**Before/After School Childcare Multi-Hazard Emergency Plan**

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| Facility Name | **Hancock County Elementary School** |
| Facility Address | **373 Newmans Ridge Road**  **Sneedville, TN 37869** |
| Facility Phone | **(423)733-2534** |
| Facility Main Contact | **Tammie Wallen** |
| Emergency Kit Location(s) | **Office and each classroom-An advanced kit with AED is available with after school instructor who is certified paramedic and HazMat technician.** |
| Number of Children | **50-100** |

**Emergency Telephone Numbers**

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| Fire, Police, Sheriff, Ambulance, Rescue | **911** |
| Closest Hospital Emergency Room | **(423)733-5000** |
| Department of Children’s Services, Abuse Hotline | **1-877-237-0004** |
| Local Emergency Management Agency | **(423)733-8838** |
| Poison Control Center | **1-800-222-1222** |
| Department of Human Services Child Care Complaint Hotline | **1-800-462-8261** |

**Evacuation Information**

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| **Evacuation Exits:** | **Illuminated end exit signs on both ends of hallways.** |
| **Notification:** | All evacuation drills begin as a fire drill.  Fire Drill Instructions-constant alarm will sound with instructions to please evacuate the building. |
| **Location of Evacuation Sites:** | **Onsite: Playground areas on both ends of school.**  **Offsite #1: Farmers Market located below Elementary School.**  **Offsite #2: Former High School.** |
| **Transportation and Routes to Evacuation Locations (if necessary):** | **Offsite #1: Farmers Market located below Elementary School.**  **Offsite #2: Former High School.** |

**Purpose of Plan**

The purpose of this is to identify and respond to incidents by outlining the responsibilities and duties of **CPEC/HBOE**\_\_\_\_\_\_\_\_\_ and its director/employees. Developing, maintaining, and exercising the plan empowers director/employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, children, parents, and other key stakeholders on their roles and responsibilities in the event of an incident. This plan provides parents and other members of the community with assurances that **CPEC/HBOE**\_\_\_\_\_\_\_\_\_ has established guidelines and procedures to respond to incidents/hazards in an effective way. All employees of this facility are trained annually in the procedures outlined below.

**Emergency Procedures**

***PARENTAL NOTIFICATION* –** in the event of an emergency that requires parental notification the procedure is as follows:

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| We have procedures to follow in the event of emergencies during after school. These plans are discussed with students and are practiced during the school year. In the event of a true emergency situation, we ask parents not call or come to the school unless an announcement is made to do so. The reason for this request is the need to keep telephone lines and road access to the school free and obstructed for emergency personnel. Also, after school personnel would be occupied with the task of accounting for all students.  As soon as the situation allows, we will make information available through the Director’s Office (733-2591) and local radio and local scanner services. If the situation requires **early dismissal**, we will either dismiss the entire student body at one time or we will have runners assigned to call your child and have you sign them out. In either event we ask that you:   * Stay in line and pull up carefully – avoid blocking or slowing traffic. * In the event of the use of runners, do not leave without signing your child out – we will load cars as quickly as possible. **Please be patient**. * Please do not ask for students other than your own without written permission from parents. |

***FIRE -* In the event of interior fire or exterior fire, that threatens the facility:**

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| * **EVACUATE building** * Call 911 * Proceed to pre-designated fire evacuation location * Conduct initial head count during evacuation procedure * Account for all children, staff and visitors * For small fires, a staff member trained in the use of fire extinguishers may attempt to extinguish the blaze when doing so creates no imminent threat to life safety * Remain in safe area until all-clear is given by first responders or agency director * If necessary, implement parental notification for child pickup. If not, notify all parents of the incident and outcome as soon as practicable. * Be prepared to give a calm and logical media report |

***TORNADO***

**Tornado watch** - Conditions are conducive to the development of tornadoes in and close to the watch area.

**Tornado warning** - A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

*This facility utilizes a NOAA weather radio or other up-to-date electronic devices e.g. cell phone with weather notification app to monitor weather alerts.*

**In the event of a tornado warning:**

* Move children to pre-designated safe area –hallway or interior room away from windows and glass doorways
* Use head tuck position to protect from flying objects
* Account for all children, staff and visitors

***EARTHQUAKE***

**If children are inside:**

* Identify the safe places in each room:
  + Under sturdy furniture like a heavy desk or table
  + Against an inside wall, away from windows, mirrors, pictures, bookcases, or other heavy objects that might fall
* During an earthquake, the most important thing for any child or adult to remember is to Drop, Cover, and Hold.
* At the first sign of shaking:
  + ***Drop*** to the floor.
  + ***Take Cover*** by getting under a sturdy table or other piece of furniture
  + ***Hold*** on until the shaking stops.

**If children are outside:**

* Move into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and streetlights.
* Kneel or sit on the ground and cover head and face with hands
* Once in the open, stay there until the shaking stops

***CHEMICAL SPILL***

In the event of an accidental release of hazardous chemicals or other emergencies where air quality is threat­ened, shelter in place unless instructed to do otherwise by the local Emergency Management or HazMat officials.

**When sheltering in place:**

* Shut and lock all windows and doors
* Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
* Take students to the gym
* **Do not** go into a basement or below ground level room.
* Seal any windows and/or vents with sheets of plastic and duct tape
* Seal the door(s) with duct tape around the top, bottom and sides
* Turn on a TV or radio and listen for further instructions.
* When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air

***FLOOD***

**1. Warning:**

Except in the case of flash flooding, the onset of most floods is a relatively slow process with the buildup taking several days. Progressive situation reports are available from the NWS and the River Forecast Center district office of the NOAA.

* Flash flood watches are issued by the NWS to the public by radio/TV stations. A watch means that flooding MAY occur.
* Flash flood warnings are issued by the NWS to the public by radio/TV stations when flooding is actually occurring.

**2. Preparation**

* Know what a forecast river height means as it relates to the facility. Helpful information includes:
  + Knowledge of how elevations relate to river gauges from which a forecast is prepared.
  + Know if the facility is in a flood plain.

**3. Response**

* Evacuate children to designated shelters.
* Shut off water at mains so contaminated water will not back up into facility supplies.

**LAW ENFORCEMENT EMERGENCY**

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

**LOCKDOWN**

* Lock outside doors and windows.
* Close and secure interior doors.
* Close any curtains or blinds. All classrooms have permanent tinted windows.
* Turn off lights. Reduced light increases effectiveness of tinted windows.
* Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
* Bring attendance sheets, first aid kits and other comforting items, and books to lockdown area, if possible. If all students are accounted for when reaching designated areas the display of the green card will be used. If students are not accounted for when reaching designated areas the display of the red card will be used.
* 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.

***PARENT REUNIFICATION***

In case of the need to evacuate or when parents/guardians are unable to get to children, the following information will be utilized to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

**Parents/guardians are provided:**

* Information on each evacuation site
* Contact information for facility Director, cell phone, and home phone.

**Parent/guardian contact numbers are:**

* Maintained separately by Director
* Computer Accessible

**Release:**

* Children will only be released to contacts listed on the child’s form and who can provide identification (if other than parent)

***SPECIAL NEEDS PLANS:***

Individualized plans to accommodate children with special needs will be developed and attached to this document.

**Record of Fire Drills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year** | **Date** | **Time** | **Sign when completed** |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

**Record of Other Drills**

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| --- | --- | --- | --- | --- |
| **Month/Year** | **Date** | **Time** | **Type of Drill**  **(Tornado, earthquake, etc)** | **Sign when completed** |
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**Emergency Kits –** Portable kits to be taken with staff in the event of evacuation or relocation to safe room

**Emergency Kits:**

* Emergency contact information and pick-up authorizations for all of the children
* Medication and other equipment (with instructions for use) for the children and staff
* Special medical information, including allergies on children and staff
* First aid supplies
* Water & snacks for everyone (time permitting)
* Flashlight(s)
* Radio with spare batteries
* Duct tape
* Activities for children
* Important business records (second priority)
* Other (specify)

**Staff Training Log**

All childcare agency staff persons shall be trained on the plan annually.

Name/ Training Date/Signature

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| --- | --- | --- |
| **Name** | **Training Date** | **Signature** |
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**Monthly Documentation of Emergency Plan Review**

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| --- | --- |
| **Plan reviewed by Name/Position** | **Date** |
|  | January |
|  | February |
|  | March |
|  | April |
|  | May |
|  | June |
|  | July |
|  | August |
|  | September |
|  | October |
|  | November |
|  | December |