**Emergency Procedures Posting**

**Policy:** Provide care for children and staff during an emergency following Head Start Program Performance Standards, Child Care Center Licensing Rules, Great Start Readiness Program Requirements and Great Start to Quality Guidance.

**Procedure:** Staff will be trained on emergency procedures upon hire. Refer to the Drill and Safety Check Log for additional documentation as needed. Also, refer to the Safety and Emergency Preparedness Plan for additional emergency and crisis management guidance.

**FIRE-EVACUATION**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare emergency. Alert staff about emergency and begin evacuation procedure. Call 9-1-1.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position Grab and Go Binder, daily attendance record and emergency phone numbers.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_gather students at the nearest emergency exit and complete a head count. (Non-mobile infants and

Staff Position toddlers will be transported in an evacuation crib.)

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as individualized plans (IFSP/IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will refer to the posted evacuation route and safely move children to the evacuation meeting site. If blocked, use secondary evacuation route.
* **The evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Upon exiting, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* Staff will notify families by phone, email, text, or classroom communication app as soon as possible to inform them of the emergency and reunite with their child.
* **Reunification Site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Staff person responsible for releasing students**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Wait for all clear before returning to the building.

**TORNADO-SHELTER IN PLACE**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare emergency. Alert staff about emergency and begin shelter in place. Call 9-1-1.

Staff position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position Grab and Go Binder, daily attendance record, and emergency phone numbers.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gather students at the nearest emergency exit and complete a head count. (Non-mobile infants and

Staff Position toddlers will be transported in an evacuation crib.)

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as individualized plans (IFSP/IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will refer to the posted evacuation route and safely move children to the designated meeting site**.** If blocked, use the secondary route.
* **The designated shelter in place site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary designated shelter in place site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**
* Upon guiding children to shelter in place, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* Staff will notify families by phone, email, text, or classroom communication app as soon as possible to inform them of the emergency and reunite with their child.
* **Reunification Site is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Staff person responsible for releasing students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* Wait for all clear before leaving shelter and resuming daily activities or begin evacuation procedures if the building is no longer structurally safe.

**LOCKDOWNS AND OTHER CRISIS MANAGEMENT PROCEDURES are included in the SAFETY AND EMERGENCY PREPAREDNESS PLAN located in the GRAB and GO BINDER.**

**OTHER NATURAL OR HUMAN CAUSED EVENTS (I.E.: GAS LEAK, CHEMICAL SPILL, SEWER BACK-UP, FLOOD, POWER OUTAGE)**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare emergency and decide the best emergency response: **evacuate or shelter in place.**

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position Grab and Go Binder, daily attendance record, and emergency phone numbers.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_gather students at the nearest emergency exit or shelter in place and complete a head count. (Non-

Staff Position mobile infants and toddlers will be transported in an evacuation crib.)

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as individualized plans (IFSP/IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will refer to the posted evacuation route and safely move children to the evacuation meeting site. If blocked, use secondary evacuation route.
* **The evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **The designated shelter in place site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary designated shelter in place site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**
* Upon exiting or guiding children to shelter in place, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* Staff will notify families by phone, email, text, or classroom communication app as soon as possible to inform them of the emergency and reunite with their child.
* **Reunification Site is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Staff person responsible for releasing students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* Wait for all clear before re-entering the building, leaving the shelter in place location, and/or resuming daily activities; begin evacuation procedures if the building is no longer structurally safe.

**SERIOUS ACCIDENT/INJURY PLAN**

* Ensure that all staff and volunteers are aware of the location of the First Aid Kits (one kit for the classroom and one for outside), Safety and Emergency Preparedness Kit, the Child Information Records, and the emergency phone numbers.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_stay with the injured child and administer the appropriate first aid.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ locate in the Grab and Go Binder both the emergency phone numbers and the Child Information

Staff Position Records to contact a parent or other emergency contacts listed on the card.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_care for the other children present during this time by removing them from the immediate

Staff Position area if possible. (Non-mobile infants and toddlers will be transported in an evacuation crib.)

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as individualized plans (IFSP/IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* According to the parent’s wishes and/or nature of the emergency, staff will plan for the child to be picked up or for an ambulance to transport the child to the hospital.
* Meeting sites and reunification sites will be determined by circumstance and/or emergency personnel.

**INCIDENT, ACCIDENT, INJURY, ILLNESS, DEATH, FIRE REPORTING TO LICENSING AND REGULATORY AFFAIRS**

* The center shall make a verbal report within 24 hours to Licensing for the occurrence of any of the following: a child is lost or left unsupervised, an incident involving an allegation of inappropriate contact, the death of a child in care, the center is evacuated for any reason, a fire on the premises of the center that requires the use of the fire suppression equipment or results in loss of life or property.
* In the event of death of a child in care, immediately report it, in person or via phone, directly to the child’s parent. Other incidents, accidents, injuries or illnesses will be reported to the child’s parent as soon as possible.
* A center shall make a verbal report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care.
* A center shall submit a written Incident Report (BCAL-4605) to LARA within 72 hours of the verbal report**.** A copy of the report shall be kept on file at the center. Additionally, staff will provide a copy to their Supervisor and Program Support Staff.

**Reviewed by staff and subs:**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sept) Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Jan) Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Original: Ensure both pages are posted in a place visible to staff and parents. Copy after completing original: Keep a copy in the Grab and Go Binder.**

**Distribution: Copy to Supervisor, Supervisor will forward to HR Administrative Assistant**

**References:** HSPPS 1302.47; Emergency Preparedness Manual for Early Childhood Programs; NMCAA Safety and Emergency Preparedness Plan; Licensing Rule: R400.8158, R400.8161, GSRP Classification: Classroom Requirements

6/2023 EHS-HS Team\ADMIN\Procedures Manual\Postings\Emergency Procedures Posting