Emergency Preparedness

Required Training per Rule 3 and Head Start Program Performance Standards
Health and Safety Screener

• All licensed classrooms must complete prior to 1st day of class.
• Use it to inspect both indoor and outdoor elements of your environment for safety.
• Complete form electronically and email to Health Manager prior to Day 1 of class.

** Home-base sites– different tool is used to screen safety of your socialization space
Playground Safety Checklist

- Staff should use checklist every single time before allowing children on any playground equipment.
- Adult-child ratio is 1:10.
- Preschool children cannot be on equipment that puts them more than 5 feet off the ground unless they’re 100% enclosed (such as a tunnel). Toddlers cannot be more than 32 inches off the ground.
- Use visual markers for boundaries if the area is not fully fenced. Explain them to children.
- Post the playground safety checklist at your site for parents and volunteers to use.
Emergency/Disaster Preparedness

- NEW Form from MN DHS this year!
- Required at every licensed classroom
- Review your site’s plan as a team
  - Be familiar with detailed response to each situation
  - Do revisions need to be made (meeting place, phone numbers, location of emergency supplies, etc.)?
  - Be sure it’s posted in clear location for everyone to see
EMERGENCY PLANS

MUST HAVE THIS EMERGENCY PLAN AT ALL SITES!

MAY still keep this at site for an easier to read Emergency Plan as well if you wish to!
Specific Emergencies
How to Respond
Blizzards

• Shelter-in-place if stranded
• Listen to radio or TV for information
• Keep kids in safe indoor location
• Maintain adequate supply of food, water, and blankets during winter months
• Contact Head Start Director before contacting parents!
• All staff must stay with children until travel is deemed safe and each child has been picked up or transported home
BOMB THREAT

Telephone or Verbal Threat

1. Get information from the caller or person.
2. Calmly gather children.
3. Lead Teacher takes classroom sign-in/out sheet and performs head count.
4. Teacher Assistant takes the classroom cell phone, performs 2nd head count, and closes the door to classroom. Follow at end of line.
5. Classroom Assistant takes the emergency backpack and assists with the group.
7. Go to designated outside meeting place.
8. Call 9-1-1.

Serious Package or Device

• DO NOT move, touch, or handle the object!
• DO NOT use 2-way radios, cell phones, or electronic devices!
• DO NOT turn off lights or touch switches, make loud noises or activate alarms.
• Move children away from the object quickly and calmly.
• Call 9-1-1.
• Lead Teacher takes the classroom sign-in/out sheet and performs head count.
• Teacher Assistant takes the classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at the end of the line.
• Classroom Assistant takes the emergency backpack and assists with the group.
• Evacuate using safest route out of the building. Avoid area where object is located.
• Go to safe location as directed by emergency personnel or designated outside meeting place.
• Contact Head Start Director before contacting parents!
• Notify parents of evacuation and coordinate transportation or pick up if needed.
Bomb Threat

- Ensure designated outside meeting place is still accurate
- Each staff has specific duty:
  - Lead Teacher: take sign-in sheet and count heads
  - TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
  - CA: take emergency backpack and assist with group
- Call 9-1-1 once at safe meeting place
- Contact Head Start Director before contacting parents!
Fire Evacuation: fire, electrical issues, gas leak, or any other potential for fire

• Monthly fire drill is **required** by MN DHS for licensing

• Ensure designated outside meeting place is still accurate

• Each staff has specific duty:
  • Lead Teacher: take sign-in sheet and count heads
  • TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
  • CA: take emergency backpack and assist with group
  • Contact Head Start Director before contacting parents!
FIRE EVACUATION

If the alarm sounds:

- Calmly gather the children.
- Feel the door. If it’s hot, do not open it (see blocked exit instructions).
- Lead Teacher takes classroom sign-in/out sheets and performs head count.
- Teacher Assistant takes the classroom cell phone, performs 2nd head count, and closes door to classroom. Follow at end of line.
- Classroom Assistant takes the emergency backpack and assists with the group.
- Leave the building using practiced escape route. If blocked by smoke or fire, use alternate escape route.
- If smoke is detected, have children crawl to escape.
- Go to the designated outside meeting place.
- Lead Teacher and Teacher Assistant both perform head count once at the outside meeting place. Notify emergency personnel if anyone is missing.
- Stay together! All staff and children should stay in the designated meeting place until further instructions. Once outside, staff should call 9-1-1.
- Contact Head Start Director before contacting parents!
- Notify parents of evacuation and coordinate transportation or pick up if needed.

If exit is blocked:

- If door feels hot, do not open it. Stay in the room.
- Place blanket or other material under door to block smoke.
- Gather children near window. Escape may be possible through window.
- If escape is not possible, call 9-1-1.
- Call 9-1-1.
Flooding

• Be familiar with various “stages” of flooding

• If evacuation is necessary, each staff has specific duty:
  • Lead Teacher: take sign-in sheet and count heads
  • TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
  • CA: take emergency backpack and assist with group

• Use your site’s emergency weather radio for instructions

• Contact Head Start Director before contacting parents!
FLOOD WATCH

Flooding is **POSSIBLE**

If advised to evacuate, do so **IMMEDIATELY**!

Flooding is **OCCURRING** or will happen **SOON**!
Flash flooding is POSSIBLE. If located in an area for flash flood risk, you should move to a higher ground.

Flash Flood is HAPPENING! If in an area for flash flood risk, you should move to a higher ground IMMEDIATELY!
Urban and Small Stream Advisory: Flooding of streets, small streams, and low-lying areas occurring. If evacuation is recommended, follow designated evacuation route.
Flood Evacuation Procedures:

• If advised to evacuate, do so quickly. Avoid being isolated by flooded roads.
• Lead Teacher takes the classroom sign-in/out sheets and performs head count.
• Teacher Assistant takes classroom cell phone, performs 2nd head count and closes door to classroom. Follow at end of the line.
• Classroom Assistant takes the emergency backpack and assists with the group.
• Leave the building using practiced escape route.
• Use emergency weather radio for evacuation instructions.
• Follow recommended evacuation routes. Shortcuts may be blocked.
• Never attempt to drive through water flooded streets.
• Contact Head Start Director before contacting parents!
• Notify parents of evacuation. Arrange transportation or pick-up if needed.
LOCKDOWN

Potential violence such as weapons, gunfire, hostage, intruder, adult under the influence, threatening person, etc.
Lockdown

• Sites located within a school building should follow the procedure specified by that district.

ALL OTHER SITES SHOULD:

1. Close & lock all doors.
2. Turn off lights. Block windows to prevent anyone from seeing inside the room.
3. Have children sit quietly in designated safest area.
4. Lead Teacher call 9-1-1.
5. Lead Teacher and Teacher Assistant perform head count. Call 9-1-1 if anyone is missing.
6. Maintain position until given further instructions.
7. Contact Head Start Director before contacting parents!
• Is your designated lockdown area still okay?

• **After** children are situated, Lead Teacher should call 9-1-1.

• If evacuation is necessary, staff assume same roles for the previous situations.

• Contact Head Start Director before contacting parents!

• Safety of children is first priority. Once they’re safe, parents/emergency contacts should be called for further instruction.
Evacuation MAY be required. Take children to safe location.

1. Follow instructions from emergency personnel.
2. Calmly gather children.
3. Lead Teacher takes the classroom sign-in/out sheets and performs head count.
4. Teacher Assistant takes classroom cell phone, performs 2\textsuperscript{nd} head count, and closes the door to the classroom. Follow at end of the line.
5. Classroom Assistant takes the emergency backpack and assists with the group.
6. Leave the building using practiced escape route.
7. Go to outside meeting place identified by emergency personnel.
8. Lead Teacher and Teacher Assistant perform head count. Tell emergency personnel \textbf{IMMEDIATELY} if someone is missing!
9. Transport children to safe location as directed by emergency personnel.
10. Contact Head Start Director before contacting parents!
11. Notify parents of evacuation and coordinate pick-up if needed.
Serious Injury or Death— Injury or death of any person at the site.

- Stay with the victim unless there is immediate danger.
- Call or send someone to call 9-1-1.
- Initiate lockdown procedure to keep area safe.
- Utilize appropriate first aid/CPR measures until emergency personnel arrives.
- Refrain from moving the victim until emergency personnel arrive.
- Contact Head Start Director before contacting parents!
- Contact parents/emergency contacts if needed.
Shelter-in-Place (chemical, biological, or other contaminate)

Shelter in place: prevent exposure to hazardous material.

2. Lead Teacher takes the classroom sign-in/out sheets and performs head count.
3. Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
4. Classroom Assistant takes the emergency backpack and assists with the group.
5. Go to designated safest area of building, preferably inner room with no outside windows.
6. Close all windows and doors. Seal openings with plastic duct tape.
7. Close and seal ventilation and air ducts.
8. Shut down heating/cooling system, if possible.
9. Lead Teacher will call 9-1-1 to report class location. Stay there until further instructions.
10. Contact Head Start Director before contacting parents!

*** chances of this situation happening are extremely rare!!!
Evacuation: transport children to safe location.

2. Lead Teacher takes the classroom sign-in/out sheets and performs head count.
3. Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
4. Classroom Assistant takes the emergency backpack and assists with the group.
5. Leave the building using practiced escape route.
6. Go to designated outside meeting place.
7. Lead Teacher and Teacher Assistant perform head count. Report anyone missing to 9-1-1!
8. Transport children to safe location as directed by emergency personnel.
9. Contact Head Start Director before contacting parents!
10. Notify parents or emergency contacts.
Tornado or other Severe Weather

- MN Childcare Licensing requires a monthly tornado drill in September, April, and May
- Know difference between a tornado watch and warning
  - Watch: tornado is possible but not yet sighted
  - Warning: tornado is on radar or sighted
- Use designated tornado shelter—avoid windows and doors
- Each staff has specific duty:
  - Lead Teacher: take sign-in sheet and count heads
  - TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
  - CA: take emergency backpack and assist with group
- Stay in designated shelter until “all clear” given—use site’s emergency weather radio
- Contact Head Start Director before contacting parents!
- Call parents/emergency contacts once safe
**TORNADO**

**Tornado Watch**—Tornado is possible, but not yet sighted.

- Watch the sky. Listen to radio/TV for more information.
- Be prepared to move quickly to safe location.
- Calmly gather children.
- Lead Teacher takes the classroom sign-in/out sheets and performs head count.
- Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
- Classroom Assistant takes the emergency backpack and assists with the group.
- Use designated shelter.

**Tornado Warning**—Tornado has been sighted or indicated by radar!

- Calmly gather children.
- Lead Teacher takes the classroom sign-in/out sheets and performs head count.
- Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
- Classroom Assistant takes the emergency backpack and assists with the group.
- Use designated shelter. Avoid windows and glass doors. Close doors to outside rooms.
- Lead Teacher and Teacher Assistant perform head count. Call 9-1-1 if someone is missing.
- Have children sit in position. If possible, protect heads with blankets or other coverings.
- Stay in this position until given the “all clear” by authorities.
- Contact Head Start Director before contacting parents!
- Contact parents or emergency contacts.
Utility Disruption

• Any utility is out of service (electrical, heat, water, phone)
• If no immediate danger, continue services as usual
• If not reinstated after 1 hour, begin calling parent/emergency contact to arrange transportation
• Site should close when:
  • Room temp is colder than 65° or warmer than 85° for more than 1 hour (contact HS Management if this is a chronic issue at your site)
  • Phone service is disrupted for more than 1 hour
  • Running water isn’t available for more than 1 hour (affects handwashing, diapering and toileting, food prep, etc)
  • Lighting is reduced to the point of being unsafe
  • Nutritional needs of the children cannot be met.
Complete Knowledge Check