

# **Emergency Response Plan**

## **(ERP)**

### ***Children's Preschool and Enrichment Center*** **(CPEC Inc.)**

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Essex Junction, Vermont  
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# Emergency Response Plan

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## INTRODUCTION

The intent of this plan is to assist Children's Preschool and Enrichment Center's director and staff in responding to emergency situations, to provide information that can be used with family members concerning emergency planning, and to provide a basis for restoration of services. The director and staff are considered responsible for the safety of children in care. Children's Preschool and Enrichment Center (CPEC) will, when possible but with the children's and staff's safety as the priority, coordinate actions and/or requirements with community public safety officials, maintain as possible the landlord's (First Congregational Church, referred to hereafter as "the church") security and facilities, and communicate collaboratively with families/guardians of the children and staff.

## EMERGENCY RESPONSE ORGANIZATION

The CPEC Emergency Response Plan (*ERP*) will be made known to the church for their consideration of how it is to be appropriately integrated into their own Emergency Response Plan. The local public school district (Chittenden Central Supervisory Union) will also be informed of the ERP based on the official relationship established for the purposes of accessing public funds. CPEC will take emergency instructions and directions from the local emergency agency at event scenes at or near the school when there is a direct impact on the children and staff of the school. In the event of an emergency, the director will oversee the situation at the school. In the director's absence, the emergency management responsibilities are delegated to the next-in-charge in a descending order and of which all staff are aware. The *ERP* shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information. A copy of the *ERP* will be maintained by the director or designee to ensure that appropriate updates, changes and reviews are incorporated in all distributed copies of this plan.

A copy of the *ERP* will be available in the following locations:

- School office, along with the operations manual
- CPEC Family Resource Room
- Each classroom

A copy of the *ERP* shall be given to the:

- Church trustees
- Local public school district(s) with which CPEC has an official relationship

The following situations will be covered by this policy:

- Evacuation procedures and process
- Sheltering/sheltering in place
- Medical emergencies
- Natural disasters
- Utility disruption
- Fire/smoke emergencies
- Hazardous materials
- Bomb threat
- Suspicious articles
- Potentially violent situations
- Random acts of violence
- Disgruntled impaired parents/guardians, or parent's/guardian's authorized representatives
- Hostage situations
- Missing child

## EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency situation, the director will declare an emergency situation and institute the appropriate response actions. The school utilizes a code among staff for true emergencies, which is *flying pigs*. In the event that the director is not available, the next person in authority shall assume the responsibilities of the director.

### ***Primary Responsibility***

**Director:** \_\_\_\_\_

1. Work with local emergency agencies to arrange for evacuation locations and transportation away from the school.
2. Familiarize all staff with the ERP and ensure effective implementation.
3. Ensure that the school's practice drill program is implemented and documented.
4. Ensure equipment and supplies are present and checked at least monthly.
5. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
6. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
7. Activate contact with local authorities to inform them of potential or existing crisis or emergency situation.

### ***Secondary Responsibility*** (see attached list for order of next-in-charge)

**The responsibility of the person next-in-charge is to assist the director during an emergency. In the absence of the director, the person next-in-charge shall assume all responsibilities.**

1. Become familiar with the Emergency Response Plan.
2. Help the director to provide complete crisis/emergency response training to staff members on a regular basis.
3. Assist the director in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
4. Work with the director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
5. See that all injuries and issues are attended to immediately and referred to the director to determine if contact with authorities is necessary.
6. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
7. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

### ***Employee Responsibilities***

1. As quickly as practical, notify the director of emergency situations when aware of them.
2. Follow emergency procedures as outlined and directed by the person in charge.
3. Provide safety and protect the well being of the children in their care, as well as for the other members of the staff.
4. Step up as the next person in charge when the situation calls for such an action.

***Landlord Responsibility***

The church is responsible for the general safety and security of the building and grounds. Any health and safety, security, and facilities procedures established by the church shall be followed by the school in conjunction with center policies and licensing regulations, but actions taken and decisions made are with the discernment of the director or next person in charge. For emergencies, the director shall immediately contact the church after calling 911 for medical, fire, or security emergencies.

**CHURCH EMERGENCY CONTACTS**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE NUMBER</b>
	Minister	Work Home Cell Pager
	Church Secretary	Work Home Cell Pager
	Board of Trustees Contact	Work Home Cell Pager

**EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS**

*A copy of emergency phone numbers shall be posted by all phones and a copy attached to this plan.*

All classrooms and common areas shall have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers (red dots) and pull stations (blue squares). In addition to information on the floor plan, the following shall be indicated here:

<b>SYSTEM</b>	<b>Phone number</b>	<b>yes</b>	<b>no</b>	<b>Location on property</b>
Central Alarm Control Box				
Main Telephone Panel				
Central Sprinkler Shut Off				
Gas Shut Off				
Furnace Shut Off				
Emergency Power Source				
Water Shut-Off				

**EMERGENCY NOTIFICATION**

## Notifying Emergency Personnel and Other External Parties

<b>Emergency Event</b>	<b>Initial Notification</b>	<b>Secondary Notification</b>	<b>Actions</b>
<i>Fire Alarm, Smoke, Noxious/Toxic Fumes</i>	* Pull fire alarm * Call 911		-Evacuate the building.
<i>Telephone Bomb Threat to Center; Security Issues</i>	* Call 911		-Gather information from caller using bomb threat card located near phone -Evacuate the building.
<i>Suspicious Item left in the School</i>	* Call 911 * Church		-Follow 911 instructions -Evacuate the building.
<i>Suspicious Package Delivered to the School</i>	* Call 911 * Church		-Follow 911 instructions -Evacuate the building.
<i>Medical Emergencies</i>	* Call 911		-Follow 911 instructions
<i>Security Incidents (intrusion alarm, disgruntled person, break-in, etc.)</i>	* Call 911		-Follow 911 instructions -Abide by licensing regs
<i>Post Natural Disaster (building unsafe)</i>	* Call 911 * Church		-Follow 911 instructions -Evacuate the building

The church shall notify the school director of emergency situations that may impact the facility and/or occupants. The school shall notify any state agencies of emergency situations as outlined in the licensing regulations.

### ***Signs and Postings***

- A floor plan/diagram should be posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.
- Emergency phone numbers shall be prominently displayed by all telephones in the school.
- The school-approved shelter areas are identified by a placard containing a tornado symbol over the door to the shelter (for those centers in tornado prone areas only).
- The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. This information will be available in the director's office.

## **SCHOOL EVACUATION SITES**

Plans shall be in place with regard to immediate area threats and more widespread area threats. Evacuation locations shall be given to families in an annual emergency plan notification notice.

### **1. Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)**

Leave the building on foot and gather in a safe, predetermined location. Consideration should be given to whether or not the area will be safe in all circumstances, such as rain, snow, etc. Prior permission for use of a building or an area for an emergency should be in place with information about its availability and suitability, and contact information for the property owners.

Location and availability:

Contact information:

### **2. More Widespread Threat (i.e.: building evacuation, chemical spill, widespread fire, etc.)**

Leave the building and/or neighborhood. Go to a safe accessible spot for which there is prior permission of the owner, manager, principal, etc. The method of transportation should be addressed in anticipation of a situation. If the staff is transporting children, refer to the attached list for grouping and supervision of the children. While it is not recommended that teachers transport children, if the situation arises where children need to be in cars and transported immediately to another location, using staff transportation must be considered and planned for. A variety of scenarios must be planned for and include:

Circumstance:

Location:

Transportation:

Contact information:

### **3. Mass Ordered Evacuation (i.e.: declared state of emergency)**

Leave the building and evacuate to a mass shelter as determined by the Red Cross or Town of Essex Office of Emergency Management. Emergency personnel will want to know if you need transportation. Refer to attached list to know which staff will go with which children to maintain supervision.

Community police and fire emergency personnel shall have a copy of the school's ERP on file.

#### ***EVACUATION SITES***

- The designated evacuation area for the school is the farthest point from the building within the fenced outside playground. If the director or person next in charges determines that the designated evacuation area does not provide adequate protection for the children, the church office entry overhang will serve as the alternate evacuation assembly area.
- The designated transportation provided by \_\_\_\_\_ will be sent to the school for assisting in the transportation of the children.
- The local emergency response team may assist in the orderly evacuation of the children.
- If an evacuation is ordered by the emergency response organization, the Incident Commander for the responders will identify the route and location of the nearest evacuation shelter.

#### ***EVACUATION PLANNING***

Evacuation drills shall be held monthly in order for children and staff to understand how to respond in the event of an emergency. Two out of twelve drills should be held at naptime. An evacuation drill may be part of the emergency drill practiced once a year, as long as the relevant evacuation procedure information is included as part of the emergency drill.

- **Primary evacuation assembly area within walking distance:**

\_\_\_\_\_

- **Primary evacuation area at a distance for secured evacuation:**

\_\_\_\_\_

- **Primary evacuation away from the school** (short-term host facility until children are picked up).

Name of location: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Transportation arrangements: \_\_\_\_\_

- **Secondary evacuation assembly area within walking distance:**

\_\_\_\_\_

- **Secondary evacuation area at a distance for secured evacuation:**

\_\_\_\_\_

- **Secondary evacuation away from the school** (short-term host facility until children are picked up).

Name of location: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Transportation arrangements: \_\_\_\_\_

In the event of an emergency requiring an evacuation away from school premises, the school shall coordinate necessary provisions for the transportation and continued care of children until a parent/guardian or an authorized individual picks up their child.

## SCHOOL EVACUATION PROCEDURES



The following measures should be taken during an evacuation:

- Check **attendance** and compile an accurate attendance list. Use list during evacuation and take it along during transport to host facility.
- **Account for** all children, staff, and visitors during the evacuation process.
- Transport all necessary **medications, supplies, records, emergency numbers, and a cell phone.**
- Coordinate all actions with community public safety and/or **emergency management officials.**
- Confirm required **transportation** resources and arrival time.
- Determine **host facility** based on situation.
- Pre-determine an **assembly area** nearby requiring short walk or transportation to host facility some distance away.
- Contact host facility with **estimated time** for arrival of children and staff.
- **Notify families** of evacuation and host facility information, if possible.
- Make arrangements for **support of children** at host facility until reunited with families or return to evacuated facility.

### ***Specific Duties and Responsibilities for Evacuation or Drills***

#### Definitions

1. **Emergency Assembly Area** - An area outside the school building that is designated for assembly of the building occupants in the event of an emergency.
2. **Evacuation Chief** (*normally the director*) - The person responsible for the evacuation of school building occupants.
3. **Searcher** (*normally the “person next-in-charge”*) - The person(s) responsible for checking that all occupants have evacuated the school building.

*The director and any other school employees not counted in ratio will assist in all duties and responsibilities as designated by the director.*

**The School Director/Evacuation Chief** is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

#### Pre-evacuation duties:

- To assure evacuation assembly areas and routes are posted in all areas.
- Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.
- Obtain and carry emergency contact forms and sign-in form.

#### Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants personally.
- Report to the designated assembly area.
- Ensure searchers carry out their assignments.
- Ensure accountability of children and adults through the sign-in form roll call.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the emergency response personnel as needed.

**The “Next-in-Charge” Position** has the primary responsibility to ensure that all children and adults assigned to their area are evacuated when necessary and that the count is reported to the director.

#### Pre-evacuation duties:

- To be knowledgeable of the duties of the Evacuation Chief and Searchers.
- To have access to a list of all children and adults in their area for accountability purposes.
- To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
- To check that all evacuation signs are posted and are accurate.

#### Evacuation duties:

- Maintain order during the evacuation.
- Ensure the Searchers perform their duties as assigned.
- Provide accountability for all children and adults in their assigned areas and report results to the Evacuation Chief.
- Stay with the evacuated group until emergency response personnel advise otherwise.

**Other school employees** who are counted in the ratio but without a specific evacuation duty are responsible for ensuring that all children and adults in their assigned areas safely and properly evacuate to their designated assembly areas.

#### Pre-evacuation duties:

- Pre-plan all areas that require searching in the event of an emergency; i.e., restrooms, closets, structures on playground areas, etc.
- Be knowledgeable of the responsibilities of Searchers.

#### Evacuation duties:

- Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of children and adults.
- A staff member from each classroom should conduct a thorough search of assigned areas when children and adults have evacuated, reporting findings to the Evacuation Chief for their area. Where possible, employees not assigned to a classroom should be assigned this responsibility.
- Assist the director and the Next-in-Charge person as necessary.

## **EVACUATION PROCESS**

The decision to evacuate the school building will be made by the director or a designated employee, unless a serious emergency exists, such as a fire. Then safety and common sense must prevail.

When the decision is made to evacuate the school building, the director (*Evacuation Chief*) will make the announcement, in the most expeditious way possible, that all persons are to evacuate to their assigned assembly area and await further instructions and/or activate the building fire alarm. The director will notify appropriate personnel. School staff will evacuate their children as follows:

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Searchers will assist the staff with the evacuation and then perform their assigned duties.

**Note:** *Under no circumstances should staff stop for any of their own or children's personal belongings, including, jackets, shoes, etc. unless otherwise allowable by the particular safety situation. Again, safety and common sense must prevail.*

## **SCHOOL ACCOUNTABILITY PROCESS**

In the event of an evacuation, if it is available, the Director/Evacuation Chief will take a printout of the children and employees logged into the school and a list of the visitors in the building. These lists will be taken to the designated assembly areas and attendance will be taken. The

Evacuation Chief will notify appropriate authorities; i.e., Fire Department, Police Department, and alarm security of the results and report any missing children, staff or visitors.

## PROCEDURES AT AN OFF-SITE EVACUATION LOCATION

There are five (5) essential jobs and attached responsibilities during a school evacuation:

1. Evacuation Chief
2. First Aid
3. Communications
4. Play space operations
5. Child pick-up point

*Before an emergency occurs, a person and alternate should be assigned to each of these jobs.*

**1. Evacuation Chief/Director**

**Name:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

- a. Make sure all children are accounted for.
- b. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
- c. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
- d. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.
- e. Inform Landlord of your circumstances as soon as you are able.

**2. First Aid Coordinator**

**Name:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**Key materials:** Complete First Aid Kit, crank or shake flashlights, cell phone with charger, floor plan diagram, children’s and staff’s emergency contact information and photo i.d., reflective vests, and a radio with batteries, all contained in a bright, easy-to-carry bag labeled “Evacuation Bag”.

- a. Ensure the first aid/evacuation bag is taken during the evacuation.
- b. Find a base of operation at the evacuation site and advise others of its location.
- c. Ask for assistance from other school employees.
- d. Make contact with emergency personnel at the evacuation site as possible.

**3. Communications Assignment**

**Name:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

- a. Check with Evacuation Chief about exact information to give to families when calling (emphasis should be placed on the child’s condition and the pick-up location).
- b. Determine the best telephone option in the circumstance. Gather the emergency contact information that provides the family emergency phone numbers.
- c. Discuss with the Evacuation Chief the exact wording to offer families whose children have been injured in some way by the event.
- d. Utilize the 2-1-1 form and system when appropriate.

*Report back to Evacuation Chief with updates, needs, and problems throughout the event.*

**4. Play Space Assignment**

**Name:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

Determine where to set up different groups of children

- a. If possible, use blankets, tables, and chairs to define areas.
- b. Determine the nearest and safest bathroom and arrange for supervision.
- c. Report back to the Evacuation Chief with updates, needs, and problems.

**Key materials:** Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment C) including some age appropriate and transportable materials.

**5. Pick-Up Point Assignment**

**Name:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

Establish an area away from the primary play area and first aid areas to control access.

- a. Collect all the sign-in sheets to monitor family pick-ups. Adults must sign-out children upon pick up.
- b. Select a staff member to collect children and bring them to the pick-up point.
- c. Report back to the Evacuation Chief with updates, needs, and problems throughout the event.

**Key materials:** Sign-in sheets, marker/pens and paper, and highly visible sign or flag or hat.

### **SHELTERING/SHELTERING IN PLACE**

Sheltering is conducted in response to tornadoes, severe storms, and to hazard materials incidents. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required. However, many air handling systems will shut down automatically. “Sheltering in place” is defined as moving people into the building and isolating the building environment from the outside.

**“Shelter in Place” Areas**

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the school facility, the children and other occupants of the building will “sheltered in place” in the prearranged designated areas as necessary (see page 15).

**Sheltering:** All sheltering areas shall be identified in the school’s ERP.

- Identify shelter areas which provide the most structural resistance from collapse.
- Adequately label shelter areas within the facility.
- Clear shelter areas of items that may fall on sheltered people.
- Keep a back-up first aid kit and cell phone with charger in the sheltering areas.
- Stock a crank or shake flashlight or emergency lighting in the shelter areas.
- Stock blankets in the shelter areas.
- A primary and alternate staff member will be assigned for shutting off systems as directed.

These members will be trained by the school or church maintenance and utility personnel in the proper procedures. Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

**Sheltering in Place:** Keep all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials, as needed.

- Ensure all school staff and children are inside the school building.
- Ensure all doors and windows are closed and secured.
- If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building, if the system has not already shut down.
- Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

### **MEDICAL EMERGENCIES**

**Life-Threatening Medical Emergency** means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life

threatening medical emergencies are: compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions to insect bites/foods, medications; poisonous plant contact or animal bites; ingestion of chemicals/poisoning; and unconsciousness. For information on symptoms, consult the \_\_\_\_\_.

### **Procedure for Life-Threatening Emergencies**

The person finding an injured or ill person shall:

- Remain calm. Call for help or render first aid, whichever the situation calls for first. The injured or sick person should not be moved unless his/her safety and health are at risk.
- Call 911 for emergency medical services and to report the incident, or request someone else to call. Stay on line with the dispatcher and provide information as requested.

The school director or designee shall:

- Call 911 if they have not already been called.
- Assign an individual to meet the emergency medical personnel to guide them to the location.
- Pull the medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff member to accompany the patient to the hospital, if ratios allow this.
- Maintain communications with staff member assigned to stay with the patient for progress reports.
- Make notification to applicable emergency contact of the patient.
- Insure that the appropriate paperwork is completed.
- Contact the following to report the incident:
  - Licensing agency, according to licensing regulations
  - Landlord as deemed appropriate

For general guidelines, see Attachment D - Guidelines for Handling Medical Emergencies.

Instructions for individual children's special health needs or required protection due to under-immunization in medical emergencies shall be readily available for staff and emergency responders.

## **FOR LOCAL WEATHER CONDITIONS CALL: 802-862-2475**

### **SNOW AND ICE STORMS**

The director shall monitor any winter storm watch, warnings, blizzard warnings, or travel advisories. The status of battery powered radios, flashlights, back-up lighting, power, heat, and cell phones will be checked. If appropriate, a pre-emptive closing or early closing will be declared. If possible, release non-ratio staff in accordance with school closing procedures. Alert the church to arrange for snow and ice removal, and possible debris removal from fallen trees and utility lines.

### **TORNADO**

When alerted to the possibility, the director shall monitor a tornado *watch* which means that a tornado is likely over a large area. A tornado *warning* means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor a tornado watch, warnings, or a severe thunderstorm watch/warning.

#### **Tornado Cover – Administrative Procedures**

**Take Cover** announcements are issued by the Director when one or more of the following conditions exist:

- A tornado is sighted
- A tornado warning is issued that affects the school

- High winds at or exceeding 60 miles/hour
- Golf ball size hail or larger
- Rapidly dropping pressure; dark greenish clouds

**Watch Conditions** are issued by the national Weather Service for the area

- Tornado spotters are alerted
- Radios should be monitored at the school office (weather radio is preferred)
- All teachers should be notified of the watch
- Tornado shelters (church cellar or preschool hallway) should be visited by a school administrator to ensure that they are clear

When the announcement to take cover is given, the Director and other management take the emergency information (children and staff emergency contact numbers). If more than one administrator is present, divide the building into sections and move to assist. Director and other management need to check all areas for “hidden” children. When emergency authorities give the all-clear sign, check with the teachers from each room to make sure all children are accounted for.

If there is any question about damage to the school, do not re-enter the building until emergency personnel have surveyed the building. Inform all the teachers of any facility hazards. Determine if any areas or routes must be closed from access and inform staff. If it is unsafe to remain at the school, assess whether the Alternate site is a safe back-up and evacuate the children to this location.

## **CLASSROOM TORNADO PROCEDURES**

Each classroom teacher should be assigned the following responsibilities in anticipation of being instructed to take cover in the event of a tornado warning.

### **Designated Teacher 1**

- Begin evacuating all children to the designated tornado shelter, either in the church basement or the interior hallway with doors closed.
- Avoid windows and glass doorways.
- Close doors to the outside rooms. Roll down the stairway cover if in the hallway.
- Protect the heads of staff and children with blankets or jackets.

### **Designated Teacher 2**

- Take the attendance sheet.
- Take the first aid kit.
- Last check for children in “hidden” areas.
- Evacuate any remaining children and close the shelter door.

*Note: If you are the only staff person in the classroom, you will be responsible for both roles.*

Remain in the shelter area until instructed by emergency or preschool administrative personnel.

## **HURRICANE**

When indicated the school director or next-in-charge staff person will:

- Monitor Hurricane Watch and Warnings.
- Secure outside equipment, if it is safe to do so.
- Check status of battery powered radio and alternate light sources.

- Remain indoors until storm passage is confirmed, unless otherwise advised to prepare to evacuate by school administrative/safety personnel or emergency responders.
- If necessary, evacuate children and staff to a more secure facility depending on road and safety conditions. Provide information on where the school plans to evacuate for families.

## **FLOODING**

When indicated the school director or next-in-charge staff person will:

- Monitor announcements of Flood Watch or Warnings.
- Close or evacuate (see evacuation procedures, page 10) facility if needed. Heed evacuation order from public safety officials.

## **UTILITY DISRUPTION** (water, heat, electricity, water)

If utilities are disrupted in the school, CPEC will make every effort to remain open. The decision to close the school or delay its opening will be based on the following factors:

- The amount of natural light in the school
- The temperature in the school
- The water/septic functioning status
- The risk to the health and well-being of children and staff.

*Note: check state licensing regulations concerning the procedure for utility disruption.*

The staff will begin calling parents/guardians to inform them of the situation after 1 hour of disrupted service and provide families with as much accurate information as is available.

Notify the state licensor of the situation, if applicable.

The school may close or delay opening if the following conditions are present:

- The temperature on the school thermostats register 64° or below, or 85° or higher for one hour, unless otherwise noted by the state licensing regulations, 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.
- The natural light in the school is diminished to the point that children and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones are available.
- The nutritional needs of the children cannot be met.
- Live wires will require the immediate closing of the school and the transfer of the children.
- Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than 1 hour, unless otherwise advised by the licensing agency.

## **Reporting Facility System Emergencies**

In the event that any of the critical systems for the school become inoperative, the Director or Next-in-Charge shall immediately notify the CPEC owner and the church. The church representative will assess the situation and provide the necessary resources to correct the problem. The church will arrange for temporary services, i.e. electrical power, portable toilets, drinkable water, etc., if possible, if the problem cannot be corrected in a timely manner. If support is not available to the school, the

CPEC owner shall make contact with the appropriate repair personnel and arrange for the necessary resources to correct the problem.

The school director or designee shall communicate with the church to estimate the duration of the event. If the duration of the event is likely to pose a sanitary or safety threat, or if the disruption would make the facility environment untenable, the school may need to close early by the decision of the school director or designee.

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., call 911 and order an evacuation of the center.

## **FIRE**

### **Fire Procedures**

The school should have a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The fire plan should specify when and how to evacuate in case of fire and under which conditions staff should attempt to control a fire using extinguishers.

Fire department officials should be contacted by the school annually to remain current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.

The school will conduct fire safety training and fire drills monthly, or as required by the licensing regulations. Refer to Attachment E Procedures for Conducting an Evacuation Drill.

## **FIRE EMERGENCIES**

All school staff are to familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

### **Response to Fires**

- If a fire/smoke is discovered, immediately activate the nearest pull station and/or call 911 and begin evacuation per the evacuation procedure.
- If the fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS.** Personal safety and that of the children come first.
- If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area and report to the evacuation area.
- When possible, the school director or designee shall notify the Landlord and the licensing agency as required in the licensing regulations.

## **HAZARDOUS MATERIALS**

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. If a hazardous materials accident occurs within close proximity of the school, notify the fire department and follow safety directions. Be prepared to evacuate or shelter-in-place.



## **BOMB THREATS, THREATENING CALL OR MESSAGE**

Calls of a threatening nature should be recorded as accurately as possible and reported to police. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation. If possible, record the threatening message carefully with attention to details. If caller ID is operational, record the telephone number. Notify police immediately. Get advice from your local police to help determine how to handle the situation. (See Attachment F - Bomb Threat Report Form)

## **SUSPICIOUS ARTICLE**

Evidence of a suspicious article, package, or letter should be reported to the school director immediately. Communication with the church and police is advised. Do not touch or attempt to move the article unless instructed to do so by police. Follow the advice of police to determine appropriate procedures to take within the school.

## **SAFETY ALERT LANGUAGE**

To communicate the seriousness of a situation, staff members should use the following in the appropriate situation: *Clear the halls; secure the building*. Children and adults should remain inside the classrooms and doors and windows should be made secure when at all possible.

## **POTENTIALLY VIOLENT SITUATIONS**

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody) may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of children and staff to move out of harms way when an individual is on-site who is potentially violent. This can be viewed as 1) clear the hallway/stand by; 2) secure the building by locking doors and covering window, and 3) evacuate when and if instructed to do so.

### **If a potentially violent individual gains access to the school and leaves:**

1. The involved staff member will immediately call 911/Police and advise the school director.
2. Other school staff members will be alerted that there may be a condition for a “selective” evacuation to the most protected and available space in the school or church building. If there is reason to believe the individual has a weapon, order a selective evacuation of all other staff and children from non-affected areas to a more secure location within the school or building.
3. If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.
4. Shade and lock all windows and lock outside and interior entry doors and shade door windows. Remain secured until emergency response personnel provide notice of security.

**Note:** If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

### **If a potentially violent individual gains access to the school and remains:**

- The most readily available staff member will immediately call 911/Police and seek advice on how to handle the situation.

- All other school staff members will be alerted that there is a condition for a selective evacuation. If there is any reason to believe the individual has a weapon, order an immediate selective evacuation, if possible.
- The involved staff member will try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office or other church space. If the individual has entered a classroom, seek to draw the potential aggressor into the least utilized portion of the room.
- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite.
- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point. This selective evacuation should proceed room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- The other staff member should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the individual.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

## **RANDOM ACTS OF VIOLENCE**

If the school is affected by random acts of violence (e.g., drive by shooting), implement the following:

- Remain calm.
- Immediately call 911.
- Staff members will alert other staff personnel of the problem.
- Alerted staff members will shade the windows and close the doors of their areas of responsibility and have the children lie down on the floor.
- Brief police of the problem once they arrive.
- Report the incident to the school owner, church, and licensing agency as required.

## **DISGRUNTLED EMPLOYEES, PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S AUTHORIZED REPRESENTATIVES**

- Remain calm.
- Remain polite.
- The most available staff member will immediately call 911.
- If another staff member who observed the problem and is available will go to the nearest telephone and call police again as a back-up call.
- Staff members will alert other staff personnel of the problem.
- Alerted staff members will close the doors of their areas of responsibility.
- If the disgruntled individual's child is known, move the child to another room, out of sight.
- Turn the child over to parent/guardian or authorized representative according to school policy.
- Report the incident to the director, owner, church, and licensing agency as required.

## **IMPAIRED EMPLOYEES, PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S AUTHORIZED REPRESENTATIVES**

If there is reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, there may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the back-up or emergency numbers listed in the child's file.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following:

- Remain calm.
- Remain polite.
- If the person becomes agitated and/or confrontational, immediately call 911.
- A staff member who observed the problem and is available will go to the nearest telephone and call the police as a back-up call.
- All staff members will be alerted to the problem.
- Alerted staff members will close the doors of their areas of responsibility.
- Turn the child over to the other parent/guardian or alternative authorized representative in accordance with school policy.
- Report the incident to the director, owner, church, and licensing agency as required.

## HOSTAGE SITUATIONS

Although considered improbable, the school may be subject to hostage situations either from disgruntled employees, parents/guardians, parent's/guardian's authorized representative, or other people. In the event of a hostage situation:

- Remain calm.
- Remain polite.
- Follow the hostage taker's instructions.
- Do not resist.
- **ANY** available staff member will immediately call 911.
- Staff members will alert other staff of the problem if time permits - **DO NOT PUT YOURSELF IN DANGER.**
- Alerted staff members will close the doors of their areas of responsibility.
- If staff members believe it is safe, evacuate children from the school, moving in the opposite direction from the incident. Report your location to the police immediately.

## **PERIMETER ISSUES**

### **Administrative Procedures for Playground Clearance (i.e., protest/riot adjacent to facility, toxic spill, sniper, suspicious parked vehicles, loiterers)**

- The director or next-in-charge will call the police to investigate the situation and consult with them to determine the level of potential crisis.
- If the situation is of marginal concern or greater, require that the entire school remain inside. Immediately require any groups outside to come inside.
- Lower blinds to further obscure visibility and consider bringing those classrooms in the direct line of site into the “core” play space or another classroom/area until the situation is resolved.
- Be prepared to fully evacuate the facility should police or other emergency services make this request. Consider whether existing evacuation routes will suffice or if an alternate route must be taken due to the location of the incident. Make staff aware of any changes to their evacuation routes if necessary.
- Coordinate actions with support services (police, fire dept., bomb squad) based on the nature of the incident.

## **MISSING CHILD**

- Immediate notification of the police/911 should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Make all other required notifications per the licensing regulations.
- *Continue searching while waiting for the police to show.*
- The director is to remain at the center as the point person and to gather information/description of the child to share with authorities.
- Follow the directions and procedures of the responding police.

**EMERGENCY NUMBERS**

<b>Individual or Company Name</b>	<b>Contact Name or Town</b>	<b>Telephone Number</b>
<b>Director</b>		
<b>Ambulance</b>		
<b>Fire</b>		
<b>Poison Control</b>		
<b>Police</b>		
Local Office of Emergency Management		
Local Health Department		
Church Trustee Contact		
Church Minister		
State Licensor/Child Development Division		
Department of Social Services		
Health Consultant/Public Nurse		
Appliance Repair		
Cleaning/Maintenance		
Supply Company		
Electric Company		
Electrician		
Glass Company		
Heating Company		
Locksmith		
Plumber		
Snow Removal		
Taxi		
Trash Removal		
Water Department		
Bus Company		
Off-site Shelter Contact		
Off-site Shelter Contact		

**FOR LOCAL WEATHER CONDITIONS CALL: 802-862-2475**

## EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of Children's Preschool and Enrichment Center, one of the following plans shall be implemented. In all situations, the staff person in charge when evacuating shall:

- Take an accurate attendee list.
  - Account for all children and staff as they board/depart vehicles.
  - Bring any necessary medications/supplies and emergency records.
  - Take a cellular phone if available to be used for emergency notifications.
1. If the emergency environment is confined to the immediate area of the school, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to \_\_\_\_\_, by \_\_\_\_\_ where they will remain accompanied by staff members while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.
    - 1a. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by \_\_\_\_\_ to \_\_\_\_\_ where they will be examined and family/guardian/emergency contacts will be notified.
  2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat such as toxic fumes from a spill, floodwaters, train derailment, brush fires, etc. and the children cannot remain in the area, the children will be brought to \_\_\_\_\_ by \_\_\_\_\_ where they will remain accompanied by staff members while family/guardian/emergency contacts are notified and arrangements made for transportation home or continuation of care.
  3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to a Red Cross designated mass shelter by \_\_\_\_\_ where they will remain accompanied by staff members while family/guardian/emergency contacts are notified and pick up arrangements are made.
    - 3a. Child care programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. Those procedures should be shared with all family/guardian of children enrolled.

**Staff will remain with and care for the children at all times during an event.**

Attendance will be checked whenever children are moved.

Staff will bring any necessary medications, supplies, and emergency records.

## EMERGENCY KITS AND SUPPLIES

This list contains the *minimum* items required in the school in case of an emergency. Licensing regulations take precedence and may require other items.

### School Emergency Kit

*Use a backpack or other container that is mobile in the event of an evacuation.  
Keep the kit in a location that is central and easily accessible.*

- ❑ Copies of all contact lists
  - *For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area.*
  - *Phone numbers and e-mails for the owner and landlord.*
- ❑ Flashlights with extra batteries
  - *Long-life emergency or hand-charged flashlights*
- ❑ Battery-operated radio and extra batteries
  - *AM/FM, weatherband/TV band*
- ❑ Manual can-opener
- ❑ First Aid kit
  - *Add gloves and tissues*
- ❑ Notepad and pens/pencils
- ❑ Scissors
- ❑ Hand-sanitizer and cleansing agent/disinfectant
- ❑ Whistle
- ❑ Disposable cups
- ❑ Wet wipes and toilet paper
- ❑ Extra set of keys for entry door, classroom doors, and office

### General Supplies on Hand at the School

- ❑ Charged cell phone
- ❑ One gallon of water for every child and staff member or as required by licensing regulations
- ❑ Disposable cups
- ❑ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit. All items must be peanut- and tree nut-free in case of allergies
- ❑ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff
- ❑ Blankets
- ❑ A change of seasonally appropriate clothing for each child



Location of Emergency Kits: \_\_\_\_\_

Locations of Additional Emergency Supplies: \_\_\_\_\_

Location of Cell Phone: \_\_\_\_\_

## Guidelines on Handling Medical Emergencies

The following information is provided as a quick reference to help make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current certification in First Aid and CPR for infants and children. By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the school and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

### Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent or guardian immediately for any of the following:

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including:
  - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
  - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly
- severe abdominal pain that causes the child to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross *Pediatric First Aid or other appropriate instructions*. Keep a copy of this section with the first aid kit.

### Notifying a Parent/Guardian

The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The school director or a staff member should continue to try to reach a parent/guardian or emergency contact. However, whether or not a parent/guardian has been contacted, the child should still be taken to the hospital whenever a medical emergency exists.



## Procedures for Conducting an Evacuation Drill

1. **Inform the staff and other non-school occupants of the church building in advance.** The school director will inform the staff that there will be a fire drill later in the day/week. The staff member conducting the drill will follow the procedure outlined on the Fire Drill Procedure card. A copy of the card is posted in the office and next to the fire alarm box by the exterior entry door.
2. **Staff members talk to the children about the drill during the initial training period.** Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building. After the training period, teachers will not need to alert children to the possibility of a drill.
3. **Evacuate the building when the alarm sounds.**
  - Teachers count their children and leave the building in groups. The staff member conducting the drill will take the sign-in attendance sheet with them. No one can stop for coats or any other personal items. Everyone should go to the designated meeting place on the playground or at the church office end of the building. Once outside, teachers recount their children.
  - The staff member conducting the drill will check bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
  - The staff member conducting the drill will conduct a roll call at the designated meeting place.
4. **The list of emergency parent/guardian names and phone numbers should be taken outside.** The school director or staff member conducting the drill will retrieve the list of all parent/guardian names and telephone numbers and take them outside.
5. **Time the drill.** The school director will time how long it takes to vacate the building.
6. **Verify accurate recount of all persons.** The school director or designee checks with each group to verify an accurate recount of all persons.
7. **Return to the building.** The school director or designee gives approval to re-enter the building.
8. **Document the completed evacuation drill.** The school director completes written documentation that contains the specifics of the drills: date, time to vacate building, and which evacuation route was practiced (primary to playground or secondary to Church Street side entrance).

<b>BOMB THREAT REPORT</b>	1. DATE	2. TIME	3. TIME CALL ENDED
<b>INSTRUCTIONS (COMPLETE AS MUCH AS POSSIBLE)</b>			
IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON. COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH THE CALLER AS NECESSARY.			
4. ASK THESE QUESTIONS TO PROLONG THE CALL			
a. When is the bomb going to explode?	d. What does the bomb look like?		
b. What kind of bomb is it?	e. Why did you place the bomb?		
c. Where is the bomb right now?	f. Where are you calling from?		
5. TRY TO DETERMINE THE FOLLOWING (CHECK APPROPRIATE DESCRIPTION)			
a. Caller's Identity	Age _____ Male _____ Female _____ Adult _____ Juvenile _____		
b. Language	Good _____ Poor _____ Foul _____ Slang _____		
c. Accent	Local _____ Not Local _____ Foreign _____		
d. Tone of Voice	Loud _____ Soft _____ High Pitched _____ Deep _____ Raspy _____ Pleasant _____ Intoxicated _____		
e. Speech Pattern	Fast _____ Slow _____ Nasal _____ Lisp _____ Distinct _____ Slurred _____ Stutter _____		
f. Manner	Calm _____ Angry _____ Rational _____ Irrational _____ Laughing _____ Coherent _____ Incoherent _____ Deliberate _____ Emotional _____ Other _____		
g. Background Noise	Bedlam _____ Trains _____ Factory Machines _____ Traffic _____ Animals _____ Airplanes _____ Voices _____ Music _____ Quiet _____ Harbor/Ocean _____ Party _____ Office _____		
6. Was the voice familiar?	No _____ Yes _____ If yes, whose?		
7. Exact words of caller:			
8. Did the caller use familiar terms?	No _____ Yes _____ If yes, describe:		
<b>IMMEDIATELY AFTER CALL NOTIFY YOUR SUPERVISOR AND CALL 911/POLICE. TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.</b>			
9. Person receiving call:	10. Receiving telephone number:		

## ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Name	Position	Address	Phone Number	Emergency contact name and phone #
	Director			
	Assistant Director			

### **Order of responsibility:**

Director → Assistant Director → teaching staff by seniority → teacher's aide

### **Roles and responsibilities (and backup) in an emergency:**

Answer these questions:

- Who will provide first aid?
- Who will carry any medications?
- Who will carry the first aid kit?
- Who will hold the emergency information on each child?
- Who will call for help?
- Who will carry the cellular phone?
- Who will carry the emergency kits?
- Which groups of children go with which staff?
- Who makes sure everyone is out of the building?

Maintain an attendance list at all times. Know these three things:

- Who is in the building?
- When did they arrive?
- When did they leave?

Have emergency information with the attendance list. Be sure of health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.

## REFERENCES

WWW.READY.GOV, Federal Emergency Management Association's official Web site for emergency preparedness. *This Web site specifically directs parents to consult with their child's school/child care facility about their emergency plans.*

Emergency Management Guide for Business and Industry, ARC 5025, November 1993.

Coping With Children's Reactions to Hurricanes and Other Disasters, FEMA 184, October 1989.

Helping Children Cope with Disaster, FEMA L-196, February 1993.

Outline for this emergency response plan was provided by the Essex, Vermont Police Department during a workshop training provided by Child Care Resource, Williston, Vermont.