

EVACUATION

**Fire, electrical, gas leak,
or other potential for fire**

If the fire alarm sounds:

- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Feel the door. If hot, do not open it. (*See instructions below.*)
- Leave the building using practiced escape route. If blocked by smoke or fire, use alternate escape route.
- If smoke is detected, have children crawl to escape. "Get low and go."
- Go to the outside meeting place:

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- Count heads. Notify emergency personnel if anyone is missing.

Stay together! All staff and children should stay in the designated meeting place until further instructed. Once outside, designated staff should notify fire department or emergency personnel.

If exit is blocked:

- If door feels hot, do not open it. Stay in the room.
- Place blanket or other material under door to block smoke.
- Gather children near window. Escape may be possible through window.
- If escape not possible, notify emergency help.

SHELTER-IN

Tornado or Severe Weather

Tornado Watch: Tornado is possible.

- Watch the sky. Listen to radio or television for more information.
- Be prepared to Shelter-In.
- If you are in an unsafe area (such as open cafeteria), move to a more substantial area.
- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.

Tornado Warning: Tornado has been sighted or indicated by weather radar.

- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Immediately take children to safest area:

- Avoid windows and glass doors. Close doors to outside rooms.
- Have children sit in position. If possible, protect heads with blanket or other covering.
- Count heads. Notify Center Manager or emergency personnel if anyone is missing.
- Stay in this position until given the “all clear” by authorities.

LOCK-DOWN

Potential violence: gunfire, hostage, intruder, adult under influence, non-custodial adult, etc.

Procedure: Lock-down

- Close and lock all doors.
- Turn off lights.
- Have children sit quietly in designated safest area.
- Safest area for lockdown:

- Count heads. Make sure all children are in the room. Notify Center Manager or emergency personnel if anyone is missing.
- Maintain position until given further instructions.

Evacuation may be required:

Transport children to safe location.

- Follow instructions from Emergency Personnel.
- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Leave the building using practiced escape route
- Go to outside meeting place identified by emergency personnel.
- Count heads. Notify emergency personnel if anyone is missing.
- Transport children to safe location as directed by emergency personnel.
- Notify parents.

Flooding

Facility or travel routes are in flood areas.

Flood Watch: Flooding is possible.

Flood Warning: Flooding is occurring or will occur soon.

- If advised to evacuate, do so immediately.

Flash Flood Watch: Flash flooding is possible.

- If in an area for flash flood risk, you should move to higher ground.

Flash Flood Warning: Flash flooding is occurring.

- If in an area for flash flood risk, you should move to higher ground immediately.

Urban and Small Stream Advisory: Flooding of streets, small streams, and low-lying areas is occurring.

- If evacuation is recommended, follow designated evacuation route.

Evacuation Procedures:

- If advised to evacuate, do so quickly. Avoid being isolated by flooded roads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Leave the building using practiced escape route.
- Listen to a battery-operated or vehicle radio for evacuation instructions.
- Follow recommended evacuation routes – short cuts may be blocked. Have maps clearly marked with alternate evacuation routes.
- **NEVER** attempt to drive through water or flooded streets!

Administration: If high risk for flooding, designated staff should shut off electricity, gas, and water at main switches. If necessary, move records or equipment to higher level in building.

Chemical, Biological, or Hazardous Material

Follow recommendation of emergency personnel.
Action may be to shelter in or to evacuate
and transport to safe location.

Shelter in: *Prevent exposure to hazardous material.*

- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Go to safest area of building; inner room with no outside windows.
- The safest area is: _____
- Close all windows and doors. Seal openings with available material (tape, cloth, etc.)
- Close ventilation and air ducts.
- Designated person will shut down heating/cooling system.
- Notify Center Manager or emergency personnel of your location. Maintain position until given further instructions.

Evacuation: *Transport children to safe location.*

- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Leave the building using practiced escape route
- Go to outside meeting place: _____
- Count heads. Notify emergency personnel if anyone is missing.
- Transport children to safe location as directed by emergency personnel.
- Notify parents.

Utility Disruption

If there are no live wires or immediate danger:

- After one (1) hour of disrupted service, begin calling parents/guardians to inform them of the situation.
- Call families of infants and children with special needs first. These families may need to be called sooner depending on level of disruption to basic caregiving routines.

The facility may close if the following conditions are present:

- Room temperature registers 68° or below, or 85° or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- Lighting (natural or emergency) is diminished to the point that children and staff are at risk.
- Phone lines will be inoperable for more than one hour, and no auxiliary cellular phones are available. Staff must have means to reach all parents to pick up children before closing facility.
- Nutritional needs of the children cannot be met.
- Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than one hour.

Earthquake

Duck, Cover, and Hold On

Inside the facility:

- Immediately duck or drop to the floor.
 - Take cover under a desk or table.
 - Stay away from windows, fireplaces, and heavy furniture or appliances.
 - Stay in place until the ground stops moving.
 - Count heads.
 - The safest area is:
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- After the earthquake, leave the building.
 - Calmly gather children; count heads.
 - Take Emergency Backpack, sign-in sheet, and roll book.

Outside the facility:

- Move away from buildings, bridges, overpasses, or other objects which might fall over.
- Duck or drop to the floor.
- Stay in place until the ground stops moving.
- Count heads.

After the earthquake, **do not** re-enter the building.

Bomb Threat

Telephone or Verbal Threat:

- Obtain information from the caller or person.
- Call 911. Police will determine if you should evacuate or shelter-in (Lock-Down).
- Center Manager or designee will communicate with staff.
- **IF TOLD TO EVACUATE** -- Emergency Personnel may direct you to the safest evacuation route.
- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.

Suspicious Package or Device:

- Move children away from the object.
- Inform Center Manager or designee; call 911
- **DO NOT** move, touch, or handle object
- **DO NOT** use two-way radios or cell phones.
- **DO NOT** turn off lights or touch switches.
- **DO NOT** make loud noises.
- **DO NOT** activate alarms.

- Calmly gather children; count heads.
- Take Emergency Backpack, sign-in sheet, and roll book.
- Evacuate using safest route out of building. Avoid area of object.