.

1. Call **911**.
2. **Account for children** and adults by checking attendance.
3. **Report children and adults not accounted for** to the emergency responder.
4. **Provide first aid** and reassure children as needed.
5. **Notify families** using *Communication Procedures*.
6. **Provide** the emergency responder with **information** about the animal.
7. **Remain at the designated safe meeting place** until emergency responder says the animal is no longer a threat.

## Threatening Message

### *Written threatening message*

1. **Handle and touch** a written threat that is on paper **as little as possible**.
2. **Save a written threat** that is electronically transmitted: email, text message, etc.
3. **DO NOT respond**.
4. Call **911**.
5. **Contact** facility director.

### *Phoned threatening message*

1. **Engage caller** with bomb threat **in conversation** for as long as possible or until emergency responder arrives.
2. **Record caller's phone number and information**.
3. Tell designated staff to **call 911** using a different phone line, and provide information about the threatening message.
4. **Contact** facility director.



### *Evacuate to designated neighborhood site.*

*if instructed to do so by emergency personnel*

1. Take **attendance sheets, Ready to Go File** and supplies in the **Ready to Go Kit**.
2. **Secure all children** and adults in **vehicles**.
3. **Assist children** and adults **who need help** during evacuation.
4. **Account for all children** and adults by checking attendance.
5. **Locate children** or adults **unaccounted for** and secure them into a vehicle.
6. **Transport** children and adults to designated safe meeting place.



### *Meet at designated safe meeting place.*

1. **Account for all children** and adults by checking attendance.
2. **Notify families** using *Communication Procedures*.
3. **Remain at safe meeting place site** until instructed by emergency personnel that it is safe to return or when children have been picked up.

## Severe Thunderstorm

### *Prepare during a severe thunderstorm watch.*

1. **Come inside** when lightning seen or thunder is heard.
2. **Listen** to television, radio, or NOAA Weather Radio for **weather updates**.
3. **Prepare to take shelter.** Move the *Ready to Go File* and *Ready to Go Kit* to the designated safe meeting space inside the facility.
4. **Prepare the children** by talking with them about the weather and how to be safe during a thunderstorm.



### *Shelter-in-place during a severe thunderstorm warning and a severe thunderstorm.*

1. Take **attendance sheets**, *Ready to Go File*, and supplies in the *Ready to Go Kit*.
2. **Move the children** and adults **to the designated safe room**.
3. **Assist children** and adults **who need help** moving to the safe room.
4. **Move away** from windows and glass.
5. **Move away** from materials and furniture that could fall.
6. **Unplug** electrical devices.



### *Meet in safe room.*

1. **Account for children** and adults by checking attendance.
2. If children or adults are unaccounted for, **tap the floor or wall** to help them locate the safe room.
3. **Provide first aid** and reassure children as needed.
4. **Notify families** using *Communication Procedures*.
5. **Listen** to NOAA Weather Radio if available for **weather updates**.
6. **Remain in the safe room** until weather updates indicate the storm has passed.

### **Severe Thunderstorm Watch**

Weather conditions indicate severe thunderstorms are headed to the area.



Use this time to make preparations to reduce the risk from a thunderstorm.

### **Severe Thunderstorm Warning!!**

A thunderstorm is nearby and this area is in its path.



Shelter-in-place in the safe room immediately.

# Tornado

## Prepare during a **Tornado Watch**.

1. **Listen** to television, radio, or NOAA Weather Radio for **weather updates**.
2. **Prepare to take shelter**. Move the *Ready to Go File* and *Ready to Go Kit* to the designated safe meeting space inside the facility.
3. **Prepare the children** by talking with them about the weather and how to be safe during a tornado.



## Shelter-in-place during a **tornado warning** and a **tornado**.

1. Take **attendance sheets** and *Ready to Go File* if not already in place.
2. Take the *Ready to Go Kit* if safe to do so and it is not already in place.
3. **Move the children** and adults **to the designated safe room**.
4. **Assist children** and adults **who need help** moving to the safe room.
5. **Move away** from windows and glass.
6. **Move away** from materials and furniture that could fall.



## **Meet at safe room.**

1. **Account for children** and adults by checking attendance.
2. If a child or adult is unaccounted for, **tap the floor and walls** to help them locate the safe room.
3. **Provide first aid** and reassure children as needed.
4. **Notify families** using *Communication Procedures*.
5. **Remain at the safe meeting place** until instructed by emergency personnel that it is safe to move or exit the building.

### **Tornado Watch**

Weather conditions indicate that a tornado is possible in the area.



Use this time to make preparations to reduce the risk from a tornado.

### **Tornado Warning!!**

A tornado is very likely or has been sighted nearby.



Shelter-in-place in the safe room immediately.