



... where learning is child's play!

Emergency Preparedness Plan

Quick Reference

The list below provides direction in particular situations. Refer to the section(s) indicated for specific procedures.

IMMEDIATE EVACUATION

- • Smoke in the building
- • Fire (or explosion)
- • Gas Leak
- • Bomb Threat

EVACUATION AND RELOCATION

- • Hazardous Spill may require relocation
- • Brush or Forest Fire may require relocation
- • Radiological Emergencies may require relocation

SHELTER IN PLACE

- • Tornado
- • Earthquake
- • Hazardous Chemical Spill may require Shelter in Place until advised to relocate.
- • Armed Intruder
- • Hostage Situation
- • Radiological Emergency until evacuation order is received.

The emergency evacuation pack is located in each child care room. Always take the evacuation pack with you to include emergency contact information for children's parents or guardians and emergency services contact information.

Children with special needs will be attended by a specified staff or group of staff to include insuring any medications that are on site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.

EVACUATION

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near the facility or an evacuation order issued by the local police, fire, or other governmental authority. A fire within the building will be announced by the sounding of the fire alarms/smoke detectors as well as the audible alarm designated by the facility. A verbal order to evacuate for any other reason will be given by the person in charge of the facility at the time.

If the emergency is limited to the facility only, staff and children will be moved to the designated assembly area which is the Cisco ISD Softball Field.

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel (law enforcement, fire department, emergency services personnel, national guard), staff and children will be moved to The Open Door located at 1906 TX-206, Cisco, Texas. All person involved in transporting will be familiar with the predetermined relocation site. The person in charge will insure a notice of the relocation is posted on the entry to the facility which includes contact information. On arrival at the pre-designated relocation site, the person in charge will direct selected staff to notify parents or guardians to come get their children at the pre- designated relocation site.

In any evacuation all children will be accounted for at the start, and again, at the completion. During any evacuation a quick assessment of the situation will be made and any minor injuries to staff or children will be noted. These will be cared for as soon as time permits.

IMMEDIATE EVACUATION

This is an evacuation of the facility building(s) to a safe area a minimum of 50 feet from the facility building(s), and out of the way of emergency responders which is the Cisco ISD Softball Field.

In case of smoke, a fire, or gas leak an immediate evacuation to the pre-designated assembly area will be necessary. Any Staff becoming aware of smoke, fire or gas leak will immediately cause the alarm to be sounded for immediate evacuation. All staff and children will exit the building and assemble in the pre-designated assembly area. No one will remain in or near the building.

The following responsibilities are to be assumed by facility staff when the alarm is sounded:

- The lead Staff in each care area will quickly survey the care area and any adjacent bathrooms, closets, vacant rooms, and hallways to insure everyone is evacuating when the alarm is sounded.
- Each lead Staff will be responsible for accounting for the children in their immediate care and all other staff working with them.
- The person in charge will be responsible for picking up the emergency pack and taking it to the assembly area.
- The person in charge at the time of the alarm will notify 9-1-1 from a telephone outside the building.
- When safely in the assembly area each lead staff person from each care area will notify the person in charge of the status of other staff and the children in their immediate care. If anyone did not evacuate the building the person in charge will be made aware of the name and the last known location of that individual inside the building.
- The person in charge will brief emergency services, upon their arrival, on the emergency causing the evacuation and the identity of anyone suspected as not having evacuated the building along with their last known location.
- Everyone will stay clear of the building until the all clear is given by emergency services to return to the building.

SHELTER IN PLACE

Sheltering in place will be used in emergencies such as severe storms, hazardous spills, earthquake, or other situations listed below unless evacuation is directed by emergency services personnel. When the decision is made to take shelter inside the facility, the staff and children will remain in the building until the person in charge directs otherwise. Any children or staff outside the facility will be brought in, accounted for.

During severe weather, if windows are not felt to be secure, staff and children will be moved to the entrance of Youth Alley.

The facility will monitor National Oceanographic and Atmospheric Administration (NOAA) weather radio or a local radio/TV station for public warnings when weather conditions indicate. Outside sirens ARE NOT sounded unless there is a danger of a tornado. The National Weather Service (NWS) issues the following advisories:

1. a) Severe Thunderstorm Watch: Indicates that weather conditions are such that a thunderstorm may develop.
2. b) Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
3. c) Tornado Watch: Means that weather conditions are such that a tornado may develop.
4. d) Tornado warning: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.

In the event of a tornado warning,

- Staff and children will move to Youth Alley.
- Have everyone sit facing the wall, protecting their head and face with their arms against the wall.
- All doors will be firmly closed and locked.
- The person in charge will insure the evacuation pack is with the staff and children in shelter.
- The person in charge will verify all staff and children are accounted for.

In the event of a hazardous chemical spill,

- Remain inside the building unless directed to evacuate by emergency services personnel.
- Windows and doors will be shut,
- All fans, air conditioners and ventilators will be turned off,
- Plastic sheeting and duct tape will be utilized to seal off gaps around windows and doors
- The person in charge will verify all staff and children are accounted for.
- Any children outside for play will be immediately brought into their classroom and roll taken to insure all are accounted for.

- Staff and children will stay in the facility until the authorities give an all clear.

In the event of an earthquake,

Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to occur, but cannot yet predict the exact time and place.

- During the shaking the staff will keep calm and will not leave the location.
- All children in the staff's care will be immediately accounted for. Staff will insure the safety of children during, and after, the earthquake.

If indoors - stay there.

- Children will be directed to take cover under desks, tables or other heavy furniture.
- If furniture for shelter is not available in the area, the children will be moved to the hallways.
- Staff and children will stay away from windows, unsecured bookcases, or other heavy items that could fall.

If outdoors - stay in the open.

- Staff will move the children away from the building as a group into an open area, and away from utility poles or over wires.
- Staff will insure they and the children do not come in contact with downed utility poles and overhead wires.
- After the shaking stops, staff will move children that are in the building to an open area outside the building. Any staff and children outside the building will not re-enter the building.
- The person in charge will verify with each lead staff person that all of the children in their care are accounted for.
- Any children requiring medical attention will be identified and emergency medical services contacted. (minor scrapes will be handled with first aid by staff).

Armed Intruder - Call 9-1-1.

- Staff will try to move the children to safety, either in a room inside behind locked doors or quickly taken outside the building.
- DO NOT try to confront the intruder
- If the intruder does confront you, try to remain calm and to calm down the intruder.

Hostage Situation - Call 9-1-1.

Don't endanger yourself or any of the children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.

If allowed, staff should follow the IMMEDIATE EVACUATION section steps in exiting the building.

MISSING CHILD

In the event a staff person identifies a child as missing, that staff person will immediately notify the person in charge.

The person in charge will immediately verify the child is not in any of the care areas, bathrooms, closets, utility rooms, playground, etc.

If the child is not found in the facility, the person in charge will

- Call local law enforcement
- Call the child's parent or guardian. If the parent or guardian is not reached the emergency contact persons on the child's enrollment form will be called. Attempts will be made to contact the child's parent or guardian; or emergency contact, until one of them has been contacted.
- Insure that all other children, who are supposed to be there, are verified to be in the facility.
- Staff will insure each child in their care is in the indoor care area with them pending further direction.
- Cooperate with law enforcement in the search for the missing child.

The person in charge will report the incident to Child Care Licensing, after the safety and accountability of the other children has been insured and the parent and law enforcement notifications have been made.

COMMUNICATIONS

- Always have a backup form of communications, other than commercial telephone.
- Cell lines will most likely not be available during a disaster. Everyone will be trying to use these.
- Think about two way radios. Most of these have a range of up to two miles.
- What is your alarm system? Do you have a separate alarm sound for fire, tornado, earthquake, etc.? Have you practiced with these different alarms?
- Do you have an out of state contact for your children? Your staff?

Dear Parent:

This letter is to make you of our concern for the safety and welfare of children attending Junior Lobo Academy Child Care Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation - Students are evacuated to a safe area located inside the CISD Softball Field in the event of a fire, etc.
- In-place sheltering - Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. We will keep the children in Youth Alley until the situation is all clear.
- Evacuation - Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at The Open Door located at 1906 TX-206 Cisco, Texas. There will also be a notice posted on the entrance to The Myrtle Wilks Community Center providing information on the relocation site.
- Modified Operation, May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations. Our rule has always been if Cisco ISD closes or delays due to increment weather, JLA will close or delay.

Please listen to KATX for announcements relating any of the emergency actions listed above. We also post on our facebook page. We send out messages through our Remind app as well.

We ask that you not call our main number during the emergency. Our staff will contact you, or other emergency contacts identified by you, in the event the children and staff are relocated or if there are injuries. The contact with you, or the other emergency contact, will be at the numbers provided by you. We encourage you to periodically update the contact information to insure we have you listed correctly.

We ask for your patience in that effort since we will be insuring the safety of all the children and will take any calls as they are received.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

A copy of our Emergency operating procedures may be viewed at any time at our facility. It is located in the Director's Office. This plan is updated on an annual basis, as is required by our licensing agency.

Sincerely,

Carrie Pierce

CHILD CARE FACILITY
CHILDREN AND STAFF HAVE
RELOCATED TO

(Relocation Site Name & Location)