

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 1 of 9

## **SUU HEAD START DISASTER POLICY**

Rational: Our primary responsibility is to promote the general welfare and provide the safest environment for the children within our care. Due to the changing climate of today's world, evolving situations and contingencies require us to be proactive in disasters.

Site specific written plan for:

1. Evacuation
2. Fire
3. Severe weather
4. Earthquake
5. Utility failure
6. Bomb threat
7. Violence in the community/center

Plans will include specifics such as:

1. Escape routes and safe locations
2. Lock down procedures
3. Assignments for all staff
4. Location of Nearest fire alarm
5. Two exit routes from every location in the building
6. Unannounced monthly drills at varying times of the day
  - a. Maintain records of drills for onsite inspection and review of building inspector
7. Posted telephone numbers of emergency response systems
8. Emergency contact information for each child in easily accessible location
  - a. Parent or guardian's written consent for emergency care of child
  - b. Methods of notifying parent's or other emergency contact persons

Although it is impossible to anticipate each potential emergency situation, precautions and practice will assist in preparing for these contingencies.

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 2 of 9

## **EVACUATION PROCEDURE**

Evacuation is the procedure of relocating children and staff from an unsafe area to an area of safety as quickly and efficiently as possible. Evacuation from the building should be through the nearest unobstructed exit-way leading to the exterior of the building. If the first route is blocked, use the alternate route. No one is exempt from leaving the building.

1. The teacher will pick up the roll book and cell phone as he/she leads the children out of the building.
2. The advocate will check the restroom and classroom for any children or staff left behind.
3. Staff will begin to evacuate the building calmly and efficiently.
4. Staff and children will move to a pre-designated safe location.
5. If primary designated location is unsafe, then alternate location will be utilized.
6. Teacher will ensure all children are present with the use of the sign-in roll.
7. Staff and children will remain in their current location until instructed otherwise by the director, acting director or emergency personnel.  
Staff and children:
  - a. Will not reenter the building until an "all-clear" has been given
  - b. Will contact parents or emergency contact persons and wait until all children have been released
8. The director/acting director or facility designee will call 911.

## **FIRE**

In the event of a fire, evacuation procedures will be followed with the exception of pulling the fire alarm on the way out of the building and calling 911 for the fire department.

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 3 of 9

## **LOCK DOWN**

In the event that it is unsafe to evacuate the building, the following will take precedence.

1. The teacher will pick up the roll book and cell phone as he/she leads the children to a pre-designated spot within the classroom.
2. The advocate will check the restroom, classroom and hall (if possible) for any children or staff left behind.
3. The advocate will secure all doors and windows.
4. The teacher or advocate will begin to construct a blast wall (fort) for better protection.
5. The teacher will ensure that all children are present with the use of the sign-in roll.
6. Staff and children will remain in their current location until instructed otherwise by the director/acting director or until it is no longer safe to stay.
7. Do not allow anyone into or out of the classroom after you have "locked down".
8. When the danger has passed, await instructions from the director/acting director to either continue class or to call parents/emergency contact persons for child pick-up.

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 4 of 9

## **SEVERE WEATHER PROCEDURE**

Severe weather can come in a variety of forms, usually blizzards and possible flooding. The National Weather Service issues severe weather storms broadcasts. When there is a threat, monitor radio/television for bulletins.

1. When severe weather is a threat, notify the director/acting director to determine the action to be taken.
2. Consider appropriate responses:
  - a. Early dismissal
  - b. Cancellation
  - c. Provide emergency shelter
    - 1) If evacuation is indicated, follow evacuation procedures
    - 2) In the event that evacuation is not a possibility, follow lock down procedures.
3. Notify parents/emergency contact persons and bus drivers of action plan

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 5 of 9

## **EARTHQUAKE PROCEDURE**

**NOTE:** There will be no prior warning before the earthquake is felt.

### **EVERYONE:**

#### **If you are inside, stay where you are:**

1. Teacher, advocate and children will take cover under the tables, heavy furniture or interior doorways.
2. Staff will take cover under desks, tables or interior doorways.
3. Stay clear of windows, outside walls, lofts or stairways.

#### **If you are outside:**

1. Stay in an open area away from buildings, utility poles, overhead wires, etc.

### **AFTER THE SHAKING STOPS:**

1. Assess the damage (do not light any open flame)
2. Teachers are to utilize sign-in roll to ensure all children are accounted for
3. Follow evacuation procedures if necessary
4. Director/acting director or facility designee will establish contact with emergency personnel.

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 6 of 9

## **UTILITY FAILURE PROCEDURE**

Degree of response to utility failure will depend on current weather or if a broken or downed power line caused failure.

### **COLD WEATHER:**

1. In the event of utility failure in cold weather, children and staff will don appropriate outerwear until heat and lights can be restored. Staff will attempt to contact power company to get an estimate of the duration of the power failure. If power is not restored in a reasonable amount of time, Central Office will be notified and school will be dismissed.

### **DOWNED POWER LINE:**

1. **DO NOT** leave the building unless instructed to do so by the director or emergency personnel.
2. Await instruction from director/acting director, facilities manager, or emergency personnel.

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 7 of 9

## **BOMB THREAT PROCEDURE**

### **1. PROTECTIVE MEASURES:**

- a. The teacher or advocate will give instructions to the children, "Let's build a fort!" then gather to the pre-designated area in the classroom.
- b. Children and staff on the playground will go back into the classroom and gather at the pre designated area.
- c. The advocate will check the bathroom, classroom and if possible - hall or playground for any remaining children or staff.
- d. The teacher will account for all children using the sign-in roll.
- e. The advocate will lock all doors when check is complete.
- f. The advocate will begin to construct a blast wall (fort) for better protection.
- g. The teacher or advocate will sweep the classroom, bathroom and classroom office with their eyes **ONLY**. Do not touch or open anything for a better look.
  - 1) If you find an unfamiliar object, **DO NOT TOUCH**. Call the front office to notify them that you have a "package" in your room-specify the location, size, color and anything unusual about it.
  - 2) If you have an unfamiliar object, stay clear of the area, if possible - go into a bathroom or classroom office. If you cannot leave, build a blast wall in the furthest safe location from the object.
  - 3) Evacuate only if advised to do so by the director/acting director or facilities manager.
- h. Remain in current location until building has been found "all clear" or order to evacuate. If evacuation is done class-by-class, wait for the intercom or telephone code words "(your center), begin your walking field trip".

### **2. ALERT AND NOTIFICATION:**

- a. Notify the front desk if you find an unfamiliar object. **DO NOT TOUCH**
- b. Or you will hear the secretary give the code word over the intercom phone or by your classroom phone or cell phone
- c. The director or facility designate will call 911

### **3. SEARCH OF THE BUILDING:**

- a. Do not leave your classroom, conduct an **EYES ONLY** search of your classroom
- b. Emergency personnel, or one of the central staff will conduct a search of the building
- c. Do not allow anyone into your classroom after it is locked down
- d. Wait for an "all clear" or an order to evacuate

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 8 of 9

## **VIOLENCE IN THE COMMUNITY/ CENTER**

The violence in the community/center is primarily aimed at situations where there is an incident involving an attack from armed intruders in the school or near area that threatens the safety of students and staff.

### 1. \_\_\_\_\_ **LOCK-DOWN PROCEDURES**

“\_\_\_\_\_” is the highest degree of alert, indicating imminent threat to the lives and safety of students by an act of violence. The course of action is to immediately lock down the school in order to provide maximum protection to students and staff behind locked doors taking protective measures.

When a “\_\_\_\_\_” lock down is announced, the following steps should be taken:

#### a. DURING CLASS TIME:

- 1) The teacher will immediately gather the children to the pre-designated area within the classroom
- 2) The advocate will do a very brief sweep to ensure that students and staff are in the room
- 3) The advocate will then lock the doors and windows to the classroom, then turn out the lights
- 4) The teacher will ensure that all children are present by utilizing the sign-in roll
- 5) The teacher or advocate will build a blast barrier (fort) for extra protection and to keep the children out of sight
- 6) Do not allow anyone in or out until the director or facility designate give the “all clear” or order to evacuate
- 7) Follow established evacuation procedures if indicated

#### b. DURING OUTSIDE TIME:

- 1) The advocate will check the classroom for any unauthorized people, then lock the windows and doors and turn out the lights
- 2) After hearing “classroom all clear” by the advocate, the teacher will gather the children to the pre-designated spot within the classroom
- 3) The advocate will begin to build a blast wall (fort) for extra protection and to keep the children out of sight

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S. # 1304.22 (a) (2-4)	Rev. 7/2004
Policy Name: <b>DISASTER POLICY</b>	Policy # ESP 3	Page 9 of 9

- 4) The teacher will ensure all children are present by utilizing the sign-in roll.
- 5) Do not allow anyone in or out of the classroom until the director or facility designate gives the "all clear" or order to evacuate
- 6) Follow established evacuation procedure if indicated

c. **FORCED ENTRY BY POLICE/SWAT**

In the event of forced entry by the Police/SWAT the following procedures should be followed:

- 1) The doors may be forced open by an explosion, keep away from the door
- 2) Lay down flat on the floor face down and cover your head with your hands. Forewarn children of noise and to not be afraid
- 3) Don't stand up until instructed to do so by Police/SWAT officers
- 4) Follow Police/SWAT instructions as they are given