

Emergency & Disaster Plan – Center Team Meeting Agenda

August 2026

Site Managers:

This agenda is used to introduce the SOCFC Emergency & Disaster Plan to Center staff before classes start in the fall, **and to orient new staff on-boarded during the program year**. Place this agenda and the Center Team meeting Sign-in Sheet in the Center Team Meeting binder.

I. Location of Emergency-Disaster Supplies/Components

- ☐ Food
- ☐ Water
- ☐ Supplies (review supply list)
- ☐ Gas Shut-off
- ☐ Water Shut-off
- ☐ Electricity Shut-off
- ☐ Fire Extinguisher
- ☐ Circuit Breaker

II. Designated Emergency Locations

Review the locations of: Secure Room, Outside Assembly Area, and Offsite Relocation area. Be familiar with designated outside assembly areas and offsite relocation areas, if your site is located on school property. The **outside assembly area must be at least 50 yards away from the center**.

III. Discussion of Employee's Family Concerns in the Aftermath of a Disaster

A widespread disaster such as an earthquake will affect everyone. It could take several hours or even days for parents to pick up children at the center. Who will stay with children; who will leave to meet their own family needs? It is recommended that each classroom employee develop a plan that involves alternate care for their own children and family members in the event of a major disaster in order to meet the needs of children in the center. Ask staff if they have ideas on how to address their own family's needs while caring for children in the center.

IV. Emergency Response Roles

Review and Assign Emergency Response Roles

- ☐ **Communication Coordinator:** 1 staff center with backups assigned.
- ☐ **Team Leader:** This will be the Site Manager, or Substitute Director in their absence.
- ☐ **First Aid Responder:** 1 staff per classroom
- ☐ **Relocation and Child Release Coordinator:** 1 staff per classroom

V. Emergency Notification People (ENP)

The center cell phone has the ENP text group listed at the top of the text messaging page so it is quick to locate. Show this to the team. Explain that whenever the center needs to evacuate for any reason, or the center is in lockdown or lockout (shelter in place) mode, the Communication Coordinator (CC) will text the ENP group to inform of the center situation. It can be very brief and simple such as, "This is a test--CP on lockdown".

Everyone needs to know how to communicate with the ENP using the center cell phone in case the CC is absent. Someone in the ENP group will send a notification out to parents via the School Messenger app. If there is a lockdown occurring, the parents are informed not to go to the center and that they will be informed when the lockdown ends. Whenever an emergency situation has ended, the CC must text the ENP group to inform them.

VI. Conducting Drills

- **Fire Drills – Conducted Once Monthly**

Make copies of the Fire Drill flow chart for each employee and review as a team.

- **Earthquake Drill**

There is a 37% chance of a 9.0 magnitude earthquake during the next 50 years that is expected to be the worst disaster in U.S. history. Go to <https://www.oregon.gov/oem/Pages/default.aspx> for more information and share this with staff. Emergency Responders will be greatly delayed if responsive at all. Conducting drills will help to keep individuals from getting injured. Drills are important in order to overcome "freezing", so you can respond in the manner in which you have practiced. **Make copies of the Earthquake Drill flow chart for each employee and review as a team.**

- **Lockdown Drill**

During this drill we are following the basic lockdown routine. The CC will text the ENP group during the **September lockdown drill** after it begins, and when it ends in order to practice this communication method. This is the only time the ENP group need to be texted during a drill.

In the event of an active shooter on facility property, the Team Leader would decide if its best to evacuate or lockdown. **Make copies of the Lockdown Drill flow chart for each employee and review as a Team.**

Drill Schedule

Sept: Fire Drill & Lockdown

Oct: Fire Drill & Earthquake

Nov: Fire Drill

Dec: Fire Drill & Lockdown

Jan: Fire Drill

Feb: Fire Drill & Earthquake

March: Fire Drill

April: Fire Drill & Lockdown

May: Fire Drill

June: Fire Drill & Lockdown

Assign someone to document the drill immediately afterwards.

VII. Documenting Drills

There are new requirements for documenting drills. In addition to the date of the drill, the **start time of the drill must be documented along with the ending time**. Also, the Team Leader's name must be written onto the form. Lastly, the number of children and staff are also documented.

At the end of the drill, a staff member must be sure to document the information listed above onto the drill log. If there is no documentation on the log, it is interpreted that a drill was not conducted.