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, or bomb threat. It also addresses evacuation due to wildfire. It is part of the Southern Oregon Head Start Emergency and Disaster Plan.

This procedure applies to all staff, occupants and visitors in any Head start center related building.

Please refer to the agency Safety Policy.

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon Occupational Safety and Health</td>
</tr>
<tr>
<td>OAR 437, Division 2, Subdivision E, Means of Egress</td>
</tr>
<tr>
<td>Oregon Fire code Chapter 4, Emergency Planning and Preparedness</td>
</tr>
</tbody>
</table>

PROCEDURE:

1. When you hear an alarm or a verbal order, quickly gather children and leave. Get all occupants out of the building, including the playground area, immediately. If there is an emergency that directly threatens life safety, disregard any steps in this procedure that might detain you and leave.

2. The center First Aid Responder takes the 'Go To' File, the Daily Sign-In Sheet, the red backpack with first aid supplies and children's medications. Your group must have the ability to communicate your status so make sure a cell phone or radio is taken along.

3. 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 is not safe due to the emergency.

4. 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.

5. 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.

6. 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.

7. Call 911 if necessary and notify Head Start management.

8. 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.

9. 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 near-by.

10. For any significant emergency (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 activities. Parent/child reunification will take place at the off-site location. Transportation options include:

   - Take staff cars to assembly area, load students, and leave.

   - Call for help. Staff with cars from another site and main office agency and private vehicles may be able to help with transportation.