

EMERGENCY RESPONSE PLAN

for

(Program Name)

Our program's ADDRESS is:

Our NEAREST CROSS STREETS are:

Our program's PHONE NUMBER is:

Our OUT-OF-AREA CONTACT PERSON is:

Contact person's phone number:



We have developed this emergency response plan to provide safety for children in our care in the event an emergency occurs during the program day. A copy of this plan is always available for review at the front desk. Staff is introduced to this plan during orientation. Additionally, we review the plan with staff on a quarterly basis.

FIRE EXTINGUISHERS are located:

(All staff is trained monthly in the use of fire extinguishers.)

GAS SHUT-OFF (if applicable) is located:

(All staff is trained monthly in the use of fire extinguishers.)

ELECTRICAL PANEL is located:

WATER SHUT-OFF is located:

The following staff members are trained in utility control (i.e. how to turn off gas, electric, and water):

EMERGENCY CONTACTS

Police	9-1-1
Fire/Medics	9-1-1
Poison Control Center	1.800.222.1222
Child Protective Services	303.441.1000
Boulder County Public Health	303.413.7500
Hospital Emergency Room	_____
Electric/Gas Company	_____
Water/Sewer Provider	_____
Property Manager	_____
Insurance Agency	_____
Auto Policy Number	_____
Facility Policy Number	_____
Radio Station with Emergency Broadcasting	_____
Program Cell Phone	_____
Child Care Licensor	_____
Child Care Health Consultant	_____
Center's Planned Evacuation Sites	_____
Off-site	_____

The purpose of this document is to assist child care and other early learning and school-age programs in preparing for and responding to an emergency.

All programs are encouraged to seek additional information and training related to emergency preparedness from local emergency management and/or public health. This plan was prepared by _____ with assistance from Boulder County Public Health. It is individualized for each program. For other supporting documents, go to:

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>

Boulder County Public Health: www.bouldercounty.chp.org

GRAB-AND-GO BAG

FOR CHILD CARE AND EARLY LEARNING PROGRAMS

Keep your grab-and-go bag convenient so you can grab it on the way out the door when your class evacuates the classroom!

The grab-and-go bag should be a backpack labeled for easy identification that contains the following:

- Emergency forms for students and staff
- “Rescue” medications with authorization forms
- First aid kit
- Flashlight and batteries
- Whistle
- Water
- Age-appropriate snacks and infant formula
- Paper cups and/or infant bottles
- Tarp or ground cover and emergency blankets
- Tissues or toilet paper and/or wipes and diapers, as needed
- Plastic bag

BOMB THREAT

1. Check caller ID, if available.
2. Signal to another staff member to call 911.
3. If able, write "BOMB threat" on a piece of paper, along with the phone number on which the call was received.
4. Before you hang up, get as much information from caller as possible.
5. Ask the 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 (e.g. tone, male/female, young/old, etc.)*
 - ✓ *Background noise*
6. Do NOT touch any suspicious packages or objects.
 7. Avoid running or doing anything that would cause vibrations in the building.
 8. Avoid the use of cell phones and 2-way radios.
 9. Consult with police to determine if evacuation is required. If evacuation is required, follow **EVACUATION** procedures.

CHEMICAL OR RADIATION EXPOSURE THREAT

1. If the emergency is widespread, monitor the local radio for information and emergency instructions.
2. Prepare to SHELTER IN PLACE or EVACUATE, as per instructions.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
 - ✓ Remove outer clothing, place in a plastic bag, and seal the bag (make sure you tell emergency responders about the 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

Whenever 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.

1. Immediately let staff know of dangerous or potentially dangerous person.
2. Initiate **LOCKDOWN** procedures.
3. Call 911 from a safe place to report the dangerous person.

If the dangerous person is in the building:

1. Try to isolate the person from the children.
2. Do not try to physically restrain or block the person.
3. Remain calm and polite.

If children are outside (and the dangerous person is outside):

1. Quickly gather the children and return to the classrooms.
2. Initiate **LOCKDOWN** procedures.
3. If lockdown is not possible, evacuate the children to the designated evacuation site.

If children are outside (and dangerous person is in the building):

1. Quickly gather the children and evacuate to the designated evacuation site.

If children are inside:

1. Keep the children in the classrooms.
2. Initiate **LOCKDOWN** procedures.

LOCKDOWN

1. Lock the outside doors and windows.
2. Close and secure the interior doors.
3. Close any curtains or blinds.
4. Turn off the lights.
5. Keep everyone away from the doors and windows. Stay out of sight, preferably sitting on the floor.
6. Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to the lockdown area, if possible.
7. Maintain a calm atmosphere in the room by reading or talking quietly to the children.
8. If a phone is available in the classroom, call 911 to ensure that emergency personnel have been notified.
9. Remain in lockdown until the situation has been resolved.

SHELTER IN PLACE

1. Gather everyone inside.
2. Shut down the ventilation system, fans, and clothes dryer.
3. Close doors and close and lock windows.
4. Gather all children, staff, and visitors in the room(s) with fewest doors and windows toward the center of the building.
5. Bring attendance sheets, first aid kits, and emergency supplies.
6. Account for all children, staff, and visitors.
7. Close off non-essential rooms.
8. Close as many interior doors as possible.
9. Seal off windows, doors, and vents as much as possible.
10. Monitor the local radio for information and emergency instructions.
11. Phone the out-of-area emergency contact.

EVACUATION

On-site

1. Escort the children to the designated meeting spot, making sure you take:
 - ✓ *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*
2. If safe to do so, search all areas (i.e. bathrooms, closets, play structures, etc.) to ensure that everyone has left the building.
3. Account for all children, staff, and visitors

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

Off-site

1. Escort the children to the designated meeting spot.
2. Search all areas (i.e. bathrooms, closets, playground structures, etc.) to ensure that everyone has left the building.
3. Account for all children, staff, and visitors.
4. Leave a note at the program site indicating where you are going.

5. Evacuate to a safe location, making sure you take:
 - ✓ *Attendance sheets*
 - ✓ *Emergency contact information*
 - ✓ *First aid kit*
 - ✓ *Critical and rescue medication (including EpiPens and asthma inhalers) and necessary paperwork*
 - ✓ *Cell phone*
 - ✓ *Food, water, and diapers*
 - ✓ *Battery-operated radio*

6. Once out of danger, contact parents/guardians or emergency contacts. If unable to reach them, phone your out-of-area emergency contact or 911 to let them know of your location.

Our pre-planned, off-site evacuation place is:**

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

**Circumstances of any emergency may require changing the evacuation site. The Director is responsible for identifying an alternate location, if needed. Post the evacuation location on the main door to the program or at the previously designated place.

FIRE

1. Activate fire alarm or otherwise alert staff that there is a fire (i.e. yell, whistle).
2. Evacuate the building quickly and calmly.
3. If caught in smoke, have everyone drop to their hands and knees and crawl to the exit.
4. Pull clothing over your noses and mouths to use as a filter for breathing.
5. If clothes catch fire, STOP, DROP, and ROLL until the fire is out!
6. Take attendance sheets and emergency forms, if immediately available.
7. Have a staff person check areas where children may be located or hiding (e.g. bathrooms, closets, etc.) before leaving the building.
8. Gather in a pre-designated meeting spot outside and account for all children, staff, and visitors.
9. Call 911 from outside the building.
10. Have a fire plan, and make sure everyone is familiar with it.
11. Practice fire drills every month!

FLOOD

FLOOD WATCH means flooding may occur in your area.

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

If flooding is in your area:

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

If your site is in imminent danger of being flooded:

1. Escort the children to the pre-designated meeting spot.
2. Search all areas, including bathrooms, closets, playground structures, etc., to ensure that everyone has left the building.
3. Make sure that you account for all children, staff, and visitors.
4. Leave a note at your program site indicating where you are going.
5. EVACUATE everyone to a safe location on higher ground, making sure you take:
 - ✓ *Attendance sheets*
 - ✓ *Emergency contact information*
 - ✓ *First aid kit and grab-and-go bag*
 - ✓ *Critical and rescue medications (including asthma meds, EpiPens) and forms*
 - ✓ *Cell phone*
 - ✓ *Food, water, and diapers*
 - ✓ *Battery-operated radio*
6. Do not try to walk or drive through any flooded areas.
7. Stay away from moving water and downed power lines.

8. Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone the out-of-area emergency contact or 911 to let them know of your location.
9. If you have come into contact with floodwaters, wash hands well with soap and water.
10. Throw away any food that has come into contact with floodwaters.

Consult Boulder County Public Health at 303.413.7500 regarding post-flood cleanup.

MISSING OR KIDNAPPED CHILD

Missing Child

1. Search program site, including all places a child may hide (e.g. bathrooms, closets, etc.), as well as nearby bodies of water.
2. Contact the child's parent(s)/guardian(s) to determine if the child is with family.
3. If the child is not with family, call 911 and provide:
 - ✓ *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 that child was last seen*
 - ✓ *Person with whom child was last seen*
4. Have the child's information, including a photo, available for police when they arrive.
5. Continue searching in and around your site for the child.
6. Call the Colorado Division of Early Care and Learning at 303.866.5958 to report.

Kidnapped Child

1. Call 911 and provide:
 - ✓ *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 that child was last seen*
 - ✓ *Person with whom child was last seen*
2. Have child's information, including a photo, available for police when they arrive.
 - a. Parent(s)/guardian(s) should be contacted by the police to explain the situation.

3. Call the Colorado Division of Early Care and Learning at 303.866.5958 to report.

To help prevent kidnappings:

- ✓ *Do not release children to anyone other than their parents, guardians, or designated emergency contacts.*

- ✓ *Call 911 if adults or children express concern about a person who is at or near the program site.*

- ✓ *Encourage parents and guardians to make you aware of any custody disputes, which may put their children at risk for kidnapping.*