

Emergency and Disaster Plan

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. A 41-page supplemental document is included in this plan that details responses to all of the emergencies listed above along with all required forms that are completed each program year and is posted in each classroom.

Head Start Program Performance Standard:

1302.47(b)(8) Disaster Preparedness Plan

Oregon Department of Early Learning and Care Rule:

414-305-0210 Emergency Preparedness and Response

Procedure

I. Staff Training

- a. 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.

II. Forms

- a. 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 Emergency and Disaster Plan Quick Reference Guide is also kept in the TO GO file (red plastic clipboard with storage).
 - i. Location of Emergency Items
 - ii. Designated Emergency Assembly Area

iii. Emergency Responders Staff Assignments

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

III. Emergency Responder Roles

a. There are four emergency responder roles:

- i. Team Leader
- ii. First Aid Responder
- iii. Communication Coordinator
- iv. 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.

b. Team leader

- i. Assists during the Action Phase of each drill
- ii. Initiates all drills
- iii. Checks bathrooms, classroom, and shuts the door after being certain everyone has exits.
- iv. Announces the end of all drills.
- v. Ensures other team members are performing their assigned roles.
- vi. Leads a discussion with the center team after a drill about what worked well, and what needs improvement.
- vii. Determines whether to evacuate to the relocation site or remain in the assembly area.
- viii. Makes an assessment of the facility after an earthquake to identify any safety concerns that may require evacuation and relocation.
- ix. Shuts off utilities.

c. First Aid Responder

- i. Involved in the Action Phase of drill.
 - ii. During evacuations, take the red backpack with the TO GO file and the classroom Sign- in/out ipad when exiting the building.
 - iii. During earthquake drills, conducts a mock first aid assessment of children.
 - iv. Assists in setting up the relocation site.
 - v. Assists in any other way that may be needed as determined by the Team Leader.
 - vi. Checks the red backpack and first aid kits monthly to ensure all supplies are fully stocked.
- d. Communication Coordinator
 - i. Involved in the Action Phase of each drill.
 - ii. Using the center cell phone, the Emergency Notification People (ENP) text group are notified of the September Lockdown Drill as part of a practice in notifying the ENP of emergency situations.
 - iii. Ensures the center cell phone and walkie-talkie is fully charged at all times.
- e. Relocation and Child Release Coordinator
 - i. Involved in the Action Phase of each drill.
 - ii. Records the outcome of each drill on the drill log.
 - iii. Leads the relocation effort when the Team Leader or emergency personnel determines relocation is required.
 - iv. Obtains emergency supplies and directs others to assist in transporting items and setting up at the relocation site.
 - v. Releases children to parents/guardians or other authorized individuals.
 - vi. Completes Written Log for individuals leaving after Emergency Evacuation if necessary.
 - vii. Ensures emergency food, water and other supplies are fully stocked by checking twice a year.

IV. Emergency Drills

- a. Fire drills are conducted each month. In order for children and staff to experience all 3 drill types by the end of October, two drills will be conducted in September and October. After October, lockdown and earthquake drills skip a month and are conducted every other month as shown in the chart below.
 - b. During the first lockdown drill in September, the Communication Coordinator will practice texting the Emergency Notification People (ENP) by stating for example, "Lockdown drill at CP". When the lockdown drill ends, the ENP is texted again stating for example, "Lockdown drill ended at CP".
 - i. Sept: Fire & Lockdown
 - ii. Oct: Fire and earthquake
 - iii. Nov: Fire drill only
 - iv. Dec: Fire & lockdown
 - v. Jan: Fire drill only
 - vi. Feb: Fire & earthquake
 - vii. March: Fire drill only
 - viii. April: Fire & lockdown
 - ix. May: Fire drill only
 - x. June: Fire & earthquake drills
- V. Red Backpack
- a. 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:
 - i. Assorted-Size Adhesive Bandages (in zip-lock bag)
 - ii. CPR Mouth Shield – readily accessible
 - iii. Disposable Ice Pack (1)
 - iv. Spill Kit (1)
 - v. Small bottle of water
 - vi. Travel Size liquid hand soap

- vii. Sealed antiseptic towelettes
- viii. Whistle
- ix. Walkie-Talkie
- x. TO GO file

VI. VI. To Go File Content

- a. Child Emergency Cards
- b. Child Food Allergy List
- c. Child Special Medical Plans
- d. Staff Special Medical Plan
- e. Blank Sign in-out Sheet
- f. Staff Emergency Cards
- g. Classroom Emergency Preparedness Plan
- h. Written Log for Persons Leaving After an Emergency Evacuation form
- i. Emergency & Disaster Quick Reference Guide