Crossroads Head Start and Early Head Start

Emergency and General Disaster Plan

2022-2023

In the event of certain emergency and disaster situations these procedures have been adopted to help guide each staff member as well as regular volunteers of the step-by-step process. These procedures will help ensure we protect the children in our care as well as those staff members and volunteers. Though circumstances will vary with each situation and location, the following plan is a guide to be used in any emergency with maximum efficiency and a decreased potential for confusion during a very stressful time. All staff members and regular volunteers of the Head Start/Early Head Start program will read, fully understand and be aware what their responsibility is in the event of an emergency.

It is very important that each staff member and regular volunteer become familiar and understands each procedure and knows his or her responsibility in the emergency process. (i.e. who is removing children, who are calling 911, who is securing the emergency equipment etc.)

This plan should be kept close in your children's emergency card notebook.

Be Prepared

The following items should always be accessible in the event there is an emergency.

Disaster Plan Manual-This manual should be posted in your classroom along with the children's emergency numbers.

Emergency Medical Plan -Completely filled out and posted close to a phone.

A Fully Stocked First Aid Kit -This should be kept in a place that is clearly marked and
recognized even by a substitute.

The Sign In and Out Sheet- These should be kept updated throughout the day and should be kept in a place that is easily accessed in a moments notice.

Medical Emergency Contact Cards of Children and staff-These cards should be kept updated at all times and the notebook should be clearly marked, recognized and retrievable (even by a volunteer or substitute).

A List of the Chain of Command and Numbers -To notify in an event of emergency or critical incident. (This can be kept in the back of the children's emergency notebook and posted in each classroom).

Evacuation Kit -The following items need to be kept in a special container close to an area of evacuation. For Early Head Start this would be with your evacuation crib for Head Start this would be in a special designated place.

- **A working flashlight**
- **A battery operated radio**
- **A snack food (crackers, cheerios etc.) EHS need to keep bottles, formula, baby food, spoons and water.**
- **Blankets**
- **Activity for children (books crayons, paper)**
- **Water and cups**
- **Pen and paper for any documentation or instructions.**
- **Plastic Bags (for any contaminated clothing and/or articles)**
- **Whistle (for emergency usage only)**

Be aware at all times of how many children are in your care. Use the "Posted Number of Children" procedure.

Prevention

All Staff are required to report unusual/critical incidents. A unusual/critical incident is an occurrence, which is not consistent with the routine care of a child, services provided by the program, operation and safety and security of the program. Incidents include but are not limited to situations which may result in injury to a person(s) or damage to property or equipment. Incidents may involve children, staff, visitors, volunteers or other persons.

To help prevent confusion for children and adults the following should be in place in each classroom.

- A posted evacuation plan with primary as well as secondary exits.
- Posted Documentation of Monthly Fire and Tornado drills.

Be familiar with the procedures used in the following emergencies.

MEDICAL EMERGENCIES PROCEDURES

If anyone should experience **a life threatening medical emergency** (suspected internal injury, dazed, semiconscious or unconscious states, respiratory distress such as shortness of breath or labored breathing) and any delay could place the person's life in immediate danger, the following actions should be taken:

1. Immediately dial "911".
2. The person dialing "911" should be prepared to give the following information.
    - Identify yourself and the agency.
    - The location of the incident.
    - What safety precautions have been taken to this point.
3. Remove children and unnecessary persons from the area.
4. Request your co-worker to help by contacting the parent, legal guardian, or "person to notify" in case of a medical emergency and calmly advise them of the situation. If not initially successful continue attempts until contact is made.
5. If conscious and the person is an adult, ask permission to administer basic First Aid. **(First Aid will only be administered by staff members who have been trained in emergency First Aid procedures).**
6. A staff member will accompany the person to the emergency room by following or riding in the ambulance. The other staff members should contact their immediate supervisor and/or the Program Director utilizing the call chain of command.
7. Upon returning to the location program staff will complete a critical incident report and submit to their Area supervisor and/or the Program Director.
8. The Program Director will immediately notify the Executive Director.
9. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner.

If anyone should experience a **non-life threatening medical emergency,** the following actions will be taken:

1. If the person is a child, contact the parent, legal guardian, or "person to notify" in case of a medical emergency.
2. If the person is an adult, direct the person to the nearest emergency room or physician of his/her choice.
3. If the person is an adult and does not have transportation a cab may be called for the person if possible. Other options may be determined after consulting with a supervisor.
4. If the person is an adult, ask permission to administer basic First/Aid.
   (Staff members who have been trained in emergency first aid procedures should only administer basic First Aid).
5. Program staff will complete a critical incident report and submit to the Area Supervisor and/or the Program Director.
6. The Program Director will immediately notify the Executive Director.
7. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner.

PROCEDURES IN THE EVENT OF FIRE

In the case of an UNCONTROLLABLE FIRE, staff is to remain calm. All staff and children should be evacuated according this General Disaster Plan. If a fire occurs in any classroom and/or program location the following steps should be taken:

2. Evacuate the building according to fire drill procedures ensuring all children and staff are accounted.
3. If possible, one staff member should activate the fire alarm pull station as they evacuate the building.
4. If alarm could not be activated quickly alert the Fire Department by dialing "911" or the local Fire Department number.
5. The person dialing "911" should be prepared to give the following information.
   - Identify yourself and the agency.
   - The location of the fire and if all children in your care are accounted for.
   - What safety precautions have been taken to this point.
6. All children, staff and volunteers will relocate to the predetermined designated area according to fire drill procedures.
7. If possible, contain the fire through isolation by closing doors, windows and by turning off all electrical equipment.

8. Program staff will complete a critical incident report and submit to the Area Supervisor and/or the Program Director.
9. The Program Director will immediately notify the Executive Director.
10. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner.

SEVERE WEATHER PROCEDURES

When severe weather is threatening the area, the following steps should be followed:

1. The weather will be monitored through the television and/or radio.
2. Each location will be equipped at minimum with a weather radio.
3. The Area Supervisor will contact the Program Director.
4. The Program Director in consultation with the Executive Director and/or designated administrative staff will decide if it is necessary to dismiss staff and children.
5. If a Tornado warning is issued for the area and/or tornado sirens have been activated:
    a. The designated authority for that location will proceed through the building and calmly alert everyone informing them of a **CODE RED** situation and to congregate at the designated area for a tornado.
4. In the event of a tornado with advanced warning, follow tornado procedures and proceed to the closest official shelter. In areas where there is not an official shelter, congregate at the designated area for tornado according to procedure.

CLOSING DUE TO INCLEMENT WEATHER

During inclement weather Head Start /Early Head Start site will follow public school closing in each respective local community. When public school is delayed or closed early, Head Start/Early Head Start will follow the same schedule as the local public school in each community when feasible and after all children have been picked up by parents or guardians.

IN THE EVENT OF A POWER FAILURE

In the event any location should experience a power failure, the following procedures should by followed:

1. The Center Director, Lead Teacher or designated authority should contact the local power company.
2. Most locations have emergency lighting in the building and/or battery operated flashlights. In locations without emergency lighting, at minimum staff are equipped with battery operated flashlights
3. If the location is too dark to continue activities:
    a. The Center Director, Lead Teacher or designated authority should contact their immediate supervisor and/or Area Supervisor.
    b. The Area Supervisor will contact the Program Director.
    c. The Program Director in consultation with the Executive Director will decide whether to dismiss staff and children.
4. Program staff will complete a critical incident report and submit to their Area Supervisor and/or Program Director.
5. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner.

WORKPLACE THREAT OF VIOLENCE, BOMB THREAT OR CASTASTROPHIC EVENT

If any location should experience a threat in the workplace, such as a bomb threat by phone, the following steps should be taken:

1. Should a threat, such as bodily harm or bomb threat be made by phone the recipient of the call should listen carefully and note the following:
    - The caller's gender
    - The caller's age
    - The caller's accent if present
    - Familiar sounds or background noises
    - Specific time, location and detonation.

2. The recipient of the call will inform all staff by calmly utilizing the appropriate code according to the location of the bomb.
3. The following codes will indicate the appropriate procedure
    - **Code Green,** evacuate the building immediately
    - **Code Red,** stay in your classroom or office and wait for further instructions
    - **Code Yellow,** take precaution and stay in your office until further notice.

4. If specific information is received about an immediate threat of violence, bomb threat or a catastrophic incident, designated staff will immediately dial 911.
5. If a bomb there is received, all staff should make a visual search of their work area, looking for unusual or unfamiliar items as they are exiting the building. However, staff is not to touch any suspicious objects. If an unusual item is noticed, the Area Supervisor or Program Director should be notified immediately. Staff will evacuate individuals and staff to their predetermined area of safety.
6. Program staff will complete a critical incident report and submit to the Area Supervisor and/or the Program Director.
7. The Program Director will immediately notify the Executive Director.
8. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner

If any location should experience a threat in the workplace or perceived threat of violence the following steps should be taken:

1. Attempt to verbally de-escalate the situation. Training will be provided to all staff on dealing with upset persons and violence in the workplace.
2. Ask a fellow staff member to help or call an administrator and inform them of the nature of the threat and need for assistance.
3. Diffuse the situation if possible. Otherwise call 911 and wait for the police.
4. The following codes will indicate the appropriate procedure
    - **Code Green,** evacuate the building immediately
    - **Code Red,** stay in your classroom or office and wait for further instructions
    - **Code Yellow,** take precaution and stay in your office until further notice
5. Program staff will complete a critical incident report and submit to the Area Supervisor and/or the Program Director.
6. The Program Director will immediately notify the Executive Director.
7. The Area Supervisor and/or the Program Director in consultation with the Executive Director will debrief the appropriate staff members in a timely manner.

CHEMICAL HAZARDS

It is the policy of Crossroads Head Start/Early Head Start that each employee will be trained regarding the handling, storage and disposal of bio-hazardous materials. All cleaning supplies will be kept away from children in locked janitorial closets and/or locked cabinets.

TRAINING

A. All Crossroads Head Start/Early Head Start staff will receive training in emergency procedures, evacuation procedures, health and infection control, First Aid/CPR techniques, fire extinguisher use, and any safety related issues specific to their work environment as required by their job description or recommended by their supervisor.

B. All initial training will be completed as specified by Federal Head Start Performance standards and/or state requirements within 90 days of employment. All staff will be notified one month in advance of any re-certifications that become due.

C. Supervisors may require staff to retake any of the safety classes should the supervisor determine the retraining is necessary.

AREA SUPERVISOR RESPONSIBILITIES:

When being notified by a staff of an emergency, Area Supervisors will follow the following procedures:

1. Get clarification of the safety and location of the children and staff.
2. Verify what emergency procedures have been followed.
3. Notify Program Director and/or Executive Director.
4. Visit center immediately.
5. Report back to Program Director of situation once Area Supervisor has arrived at center.
6. Within 24 hours Area Supervisor and/or Center Director will report information of emergency to Day Care Licensing.

Reuniting Classroom

Before re-uniting a classroom, if found necessary, all administrative staff that is needed will meet to discuss the needs of the children, families and staff. (Resuming classes, referrals, medical issues, etc.)

Quick Reference List

Head Start/Early Head Start Cleveland County
Area Supervisor: Cheryl Todd
Office Phone Number: (405)701-2129

Head Start/Early Head Start Comanche County
Area Supervisor: Natalia Amador
Office Phone Number: (580) 248-0474

Head Start/Early Head Start Lincoln County
Area Supervisor: Diana McGuire
Office Phone Number: (405) 738-7831

Head Start/Early Head Start Pottawatomie/Seminole EHS County
Area Supervisor: Dava Peters
Office Phone Number: 405-214-4323
Cell Phone Number: 405-630-9150

Head Start Seminole County
Area Supervisor: Adrieanne Bowman
Office Phone Number: (405) 257-2321

Head Start/Early Head Start Cleveland, Pottawatomie, Seminole EHS Counties
Asst. Program Director: Donna Benson
Office Phone Number: (405) 214-4323

Head Start/Early Head Start Comanche County
Asst. Program Director: Angie Rodriguez
Office Phone Number: (580) 248-0474

Head Start/Early Head Start Lincoln, Seminole HS Counties
Asst. Program Director: Stacie Casey
Office Phone Number: (405) 432-1532

Head Start/Early Head Start Program Director:
Program Director: Terrie Vicknair
Office Phone Number: (405) 292-6440 x340

Health and Safety Officer: Mike Templeton
Office Phone Number: (405) 321-0240 x322