Emergency Events: Are You Prepared?

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Learning outcomes
At the end of the session, participants will be able to:

- specify disaster situations that may occur in early childhood programs;
- describe appropriate responses to specific disaster situations; and,
- discuss ways to involve parents.

Examples of Head Start requirements

- Have a written plan for reporting and evacuating in case of fire, flood, tornado, earthquake, hurricane, blizzard, power failure, bomb threat, or other disaster.
- Practice evacuation drills for natural disasters.
- Post emergency evacuation routes and other safety procedures.
- Foster safety awareness among children and parents.
- Have well-supplied first aid kits readily available; kits must be out of children's reach.
Three types of disasters:

**Natural**
wind & weather, fire, flood, ice, earthquake

**Technological**
blackout, hazardous material, transportation breakdown, water loss

**Intentional**
explosives, bioterrorism, nuclear or radiological

Three emergency responses

**Evacuate**
fire, explosion, gas leak, or other potential for fire; chemical spill; flooding

**Shelter In**
tornado or severe weather

**Lock Down**
potential violence: gunfire, hostage, intruder, adult under influence, non-custodial adult, etc.
Evacuation

Evacuation responses and time will vary according to the situation. Some situations require immediate evacuation.

- fire – gas leak – chemical spill – potential flooding – bomb threat

Immediate evacuation plan

- Have a warning system.
- Plan how to evacuate children from the building. Know two exit routes.
- Identify a safe meeting place.
- Know who is responsible for which children. Do frequent head counts.
- Pre-pack items you will need.
- Have your "ready to go" file.

Practice monthly.
Document all practice drills.
Evacuation

Have a plan to get all children out quickly and safely.
- babies
- toddlers
- preschoolers
- children with special needs

Warning System

Smoke detectors in every classroom, and throughout facility.

Carbon Monoxide (CO) detectors appropriately placed.

Any person who notices a potential threat should immediately activate the alarm!

Know the fire warning -- sound and sight.
Maintenance

- Test alarms monthly.
- If regular batteries are used, replace batteries at least once a year.
- If an alarm “chirps,” replace the battery.
- Document maintenance.

Fire exits

Know location of the closest exit.
Know two ways out.

Exits should be clearly marked.

Keep pathways clear.
Emergency lighting in place.

Exit doors unlocked at all times.
EVACUATION

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

If the fire alarm sounds:

- Calmly gather children; count heads.
- 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:

  __________________________________________

- 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

What is your warning system?

Identify your safe place
- Can everyone get there quickly?
- Is there sufficient room?
- Is it structurally sound?
- Is it self-contained to prevent contamination?
- Is it free of shelves or items that could fall?

Practice sheltering-in
- Follow procedures when warning sounds.
- Post procedures in each room.
- Practice drills regularly.
- Do frequent head counts.
- Pre-pack necessary items.
- Have "ready to go" files.

Every situation is unique.

A situation may begin with Shelter In response. You may then be advised to Evacuate. It may be necessary to evacuate to a safe off-site shelter.
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.

**Tornado Warning:** Tornado has been sighted or indicated by weather radar.
- Calmly gather children; count heads.
- 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.

www.childhealthonline.org
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.

**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.
- Evacuate using safest route out of building. Avoid area of object.

www.childhealthonline.org
Evacuation to an off-site safe shelter

Follow practiced evacuation procedures.

Who is responsible for each child throughout the situation?

Where is the safe shelter?

How will you get children from the building to transportation?

How will you safely transport them?

Lock-down

gunfire – intruder – potential violence

- Verbal code and hand signal
- close and lock doors
- move children to the safest area; count heads
- turn off lights

Post procedures in each room.

Practice lock-down drills regularly.
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.
- 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.

www.childhealthonline.org
Emergency Supplies

- flashlight
- first aid book
- identification wrist bands, markers
- first aid supplies
- paper towels
- plastic garbage bags
- self-sealing plastic bags
- one bottle of water

- diapers, prepared formula, and bottles
- emergency medications
- sealed package of crackers or other glucose source

- daily sign-in sheet
- emergency contact and authorization information

First aid resource

Redleaf Quick Guide to Medical Emergencies in Early Childhood Settings

www.childhealthonline.org
Develop policy and procedures
Train staff ---- Practice

Establish a schedule for practice drills.

Develop partnership with emergency personnel

Involve parents
Resources

Handouts posted at:

www.childhealthonline.org

JCCEO Emergency Manual also posted at:

JCCEOcenterofexcellence.org

Disaster Preparedness links:

www.childhealthonline.org
**Evacuation**

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

*If the fire alarm sounds:*
- Calmly gather children; count heads.
- Follow the route identified by your school.

**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:

**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.

**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.

**Shelter-in**

Tornado or Severe Weather

*Tornado Watch:* Tornado is possible.
- Watch the sky. Listen to radio or television for more information.

**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.

**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.
- Crawl along until the ground stops shaking.

**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).
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- *IF TOLD TO EVACUATE* -- Emergency Personnel may direct you to the safest evacuation route.
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- **DO NOT** turn off lights or touch switches.
- **DO NOT** make loud noises.
- **DO NOT** activate alarms.

- Calmly gather children; count heads.
- Evacuate using safest route out of building. Avoid area of object.
Emergency Preparedness Plan

Jefferson County Committee for Economic Opportunity

JCCEO Center of Excellence in Early Childhood

Download sample copy at www.jcceocenterofexcellence.org or www.childhealthonline.org
FOR EMERGENCY HELP – CALL 911*
POISON CONTROL - CALL 933-4050
OR 1-800-222-1222

*(If your phone system requires - remember to dial "9" to reach an outside line)

Arrington Start Center
300 Eighth Ave, W
Birmingham, AL 35204
(205) 327-7500

Visual Directions: (e.g., “across street from Piggly Wiggly”)

Contact Numbers
1. Center manager: Othessa Morris (205) 201-7541 or (205) 563-7279
   omorris@jceo.org
2. Office manager: Lottie Thomas (205) 327-7592

Designated Off-Campus Safe Site:
Legion Field, 400 Graymont Ave W, Birmingham, AL 35204, (205) 254-2391
   Children can walk to site

Power and Utility Control:
The following staff members are trained in utility control (e.g., how to turn off gas, electricity, water):

1. Andre Smith (205) 563-7311
2. Eddie Jones (205) 243-7198
3. David Jones (205) 566-1024

Shut-off Locations:
- Gas shut-off is located: on the back of the building
- Electrical panel is located: in utility closet on ground floor
- Water shut-off is located: In food pantry on the ground floor to the right
DISASTER PREPARATION

The threat of disaster has always been with us. Tornado, hurricane, fire, blizzard, or flood can lead to emergency situations.

If your child is enrolled in childcare or in school, ask if they are prepared for disasters. Here are some questions to ask:

✓ Do they have a written policy and procedures for emergencies?
✓ Are there two ways out from every room? How will they evacuate infants and toddlers?
✓ Do they have a tornado or other “safe area?”
✓ Do they have an off-site “safe shelter” in case of evacuation?
✓ How will they transport children?
✓ Do they have a “lock down” procedure if an intruder is suspected?
✓ Do staff and children regularly practice drills?
✓ Do they keep “ready-to-go” files with contact information for each child?
✓ Do they keep extra food and water?

Make sure your child’s caregiver or teacher has your current contact information. Include home, work, and cell numbers.
Disaster Preparation

The threat of disaster is not new. Natural disasters, such as tornados, hurricane, fire, blizzard, or flood, can lead to emergency situations.

Make sure your child’s school is prepared.

✓ Do they have written policy and procedures?
✓ Do staff and children regularly practice drills?
✓ Where is their tornado safe area?
✓ How will they transport children if evacuation is required?

Make sure your child’s teacher has your current contact information.
For more information, please contact:

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205-663-7402