EMERGENCY RESPONSE PLAN

LOGO

YOUR BUSINESS NAME HERE

**CONTACT INFORMATION**

**Address:**

**Emergency Phone Number:**

**Emergency Coordinator:**

**Backup Emergency Coordinator:**

**Designated Meeting Site for Building:**

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**General Guidelines**

The following guidelines apply to this Emergency Response Plan (ERP):

It is helpful to know what disasters are most likely to happen in your area. The following pages provide a response guide to the particular situations. This guide is a reference for responding to an incident. Situations and sites differ – use your best judgment.

1. All personnel and residents must be trained in safe evacuation procedures.
2. Refresher training is required whenever the employee’s responsibilities or designated actions under the plan change and whenever the plan itself is modified or updated.
3. The training will include an overview of the roles and responsibilities of each division, section and staff member in case of ERP activation.
4. Floor plans and workplace maps which clearly show the emergency escape routes are included in the ERP (Appendix 1). Color coding aids employees in determining their route assignments. Floor plans and maps should be posted at all times in main areas (i.e. stairwells, lobbies, and exit corridors) to provide guidance in an emergency.
5. No employee or guest is permitted to re-enter the building until advised by the safety coordinator.
6. The ERP shall be reviewed periodically to ensure appropriate updates, modifications, and any additional information have been recorded. Ensure that all copies of the ERP are updated whenever information has changed.

**Responsibilities**

The Emergency Coordinator (EC) is responsible for leadership and coordination regarding the Emergency Response Plan (EPR) once the plan is engaged. (Person and title) is the Emergency Coordinator. (Person and title) is the designated Emergency Coordinator Back-up and should assume Emergency Coordinator duties if the EC is not able to do so.

The Emergency Coordinator is responsible for the following:

1. Obtaining and posting floor plans and route evacuation maps (Appendix I).
2. Overseeing the development, communication, implementation, and maintenance of the overall ERP.
3. Ensuring the training of employees.
4. Assigning safety monitors.
5. Notifying all personnel of changes to the plan.
6. Maintaining up-to-date lists of personnel, visitors and any other personnel with assigned duties under this plan.

The Safety Monitor (SM) is responsible for leadership and coordination regarding the Emergency Evacuation Roster once the ERP is engaged for a defined area. A back-up Safety Monitor is designated and will assume Safety Monitor duties if the SM is not able to do so.

The SM are responsible for the following:

1. Familiarizing personnel and visitors with emergency procedures.
2. Acting as liaison between management and their work area.
3. Ensuring that occupants have vacated the premise in the event of an evacuation and for checking their assigned areas.
4. Knowing where their designated meeting site is and for communicating this information to the occupants.
5. Providing an accountability list of personnel in their area of coverage.
6. Ensuring that disabled persons and visitors are assisted in evacuating the building.
7. Evaluating and reporting problems to the EC after an emergency event or drill.
8. Posting the “Area Evacuation Plan” (Appendix I) in their work areas, communicating plan to staff, and updating the plan when directed to by the EC.

**Evacuation Procedures for Building Occupants**

1. Use the nearest clear exit to evacuate the building during all continuous alarms
2. Know two evacuation routes.
3. Do not remain near the building. There are many windows, and flying glass/debris is a common hazard in building emergency situations.
4. Do not smoke when evacuating the building. A gas or chemical leak could be the reason for the evacuation.
5. Calmly walk to the assembly area located at (add location here) unless the wind is blowing smoke or other hazards in that direction. If so, assemble in (add back-up location here). Be cautious and yield the way for emergency vehicles entering the property.
6. Always attempt to assemble in the general area of where you are in the building (i.e., east side, middle of building, west side, end of building).
7. Look for co-workers. Gather with them for a head count. Report discrepancies immediately to one of the Safety Monitors.
8. Do not re-enter the building until you are given the “ALL CLEAR” command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.

***BOMB THREAT***

* Check caller ID if available.
* Signal to another staff member to call 911, if able. *(Write “BOMB threat” on piece of paper, along with phone number on which call was received.)*

**Before you hang up**, get as much information from caller as possible.

**Ask caller:**

* *Where is the bomb?*
* *When is it going to explode?*
* *What will cause the bomb to explode?*
* *What does the bomb look like?*
* *What kind of bomb is it?*
* *Why did you place the bomb?*

**Note the following:**

* *Exact time of call*
* *Exact words of caller*
* *Caller’s voice characteristics (tone, male/female, young/old, etc.)*
* *Background noise*
* Do not touch any suspicious packages or objects.
* Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radios.
* Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

***CHEMICAL OR RADIATION EXPOSURE***

* If emergency is widespread, monitor local radio for information and emergency instructions.
* Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
* If inside, stay inside (unless directed otherwise.)
* If exposed to chemical or radiation outside:
* Remove outer clothing, place in a plastic bag, and seal. *(Be sure to tell emergency responders about bag so it can be removed.)*
* Take shelter indoors.
* If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

***DANGEROUS PERSON***

* If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
* Immediately let staff know of dangerous or potentially dangerous person*.*
* Initiate **LOCKDOWN**.
* Call 911 from a safe place.

**If the person is in building:**

* Try to isolate the person from children and staff.
* Do not try to physically restrain or block the person.
* Remain calm and polite; avoid direct confrontation.

**If children are outside:**

* and dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
* and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

**If children are inside:**

* Keep children in classrooms and initiate **LOCKDOWN**

***EVACUATION***

**On site:**

Escort children to designated meeting spot, taking:

* Attendance sheets
* Emergency contact information\*
* First aid kit\*
* Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork\*
* Cell phone
* Food, water, and diapers.
* If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
* Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation place is:

1. Designated location by site.

2. Designated location by site.

**Off site:**

* Escort children to designated meeting spot.
* Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
* Account for all children, staff, and visitors.
* Leave note at program site indicating where you are going.
* Evacuate to safe location, taking:
* Attendance sheets
* Emergency contact information\*
* First aid kit\*
* Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork
* Cell phone
* Food, water, and diapers
* Battery-operated radio
* Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

Our pre-planned, off-site evacuation places are:

1. Designated location by site

2. Designated location by site

\*Include in “grab and go” backpack next to exit door for quick and easy access.

\*\*Circumstances of any given disaster may necessitate changing evacuation site. The Incident Commander (or Director) is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or previously designated place.

***FIRE***

* Activate fire alarm or otherwise alert staff that there is a fire (i.e., yell, whistle).
* Evacuate the building quickly and calmly:
* If caught in smoke, have everyone drop to hands and knees and crawl to exit.
* Pull clothing over nose and mouth to use as a filter for breathing.
* If clothes catch fire, STOP, DROP, & ROLL until fire is out.
* Take attendance sheets and emergency forms, if immediately available.
* Have staff person check areas where children may be located or hiding before leaving building.
* Gather in meeting spot outside and account for all children, staff, and visitors.
* Call 911 from outside of building.
* Do not re-enter building until cleared by fire department.

**Have a fire plan and make sure everyone is familiar with it.**

**Practice fire drills every month!**

***FLOOD***

Be aware of any **FLOOD WATCH**: flooding may occur in your area.

**FLOOD WARNING**: flooding will occur or is occurring in your area.

**If flooding is in area:**

* Determine if program should be closed.
* Notify parents/guardians to pick up or not drop off children if program is to be closed.
* Monitor radio for storm updates and any emergency instructions.

**If site is in (imminent) danger of being flooded:**

* Escort children to designated meeting spot.
* Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
* Account for all children, staff, and visitors.
* Leave note at program site indicating where you are going.
* EVACUATE to safe location on higher ground, taking:
	+ Attendance sheets
	+ Emergency contact information
	+ First aid kit
	+ Critical & rescue medications (including asthma meds, EpiPens) and forms
	+ Cell phone
	+ Food, water, and diapers
	+ Battery-operated radio.
* Do not try to walk or drive through flooded areas.
* Stay away from moving water and downed power lines.
* Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
* If you have come into contact with floodwaters, wash hands thoroughly with liquid soap and water.
* Throw away food that has come into contact with floodwaters.

*Consult with local health department regarding cleanup measures.*

***HEAT WAVE***

* Limit outdoor play when heat index is at or above 90°F.
* Ensure everyone drinks plenty of water.
* Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
* Keep movement to a minimum.
* **Be alert for signs of**

**Heat Exhaustion:**

* cool, moist, pale, or flushed skin
* heavy sweating
* headache
* nausea
* dizziness
* exhaustion
* normal or below normal body temperature

**Administer first aid – take steps to cool person down – and call for help, if necessary.**

* **Heat Stroke:**
* **very** high body temperature (>102ºF axillary)
* hot, red skin either dry or moist from exercise
* changes in consciousness
* weak, rapid pulse
* rapid, shallow breathing
* vomiting

**Call 911 immediately and cool person down with tepid water**

*Please note:*

*Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

***LIGHTNING***

**Indoors:**

* Avoid use of telephone, electrical appliances, and plumbing as
* much as possible. (Wires and metal pipes can conduct electricity.)
* Move away from windows. Cover windows with shades or blinds, if available.

**Outside:**

* Seek shelter inside an enclosed building.

***LOCKDOWN***

* Lock outside doors and windows.
* Close and secure interior doors.
* Close any curtains or blinds.
* Turn off lights.
* Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
* Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
* Maintain calm atmosphere in room by reading or talking quietly to children.
* If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
* Remain in lockdown until situation resolved.
* Notify parents/guardians about any lockdown, whether practice or real.

***MISSING OR KIDNAPPED CHILD***

**MISSING CHILD**

* Search program site, including all places a child may hide and nearby bodies of water.
* Contact parent(s)/guardian(s) to determine if child is with family.
* Call 911 with:
* **Child’s name and age**
* **Address of program**
* Physical description of child
* Description of child’s clothing
* Medical condition of child, if appropriate
* Time and location child was last seen19
* Person with whom child was last seen.
* Have child’s information, including photo, available for police when they arrive.
* Continue to search in and around site for child.

**KIDNAPPED CHILD**

* Call 911 with:
* Child’s name and age
* Address of program
* Physical description of child
* Description of child’s clothing
* Medical condition of child, if appropriate
* Time and location child was last seen
* Person with whom child was last seen.
* Have child’s information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.
* Help to prevent kidnapping:
* Do not release child to anyone other than parent, guardian, or designated emergency contact.
* Call 911 if adults or children express concern about a person at or near program site.
* Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

**PANDEMIC FLU/CONTAGIOUS DISEASE**

* Wash hands well and often.
* Remind parents and guardians that emergency contact information must be current and complete.
* Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
* Have and follow a plan to keep ill children away from well children while they are waiting to go home.
* Keep an illness log of sick children and staff - those sent home and those kept at home.
* Close rooms as necessary due to staff illness (to maintain safe ratios).
* Reinforce teaching about good respiratory etiquette:
* Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
* Throw used tissues in a hands-free trash can.
* Wash your hands after using a tissue or helping a sick child.
* Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.
* Wash hands well and often

**POWER OUTAGE**

* Determine why power is out.
* If electrical problems are in building: Take out flashlights and prepare to EVACUATE.
* If severe weather caused outage:
* Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
* Account for all children, staff, and visitors.
* Report power outage to power company on hard-wired phone.
* Do not call 911, except to report an emergency.
* Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
* Leave one light on to indicate when power returns.
* Keep refrigerator and freezer doors closed.
* If weather is cold:
* Ensure everyone is wearing several layers of warm, dry clothing.
* Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
* Never use oven as source of heat.
* Never burn charcoal for heating or cooking indoors.
* Only use an available generator outdoors and far from open windows and vents.
* If weather is hot:
* Move to lower floors, if possible.
* Remove excess layers of clothing.
* Ensure everyone drinks plenty of water.

**SEVERE STORM**

Be aware of the following:

**STORM WATCH**: storm may affect area

**STORM WARNING**: storm will soon be in or already is in area

* Determine if program should be closed.
* Notify parents/guardians to pick up or not drop off children if program is to be closed.
* Monitor radio for storm updates and emergency instructions.
* Use telephone for essential communication only.

# Appendix I – Maps, Floor Plans, and Checklists

Contents:

1. Basic Floor Plan
2. Features Map (Pull Alarms, Safe Rooms, Extinguishers, etc.)
3. Evacuation Maps
4. Designated Meeting Areas
5. Safety Monitor Coverage Areas
6. Emergency Evacuation Checklist

**BASIC FLOOR PLAN**

**FEATURES MAP (PULL ALARMS, SAFE ROOMS, EXTINGUISHERS, ETC.)**

**EVACUATION MAPS**

DESIGNATED MEETING AREAS

**SAFETY MONITOR LIST**

Facility Emergency Coordinator:

Assistant Facility Coordinator:

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION | PHONE | MONITOR | BACK UP |
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**EMERGENCY EVACUATION ROSTER**

**(one for each section)**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ASSIGNED WORK AREA | CHECKED IN Y/N | CURRENT WORK AREA |
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**EMERGENCY EVACUATION CHECKLIST**

Immediate Considerations

\_\_ Check areas for staff/personnel.

\_\_ Assist clients and other staff, as needed or assigned.

\_\_ Close doors behind you as you leave (do not lock).

\_\_ Follow escape routes.

\_\_ Meet at the predetermined assembly point. Have an alternate location identified if for some reason the primary assembly point is either unavailable or unsafe.

\_\_ Make certain everyone is accounted for (those on vacation, at meetings outside the building, at home, ill and present). Blank roster attached.

\_\_ If you have a radio, go to designated channel.

\_\_ Do NOT go back into the building.

\_\_ Do NOT leave the area until you have checked in with your safety monitor.

\_\_ Report any unaccounted for person to Safety Monitor.