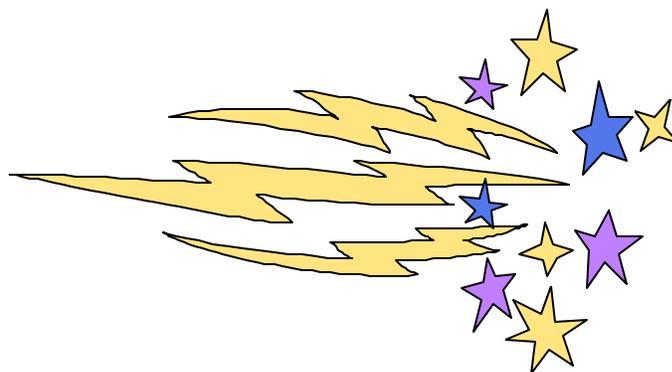


DIVISION OF CHILD DEVELOPMENT
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

EMERGENCY PLAN TEMPLATE



December 2004

Child Care Facility

Emergency Plan Template

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Assistance in preparation of this emergency plan provided by:

**Wake County Emergency Management Agency
Emergency Preparedness Team**

EMERGENCY EVACUATION PLAN POLICY

- A. It is the responsibility of the Child Care Facility to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the Child Care Facility should proceed as rapidly and safely as possible. The plans shall be developed considering three scenarios of evacuation.

Those being:

1. **In-place evacuation:** Keeping children and staff members in place but securing location for the emergency at hand. Example: (tornado and chemical release)
2. **On-site evacuation:** Movement of children and staff members out of buildings affected and relocated to other areas on campus.
3. **Off-site evacuation:** Movement of part or all children and staff members off campus to another designated area.

These plans shall include:

- a) Authority
- b) Evacuation Routes
- c) Evacuation Procedures/locations
- d) Evacuation of Handicapped
- e) Collection points
- f) Accounting of Personnel
- g) Assignment of Responsibilities

Further areas of the plan shall include:

- a) Command Post
- b) Medical/Triage Post
- c) Communication
- d) Public Relations
- e) Transportation
- f) Shelters
- g) Records Retention
- h) Food/clothing
- i) Evacuation Cost Assessment
- j) Rescue and Clean-up

- B. The Facility Director shall be presented with the completed plan and shall review for approval. The plan shall be reviewed annually and updated as needed. A copy of a summary of this plan should be forwarded to the local Fire Department and the local Emergency Management Agency.
- C. Each employee at the facility shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.
- D. Each child, if of capable age, shall receive training concerning emergency evacuation procedures during their orientation period.
- E. Floor plans shall be developed for each area and posted in public view showing exits and directional paths for traffic flow. Copies of the floor plan shall be given to the local Fire Department and the local Emergency Management Agency.
- F. Fire drills will be held monthly.
- G. Tornado drills should be held annually and scheduled to occur during Severe Weather Awareness Week (usually the last week of February each year), sponsored by the North Carolina Emergency Management Division and the National Weather Service.
- H. Power generators (when present) are to be tested at least every two weeks. All other emergency equipment shall be tested at pre-determined times.

EMERGENCY PROCEDURES AND EVACUATION

I. GENERAL INFORMATION

- A. The safety of the children and staff members at a Child Care Facility is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of a Child Care Facility to insure the safety of its children and staff members in the event of an emergency.
- B. In the event of an emergency the Child Care Facility director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.
- C. In the event of an emergency the Child Care Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

II. FIRE

- A. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- B. Activate the fire alarm (if so equipped)
- C. Call **911**, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has causes the telephone system to be out of order.
- D. The facility director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
- E. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.

- F. Upon the arrival of the fire department the facility director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- G. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or the staff members calls for evacuation to the outside area, away from the building.
- H. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
- I. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- J. If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.
 - 1. The Child Care Facility's fire extinguishers are located as follows:
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - 2. Each staff member is responsible for becoming familiar with the use of fire extinguishers (if so required by the facility).
- K. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

1. **Yellow smoke** may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
2. **Gray smoke** with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and all should stay clear of the area.
3. **Gray-black** smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

L. Ensure that no re-entry is attempted until authorized by the fire department

III. INCLEMENT WEATHER

(See separate Appendix B for Hurricane and Appendix C for Severe Weather Plans)

IV. ILLNESS OR INJURY

A. MINOR

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file.
4. Consult family members.

B. MAJOR

1. Employ first aid techniques as trained, if needed (Please see the Attached Appendix A for detailed information)
2. Contact **911**, if immediate medical attention required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

C. DEATH

1. If a death occurs at the Child Care Facility the following should be contacted immediately:
 - a) Call **911**, request emergency assistance.
 - b) Contact local Law Enforcement; allow them to notify the family members.
 - c) The facility director
2. The body should not be moved or tampered with.
3. All children should be moved to a part of the building away from the body.
4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director.

No filming or photography is to be allowed inside the building.

*****NOTE: Never move or touch unidentified or suspicious objects.**

V. BOMB THREATS

A. GENERAL PRECAUTIONS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.

4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
5. Upon arrival of law enforcement authorities the facility director, or designee, will assist with search (i.e.: unlocking doors, identify strange or suspicious objects).
6. The appropriate authorities should be consulted prior to re-entry into the building.
7. See Appendix D for threat information sheet

B. TELEPHONE THREAT

1. The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - a) The building may be immediately evacuated, and
 - b) Local Law Enforcement may be contacted via 911.
2. The receiver of the call should keep the caller on the line as long as possible.
3. Information should be recorded on the Bomb Threat Form as quickly as possible. Information sheets are kept near each phone, or specifically record the following information:
 - a) The exact time the call was received. _____
 - b) The caller's exact words. _____
 - c) A description of the caller's voice. _____
4. If the call receiver has the time and opportunity he/she should ask the caller for:
 - a) The location of the bomb. _____
 - b) The exact time of explosion. _____
 - c) A description of the nature and appearance of the bomb. _____
 - d) The caller's name and their location. _____

C. WRITTEN THREAT

1. The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
2. Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.
3. The building should be evacuated until it is determined that there is no longer a danger.
4. All materials involved in the threat should be turned over to the authorities.

VI. UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

1. If any staff member or children smells gas, act quickly.
2. Open windows immediately.
3. Call **911** and report the possible gas leak.
4. Do not turn any electrical switches **on OR off**. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

B. POWER FAILURE

1. The building's emergency lights, if so equipped, should come on automatically. They are connected to the facilities emergency generator, or back up batteries,

which will start automatically upon loss of power (if a generator is present and connected properly).

2. The center has _____ flash lights which are located _____.
There are spare batteries located _____.
3. A battery-operated radio is located _____. The radio may be used to monitor weather conditions, etc. The official Wake County Emergency Action Stations are 94.7 WQDR-FM and 105.1 WDCG-FM.
4. In the event of a power failure, the staff members on duty should contact the following:
 - a) Local Power Company. Phone: _____
 - b) The Child Care Facility's on-duty supervisor, and/or the Director.

C. LOSS OF WATER

1. There is an emergency supply of water located _____ . This water should be used sparingly, and only for emergency.
2. In the event of the loss of water, the staff members on duty should contact the following:
 - a) Local Public Works (Only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem).
Phone: _____
 - b) The facility's supervisor on duty and/or the Director.

D. LOSS OF TELEPHONE SERVICE

1. There is a cellular phone located _____ which may be used in the event that regular telephone service is disrupted. Use of the cellular phone is costly, however, and as such should be limited to absolute need.
2. In the event of loss of telephone services, the staff members on duty should contact the following:

a) Local Telephone Company repairs service. (Only if loss of service is not the result of a general power failure). Phone: _____

b) The facility's supervisor on duty and/or the Director.

E. LOSS OF HEAT/AIR CONDITIONING (emergencies only)

1. Contact the facility's supervisor on duty and/or the Director
2. The supervisor or staff member on duty should contact the installer of system and/or the company that services the units.

Contact Information: _____

F. PLUMBING PROBLEMS (emergencies only)

1. Contact the facility's supervisor on duty and/or the Director
2. The supervisor or staff member on duty should contact the following plumbing company:

Contact Information: _____

G. PROBLEMS WITH LOCKS AND KEYS

1. Contact the facility's supervisor on duty and/or the director.
2. The supervisor on duty may contact: _____.

VII. EMERGENCY EVACUATION

A. In the event of a fire, bomb threat, electrical, chemical or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call **911**, indicating the need of assistance from the local Fire Department and law enforcement.
2. Make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff members to an area as far from the building as safely practical.

- a) Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b) All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members.
 5. Notify the Director as early as possible.
 6. Do not approach or re-enter the building until consultation with the proper authorities.

Appendix A of the Emergency Plan Template

SERIOUS INJURY OR ILLNESS

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member member. Call Emergency **911** and request the needed emergency responders.
- B. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- C. Notify a qualified first aid person in the facility. Qualified first aid personnel are:

NAME: _____ LOCATION: _____

- D. Treat Immediately life-threatening injuries first in priority order:

(Emergency 911 should be called first for each of the following) :

1) Impaired Breathing	2) Heart or Circulatory
3) Severe Bleeding	4) Shock

- a) **Impaired Breathing** - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
 - b) **Heart / Circulation Failure** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
 - c) **Severe Bleeding** - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
 - d) **Shock** - If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- E. Other injuries / illnesses should be treated in priority with respect to threat to life.
 - F. Depending on the seriousness of the injury the victim should be taken to a nearby hospital by ambulance, or driven by someone else.

Appendix B of the Emergency Plan Template

HURRICANE PLAN

A. The safe place designated by the Facility Director is the

_____.

1. All children will be moved to the safe location.
2. Maintain flashlight and voice contact among staff members at all times.
3. Direct all children to sit on the floor in designated area, not in front of doors.
4. Advise all children to wear shoes.
5. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.

B. After absolutely certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water, or structural.

C. Notify the Director as soon as possible with an update of conditions.

D. Notify all agents that services are needed.

Appendix C of the Emergency Plan Template

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

A. The safe place designated by the Facility Director is the

1. All children will be moved to the designated location.
2. Maintain flashlight and voice contact among staff members at all times.
3. Direct all children to keel down on their knees with their head between their legs covering their head with their hands.
4. Advise all children to wear their shoes.
5. Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.

B. After absolutely certain that the storm has passed,

1. Staff members should do a head count.
2. Provide any necessary first aid and call 911 for any necessary response agencies.
3. Check the complete building for any damages such as fire, water, or structural.
4. Turn on and test utilities.

C. Notify the Director as soon as possible with update of conditions.

D. Notify all agents that services are needed.

E. Severe **Thunderstorm WATCH**

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or the NOAA Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

F. Severe Thunderstorm WARNING

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call **911** and report it.

G. Tornado WATCH

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.

H. Tornado WARNING

1. Monitor radio / TV continuously.
 2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.
 3. Turn off all utilities if time permits.
 4. Move all staff members and children to designated location:
-

Appendix D of the Emergency Plan Template

Bomb Threat Information Form

Exact Time of Call : _____ Date of Call: _____

Exact words of caller: _____

QUESTIONS TO ASK:

1. When is bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like ? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address ? _____

10. What is your name? _____

DESCRIBE CALLER'S VOICE (circle)

Male / Female	Age			
calm	disguised	nasal	angry	broken
stutter	slow	sincere	lisp	rapid
giggling	deep	crying	squeaky	excited
stressed	accent	loud	slurred	normal

THREAT LANGUAGE

Well Spoken (educated)

Irrational

Message read or recorded

foul / vulgar

Incoherent

If voice is familiar, whom did it sound like ? _____

Were there any background noises? _____

Remarks made by caller: _____

Person receiving the call: _____

Telephone Number/line call received: _____

Appendix E of the Emergency Plan Template

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- A. Contact the on duty supervisor and / or the facility director.
- B. Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- C. Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- D. Make transportation preparations to move children and staff members in the event that evacuation is needed.
- E. Safe area to be evacuated to is: _____
Safe Route there is: _____
- F. Evacuation
 - 1. If the facility is in a low lying area venerable to flooding, evacuation will be immediate.
 - 2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 - 3. If time and conditions permit, unplug all electrical appliances.
 - 4. All loose outdoor articles are to be brought in or tied down.
 - 5. Lock all doors.

Appendix F of the Emergency Plan Template

HAZARDOUS MATERIALS ACCIDENTS

- A. Evacuate the area immediately.
 - 1. Do not turn any electrical switches **on or off**.
 - 2. Eliminate all open flames.
 - 3. Evacuation should be to an area (if possible) upwind and uphill of the facility.
- B. Call **911**, and report that there has been a Hazardous Materials Spill.
- C. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
- F. Do not return to the building until authorized to do so by the fire department.