



## Emergency and Disaster Plan – Safety & Sanitation

This Emergency and Disaster Plan provides fundamental emergency preparedness and response procedures to meet the needs of children and staff in the event of the following: earthquake, fire, flood, active shooter, possible threat outside building, chemical spill, evacuation, and relocation. Emergency responder roles are assigned to staff with explicit instructions for each emergency situation.

**HEAD START PROGRAM PERFORMANCE STANDARD:**  
*1302.47(b)(8) Disaster Preparedness Plan*

**Oregon Department of Education Certified Child Care Centers Rule:**  
*414-305-0210 Emergency Preparedness and Response*

### Procedure

#### Staff Training

The Site Managers use the training agenda provided by the Safety Resource Manager to review the procedures with staff in the beginning of each program year, and throughout the year as new staff are hired. The agenda and sign-in sheet are filed in the Center Team Meeting binder after completion of the training with center staff.

#### Forms

The completed **Classroom Emergency Preparedness Plan** is provided to each parent. This document is reviewed with parents during orientation. The following forms are completed and reviewed with center staff, and kept in the Facility Binder. A copy of the **Classroom Emergency Preparedness Plan** is also kept in the TO GO file (red plastic clipboard with storage).

- A. Location of Emergency Items
- B. Designated Emergency Assembly Area
- C. Emergency Responders Staff Assignments

These forms are accessible in Share Point-Safety and Sanitation. All completed forms are kept in section two of the Facilities binder.

#### Emergency Responder Roles

There are four emergency responder roles:

- Team Leader
- First Aid Responder
- Communication Coordinator

➤ Relocation and Child Release Coordinator

The Site Manager assigns Emergency Responder Roles to classroom staff each fall, and ensures roles are filled when staff leave the agency. The Emergency Responders Staff Assignments form is completed by the Site Manager, and updated when needed throughout the year. The responsibilities of each responder role are shown below.

Team Leader	First Aid Responder	Communication Coordinator	Relocation and Child Release Coordinator
Assists during the Action Phase of each drill.	Involved in the <b>Action Phase</b> of drill.	Involved in the <b>Action Phase</b> of each drill.	Involved in the <b>Action Phase</b> of each drill.
Initiates all drills	During evacuations, takes the red backpack with the TO GO file and the classroom Sign-in/out sheet when exiting the building.	Calls the Main Office (MO) Reception (and any other agency/school as per previous agreements) during a lockdown or lockout situation, fire, flood event, hazardous materials exposure evacuation, bomb threat, or the need to Shelter in Place.	Records the outcome of each drill on the drill log.
Checks bathrooms, classroom, and shuts the door after being certain everyone has exits.	During earthquake drills, conducts a mock first aid assessment of children.	Communicates with the Site Manager via text after an earthquake.	Leads the relocation effort when the Team Leader or emergency personnel determines relocation is required.
Announces the end of all drills.	Assists in setting up the relocation site.	Communicates with parents/guardians regarding emergencies that affect all children via current mass communication method.	Obtains emergency supplies and directs others to assist in transporting items and setting up at the relocation site.
Ensures other team members are performing their assigned roles.	Assists in any other way that may be needed as determined by the Team Leader.	Ensures the center cell phone is fully charged at all times.	Releases children to parents/guardians or other authorized individuals.
Leads a discussion with the center team after a drill about what worked well, and what needs improvement.	Checks the red backpack and first aid kits monthly to ensure all supplies are fully stocked.		Completes Written Log for individuals leaving after Emergency Evacuation.
Determines whether to evacuate to the relocation site or remain in the assembly area.			Ensures emergency food, water and other supplies are fully stocked by checking twice a year.
Makes an assessment of the facility after an earthquake to			

identify any safety concerns that may require evacuation and relocation.			
Shuts off utilities.			

## Emergency Drills

Fire drills are conducted monthly. Every other month in addition to a fire drill, alternate drills are practiced. An example of a drill schedule is shown below:

<b>October:</b> Fire drill	<b>February:</b> Fire drill	<b>June:</b> Fire drill
<b>November:</b> Fire & lockdown drills	<b>March:</b> Fire & lockdown drills	<b>July:</b> Fire & lockdown drills
<b>December:</b> Fire drill	<b>April:</b> Fire drill	
<b>January:</b> Fire & earthquake drills	<b>May:</b> Fire & earthquake drills	

## Red Backpack

There is a red backpack for each class session (one for the AM session and one for the PM session). The red backpack is carried outside during all evacuations, and contains the following items:

- A. Assorted-Size Adhesive Bandages (in zip-lock bag)
- B. CPR Mouth Shield – readily accessible
- C. Disposable Ice Pack (1)
- D. Spill Kit (1)
- E. TO GO file

## To Go File Content

- 1. Child Emergency Cards
- 2. Child Food Allergy List
- 3. Child Special Medical Plans
- 4. Staff Special Medical Plan
- 5. Blank Sign in-out Sheet
- 6. Staff Emergency Cards
- 7. Classroom Emergency Preparedness Plan
- 8. Written Log for Persons Leaving After an Emergency Evacuation form
- 9. Emergency & Disaster Quick Reference Guide