

Rural Utah Child Development

Emergency Preparedness Plan

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Emergency Numbers

General Emergencies- 911

Emergency Committee

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Other Important Numbers

Poison Control 1-800-222-1222

Questar Gas 1-800-541-2824

Utah Power 1-877-548-3768

Division of Child and Family Services Child Abuse/Neglect Reporting 1-855-323-3237

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GENERAL INFORMATION

Rational

In any type of a general disaster, the chance of danger can be decreased and lives can be saved if people are prepared for an emergency, and know what actions to take once a disaster does occur. Each individual must be educated, trained, and prepared so that correct judgments, decisions, and actions can be performed when needed. The manner in which people react in an emergency depends largely upon the information they have been given, and how they have put that information into practice. It is impossible to plan for every scenario. Good information and appropriate mental preparation are of most importance so good judgment can be used in the event of an actual emergency. These instructions are meant to prepare you mentally to aid you in your preparation. As always, remember to use your best judgment for any given situation.

Purpose of the Plan

Unlike staff, children may not exercise judgment and act for themselves, therefore, our first concern in an emergency should always be for the welfare of any children that are in our building. The purpose of this plan is to provide information so you may react responsibly with various disasters. The primary object of this plan is to protect lives and reduce the risk of injuries. Consequently, all employees should:

1. Familiarize themselves with the plan, and understand it.
2. Know their responsibilities, and be able to perform them.
3. Practice your responsibilities correctly during drill, and have any questions answered.
4. Be prepared to activate the plan at any time.

Equipment and Training

Each RUCD center is equipped with fire extinguishers. They are checked yearly by the Health Nutrition Specialist. The classroom has an emergency preparedness kit. All employees who work at the Center will understand their responsibilities in the event of an emergency. The following general objectives will be accomplished in the training:

Personnel at the Center will be able to:

1. Respond appropriately to each type of drill, including knowledge of individual responsibilities in helping children, visitors, or other people.
2. Call for emergency help using emergency phone numbers posted by office phone or using numbers in cell phone.
3. Know where emergency and first aid equipment is located in the building.

Emergency Preparedness Kit may include:

1. At least 2 gallons of water
2. Small cups
3. Flashlight

4. Extra batteries for flashlight
5. First aid kit
6. Trash bag
7. Snack: such as crackers, fruit snacks, granola bars
8. Hand sanitizer
9. Diapers/Wipes
10. Emergency Medications for child with an Individual Health Care Plan

Emergency Preparedness Committee

RUCD has an Emergency Preparedness Committee consisting of at least, the following members; Early Childhood Program Coordinator, Facilities Specialist, Health Specialist, and other staff as needed. The duties and responsibilities of the committee include:

1. Become acquainted with aspects of emergency preparedness.
2. Review the emergency preparedness program and make changes as necessary.
3. Review and update the Emergency Preparedness Plan as needed.
4. Plan, administer, and evaluate emergency drills throughout the school year.
5. Ensure that emergency equipment is inspected, tested at appropriate intervals, and works correctly.
6. Provide training at least annually, and provide opportunities for staff members to practice various kinds of drills.
7. Perform a yearly building inspection.

Chain of Command

1. The Health Nutrition Specialist is in charge of the total building operation. If the Health Nutrition Specialist is absent, the Facilities Manager is next in command followed by the Head Start Education Coordinator.
2. The Emergency Committee implements, develops, and coordinates the emergency plan.
3. All staff are responsible to understand the emergency plan and their individual responsibility.
4. Teachers are in charge of the safety and well-being of their students.

Alarm Signal

In the event an alarm or shout of given emergency is indicated.

Drills

Evacuation drills are conducted quarterly, with at least 1 non-evacuation drill each year. The purpose of these drills is to ensure that all students and staff are sufficiently familiar with these procedures so they can be accomplished quickly and efficiently in the event of an actual emergency. Everyone in the building, including volunteers and visitors, must evacuate when the alarm is sounded. Follow A.65 Emergency Drills Form. The drill is documented in the appropriate places.

Early Dismissal

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students are provided shelter and supervision at the center until the parents can be contacted and the child is picked up by an authorized person. Each teacher has a copy of both the parent, and the emergency contact information of each child in their class. This is kept in the classroom first aid kit and is taken with them whenever the class leaves the classroom. The parent or emergency contact of each student is contacted, and informs them that they need to come get their child, and where their child can be located if they building has been evacuated.

Release of Students to Parents

Teachers are responsible to call each parent to inform them of the early school closure. If teachers are unable to reach the parents the child's emergency contact people are called. Each teacher has a copy of the Emergency Form with them in their First Aid Bag. The adults listed on this card are the ONLY adults the students will be released to. Teachers are responsible for the student and must remain with them until all children are picked up.

EMERGENCY PREPAREDNESS PROCEDURES

LOCKOUT

This is activated when there is a threat or danger OUTSIDE the building. The purpose of building lock-out is prevent the outside threats from entering the building. Staff conducts business as usual. The walkie talkies may be used to keep staff informed. Follow any instructions provided. As always, use your best judgment for any given situation. Situations that may deem Lockout are criminal activity in the area, civil unrest, animal threat, etc.

1. Staff member closest to the front door, immediately locks it and a staff member notifies the Health Nutrition Specialist.
2. A staff member ensures all doors are secured.
3. Any instruction from police are distributed and followed.

LOCKDOWN

This is activated when there is a threat or danger INSIDE the building. The purpose of a lockdown is to minimize the mobility and access of the threat to people in the building. As always, use your best judgment for any given situation. Situations that may deem Lockdown armed intruder, unarmed intruder, gas leak, etc.

1. Get behind a **LOCKED** door if possible. Turn off **LIGHTS**. Get **OUT OF SIGHT!**
2. Maintain **SILENCE**. Do not give any indication the area is occupied.
3. Do not respond to a fire alarm. It could be a trick
4. Do **NOT** open the door for anyone even if you recognize their voice. It could be a trick (hostage).

EVACUATE

This is used when the building is considered unsafe to remain inside. Its purpose is to remove everyone from the building as quickly and safely as possible. This can be initiated by a fire alarm or by an announcement over the walkie talkies. Evacuation notice could also follow other emergencies such as gas leak, earthquake instructions, after a shelter in place, etc. Always evacuate in a safe, organized manner. If police are involved, ALWAYS follow their instructions!

General evacuation guidelines:

1. Evacuate in a calm, orderly manner, and as quickly as possible. Teachers take the classroom emergency Preparedness Kits which contains the class list and emergency contact information, as children are escorted out of the building.
2. Confirmation is needed that every room and area is unoccupied. Clear communication and coordination between staff during evacuation ensures entire building is empty. This eliminates duplicated effort which slows evacuation.
3. When room is clear, close the door.
4. The last adult leaving each room ensures doors are closed.

5. If an exit becomes blocked, take the next closest unblocked exit.
 6. Leave the building immediately. Do not stop to pick up personal items.
- When evacuating, please follow the assigned routes.

The following alternative sites are designated in the event the building is deemed unsafe:

Ashley Valley	School District Foods/Nutrition Building
Blanding	Best Western Motel
Huntington	Gordon's Nursery
Moab	Moab Library
Monroe	Monroe Elementary
Price	Southeast Education Service Center
Richfield	Red Hills Middle School
Wellington	Follow Wellington Elementary Plan
EHS Group Days	Go home with parents

After Building Evacuation:

The children and center staff meet at the designated location. A staff members will report to the Emergency Preparedness Committee verbally via phone call. A committee member in charge will ensure necessary authorities are contacted, speak representing RUCD, and relay any instructions to staff through the runners who, in-turn, distribute the information to staff at their meeting places.

SHELTER

This is activated when there is an unsafe situation in the vicinity. The purpose is to use the building to provide shelter from the danger. Situations that cause the need of a shelter are usually environmental or natural such as hazmat, earthquake, or tornado. The walkie talkies may be used to keep staff informed. Follow any instructions provided.

1. Make the following announcement two (2) or more times over the walkie talkie:
Shelter! Shelter! Then condition that is causing the shelter, then directions to follow.
(Include any pertinent instructions or information.)
2. Act on any further instructions as they come from authorities.

Additional Information:

Additional information is available through various resources provided by the police, Incident Response Procedures. Those are to be referred to for specific scenarios such as earthquakes, child abuse, releasing children, etc.

Medical Emergencies:

Center staff must call for emergency assistance, 911, and be ready to provide basic first aid. Several first aid kits are maintained in the building, including one in each classroom. Although all teachers and assistants have been trained in basic first aid and CPR procedures, they are not to be considered medical experts. All first aid kits are to be inventoried and replenished as needed.

Response to Critical Illness or Injury:

1. Call 911 and notify a member of the Emergency Committee immediately!
2. Evaluate the situation. If it is not safe for you, DO NOT proceed.
3. Administer First Aid as needed. Check for breathing, and give chest compressions if not breathing is detected. Control serious bleeding
4. Treat for shock, keep child comfortable, and follow instructions.

Threats:

ALL THREATS SHOULD BE TAKEN SERIOUSLY!

Follow these steps in the event you should receive a telephone threat:

1. Remain calm.
2. Obtain as much information as possible from and about the caller. Do not rely on your memory. Use the form if possible to record all information.
 - a. Listen - do not interrupt.
 - b. Try to take down the entire message as it was given.
 - c. Try to keep the caller talking, getting information such as when the bomb will go off, where it is located, and even why it was placed.
 - d. Try to get help from another staff person to let the others know what is happening.
3. Notify a member of emergency committee who shall take appropriate action. The fire drill warning or walkie talkies may be used.
4. Notify the appropriate local law enforcement agency.
5. After the caller has hung up the phone, the person who took the call should fill out the threat form with as much information as possible.
6. Law enforcement personnel shall decide the appropriate next step.
7. To ensure the release of appropriate information, only the designated spokesperson shall release information to the news media and others seeking information

Threat Form

Be calm and courteous. LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form while on the phone if possible or as soon as the caller hangs up and the Coordinator has been notified.

YOUR NAME : _____ DATE: _____ TIME: _____

CALLER IS : Male Female Adult Juvenile

ORIGIN OF CALL: Landline Cell

VOICE CHARACTERISTICS: Loud Deep High Pitched Soft

CALLER'S SPEECH: Fast Distorted Distinct Nasal Stutter

CALLER'S LANGUAGE: Poor Fair Excellent Foul Good

CALLER'S ACCENT: Local Foreign Race Can't Identify

CALLER'S MANNER: Irrational Angry Call Incoherent
 Emotional Coherent Laughing Deliberate

BACKGROUND NOISES: Kids Animals Music Office Machines

Any words/phrases used that stand out? _____

Ask questions like:

When will it go off? _____ Where? _____

How much time is left? _____

What Kind of bomb is it? _____

Where is it now? _____

Where are you? _____

What is your name? _____

Is there anything else you want to tell me? _____