



Center Evacuation

Approach

All center emergency management procedures function to implement courses of action outlined in the Emergency and Disaster Plan.

This procedure provides instructions on evacuating a center when there is an emergency in a building from a fire, structural hazard, hazardous materials incident, bomb threat, or active shooter incident when lockdown is not a safe option. It also addresses evacuation due to wildfire. This procedure applies to all staff, occupants, and visitors in any SOHS Center facility.

Please refer to the Agency Safety Policy.

HEAD START EMERGENCY PREPAREDNESS MANUAL, JUNE 2015

OREGON OSHA:

*Oregon Occupational Safety and Health
OAR 437, Division 2, Subdivision E, Means of Egress*

Oregon Fire code Chapter 4, Emergency Planning and Preparedness

Procedure

- A. When you hear an alarm or a verbal order, quickly gather children and leave. Get all occupants out of the building immediately, including the playground area. If there is an emergency that directly threatens life safety, disregard any steps in this procedure that might detain you, and leave.
- B. The center First Aid Responder takes the TO GO file, the classroom ipad used for children's sign in-out purposes, and the red backpack with first aid supplies and children's medications. You must have the ability to communicate your status, so make sure a cell phone or radio is taken along.
- C. If you are in a larger center, you may not know where a fire or safety threat is, so be alert as you move to exit through the nearest door. You may have to use a different exit if the nearest door is not safe due to the emergency.
- D. If there is a fire, staff will not attempt to put a fire out prior to triggering an alarm. Any staff member that has fire extinguisher training may attempt to extinguish a small fire after the alarm has been triggered and the building is being evacuated.
- E. Do not close any doors. They may be locked and this will prohibit the Team Leader or responder from ensuring the room is empty. After sweeping the area, if it is safe to do so, the Team Leader will close doors.
- F. Go to your designated assembly area. Your Team Leader determines if the evacuation

route and the assembly safe area is free of hazards, such as overhead power lines, gas lines, and motor- vehicle traffic.

- G. Call 911 if necessary and notify SOHS management.
- H. Everyone in the assembly area will stay there until all center occupants are accounted for. Do not leave the area to get into personal vehicles. Stay out of the parking lot and entrance ways as response vehicles will be using them. The Team Leader for each building will take attendance, and will immediately inform first responders about any areas that they were unable to sweep due to hazardous conditions, and of the possibility of any people still in the buildings.
- I. If due to the nature of the emergency, the Team Leader determines the assembly area is not safe, that person will direct movement to a different location nearby.
- J. For any significant emergency (such as building fire, wildfire, structural hazard or failure), the Team Leader may make the decision to evacuate to your off-site evacuation area as soon as it is safe to do so, and does not interfere with response activity. Parent/child reunification will take place at the off-site evacuation area.

Transportation options include:

- 1. Taking staff cars to assembly area, load students, and leave.
- 2. Calling for help. Staff with cars from another site and main office agency and private vehicles may be able to help with transportation.