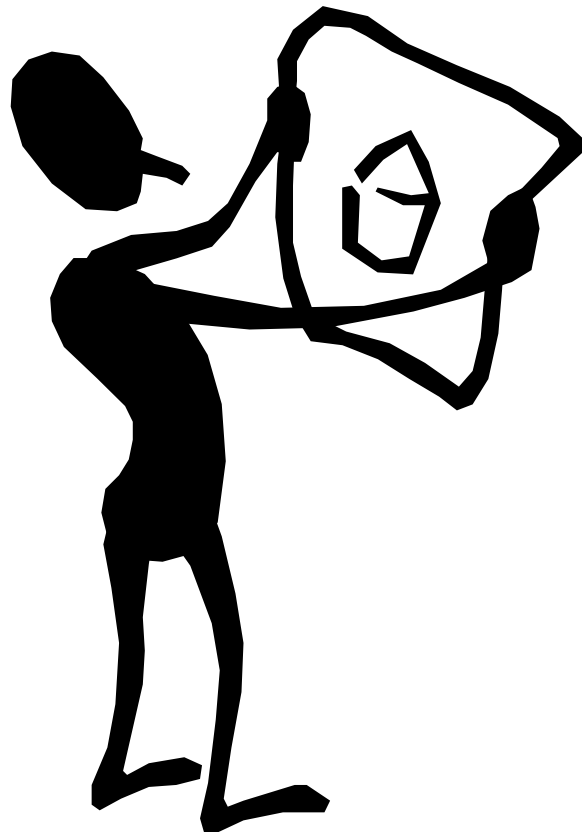


Bear River Head Start



Emergency Plan

Revised July 2017

Bear River Head Start Emergency Response **Quick Guide**

**FOR ALL LIFE THREATENING
EMERGENCIES, CALL 911!!**

**THINK BEFORE YOU ACT!! KNOW THE
ANSWERS TO THE FOLLOWING QUESTIONS:**




- 1. Where are the exits?**
- 2. Is it necessary to evacuate the building or stay in lock-down?**
- 3. How will students, teachers, employees, and visitors be evacuated?**
- 4. Where are these plans and other vital evacuation supplies kept?**
- 5. How do you notify substitutes of these procedures?**
- 6. Think before you act!!!**

**KEEP CLASSROOM DOORS
LOCKED AT ALL TIMES.**








(Follow guides lines given to you by outlying school districts.)

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

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1. Introduction

General Emergency Plan

The prime aim in any emergency is to preserve life. This is often achieved through measures that avoid the situation developing in the first place. However, emergencies and their onset can be devastating. In any type of general disaster, lives can be saved if people are prepared for the emergency and know what actions to take when it occurs. The way staff responds in any emergency will vastly determine the ability to survive.

All Head Start/Early Head Start/Child Care Partnership employees and students should be aware of emergency evacuation procedures and assignments. All staff, volunteers, parents and children at Head Start should follow this Evacuation Policy and Procedure at all times during the year.

All Head Start/Early Head Start/Child Care Partnership employees are responsible for ensuring that their students, parents, and volunteers are aware of the proper emergency evacuation procedures. They should be prepared to activate it and perform their duties at any time.

Staff Responsibilities

Assignments for Emergency Preparedness: Prior to an emergency

All staff members are required to know their specific responsibilities in the event of any emergency. Responsibilities are listed below.

All Staff at Bear River Head Start will:

1. Familiarize themselves with this plan.
2. Be prepared to activate emergency procedures immediately.
3. Perform any duties to which they are assigned to make its activation effective.

Health Specialist will:

- Keep an updated Emergency Plan for all Centers.
- Coordinate with area resources.
- Ensure Emergency Plan is accessible to staff and they are familiar with it.

Teachers & Assistants will:

- Use Common sense at all times.
- If possible/when needed take the emergency 72-hour kit with them during an evacuation. During fire drills take the fanny packet.
- Know the emergency preparedness plan and their role.
- Teach students the Emergency Preparedness Plan and Evacuation Routes.
- Make sure their emergency kit is **up-to-date at all times**.
- Continually update class list with emergency phone numbers and keep in fanny pack and give copy to secretary.
- Refer to flip charts when needed.
- Keep first aid supplies, 72-hour kits, flashlights and batteries, and other materials stocked and readily available at all times.
- Keep emergency handbook and class roll updated and readily available at all times.
- Provide input to emergency preparedness plan updates.
- Learn survival and first aid techniques, enabling them and others to be prepared to assume responsibility for student care and co-worker care under emergency situations.
- Decide where to place students within the classroom, away from a direct line of door/windows.
- Account for all students, using the class list, and stay with students during an evacuation.
- Keep a time-line and detailed notes of the event and/or any suspicions you may have regarding people, items, or things that seem out of place.

Secretaries:

- Assist with communication and warning.
- Maintain a complete list of children and staff.
- Ensure that first aid box kit is well stocked and labeled in a visible location and contents are maintained and accessible.
- Determine, in advance, which records must be moved in case of a school evacuation, prepare such records to be transported, and move such records when needed.

Maintenance:

- Assume responsibility for checking safety factors of the school prior to an emergency and report any structural defects or repairs and fix them where possible.
- Post signs for shut-off valves and switches for gas, water, and electricity in prominent area of the school for others to use in an emergency. Give copies to Coordinators and Health Specialist. (In an emergency situation, as each area is checked, document with a check-off list, noting any problems or tampering, and notify the Health Specialist. Also let them know if you took any action to correct the problem.)
- Assist in checking for power line or building damage preventing safe exit.

Line of Communication

The primary method for the notification of fire, explosion, and/or any emergency requiring rapid evacuation, with the exception of hostage crisis, will be through the use of the intercom. The secondary or backup method will be through the use of the fire alarm system and runners. In the event that the building needs to be evacuated, the line of communication listed below must be followed.

1. Notify 911 system or activate the Bear River Head Start emergency system.

A. In all emergency situations, the Health Specialists and/or Health and Wellness Coordinator needs to be contacted after emergency personnel have been contacted. Evacuate staff and children and then call.

2. Contact the Secretary immediately. If not available or applicable contact one of the following respectively:
 - A. Education Specialist/Mentor Coach-PHS
 - B. Center Base Coordinator -PHS
 - C. Disability Specialist-PHS
 - D. Center Base Specialist-EHS
 - E. Site Coordinator-EHS
3. The secretary (PHS classrooms), or designated person, will then issue the command to evacuate the building over the intercom or by pulling the alarm.
4. The secretary or designated person will then notify emergency personnel.
5. Make sure every class has received the message and has evacuated.
6. Notify the Director/Health Coordinator.

Main Office

1. Contact the Health Specialist immediately. If not available contact one of the following respectively:
 - A. Enrollment Clerk
 - B. Family Development Specialist
 - C. Health Assistant
2. The Health Specialist, or designated person, will then issue the command to evacuate the building over the intercom or by pulling the alarm.
3. The Health Specialist or designated person will then notify emergency personnel.
4. Make sure every office has received the message and has evacuated.
5. Notify the Director/ Health Coordinator.

NOTE: In the event of a hostage crisis situation, they will be notified immediately using the code.

Parents will be informed as to the status of all emergencies through local commercial radio stations, as conditions permit, or if possible with time permitting, through phone contact. **Children will only be released to parents or authorized guardians** (see your emergency contact list located in your fanny pack). Teachers will keep track of which children are released and to whom. Parents will be informed before hand to tune into one of the following radio stations if there is an emergency situation involving their child's school.

Utah

KBLQ 92.9 FM
KVFX 94.5 FM
KIX 96.7 FM
KVNU 610 AM
KSL 1160 AM
KLGN 1390 AM

Idaho

KACH AM 1340
KVNU AM 610

**CACHE COUNTY EMERGENCY MANAGEMENT RADIO STATION:
1610 AM**

For outlying areas, teacher/educator/advocate will be designated by their Coordinator to take the place of the secretary and other contacts, if not available, and follow through with the duties listed above. When possible, contact the Health Coordinator or Director and inform them of the emergency evacuation.

II. Evacuation Procedure:

General Evacuation Plan

In the event of an emergency situation, the following procedure must be followed. This may be due to fire, bomb threat, structural damage, gas or chemical leak.

1. Remain Calm.
2. All occupants in the Head Start building are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given (i.e. announcement over the intercom to the various classes).
3. If in a classroom, line the children up; take a head count, take the roll, first aid kit, 72 hour kit and fanny pack with you as you leave the room. The secretary will take the sign in sheet and cell phone before she leaves the building.
4. Close the door as you leave the room. **Do not leave any doors open behind you.**
5. Leave the building through the nearest (primary) exit with the 72-hour kit, first aid kit, and fanny pack. (See Appendix)
6. Individual students or groups of students who are not in their classrooms should be evacuated by moving to the nearest safe exit.
7. Touch all closed doors to feel if hot. NEVER open doors that feel hot to the touch; use secondary exit.
8. Never attempt to travel through smoke-filled rooms, hallways, or stairwells. If possible, use a different exit.
9. **If you are trapped in a room, the Emergency personnel will start looking for you when they arrive.**
10. After evacuation, move away from the building to your assigned meeting place. NEVER assemble near exits or fire lanes.

11. Once assembled at your assigned meeting place, teachers will account for all students. Secretary will account for other staff.
12. The secretary will account for other staff by using the staff sign in/sign out sheets on her desk. Employees sign that sheet upon entering and leaving work.
13. Report numbers to Secretary. The secretary will then let emergency personnel know who is missing.
14. Once all staff and students have been accounted for, wait for EMS to give permission to re-enter the building.
15. If the building is not safe, move to the Secondary Shelter or Tertiary Shelter as directed.

Evacuation of Mobility-Impaired Persons

PHS/EHS/CCP

Assistance should be offered to mobility-impaired persons for evacuation. Assignments will be given annually to assist students who may require special help.

Main Office

Assistance should be offered to mobility-impaired persons for evacuation. Assignments will be given annually to assist staff who may require special help. A ramp exit is located on the north side of the building. There are three floors with an elevator. If the exit with the ramp is inaccessible, they may need to be carried or transported out of the building at the nearest exit. Assignments will be given annually to assist employees who may require special help. Do not use the elevator if fire or bomb threat is suspected.

Primary Evacuation Routes

The primary evacuation route in any building is the closest exit to where you are at in the building at the time of being notified over the intercom to leave the building or by hearing the alarm system.

Secondary Evacuation Routes The purpose for a secondary route is to safely exit the building due to the fact that the primary exit is blocked by fire or the presence of other possible dangers.

Evacuation Assembly Areas

PHS

Meeting Place Number 1:

North of the building in parking lot in front of lobby.

Meeting Place Number 2:

West of the building across street in parking lot.

Meeting Place Number 4:

East of the building in Crystal Inn parking lot.

EHS

Meeting place: When everyone is safely evacuated and accounted for the teachers and any additional staff will take the children across the street on the East side of the building and across the railroad tracks and a bit farther East to the Logan Transit Bus Stop.

In-Place Sheltering

Examples of specific emergencies in which in-place sheltering may become necessary are as follows: **Biologic or chemical fumes or dangers, nuclear bomb**

PHS and Main office

1. An announcement or runner will let you know that the "In-Place Sheltering" procedure is in effect.
2. Close all doors to the outside and close and lock all windows. (Windows seal better when locked.) Seal gaps under doorways and windows with wet towels, and those around doorways and window with duct tape (or similar thick tape) and sheets of plastic. Assign staff /students to assist
3. Maintenance should set all ventilation systems to 100 percent re-circulating so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off.
 1. Turn off all heating and air conditioning systems.
 2. Seal any gaps around window-type air conditioners; exhaust fans, range vents, dryer vents, etc., with tape and plastic sheeting, wax paper, or aluminum wrap.
 3. Close as many internal doors as possible.
 4. If an outdoor explosion is possible, close drapes, curtains and shades over windows. Avoid windows to prevent potential injury from flying glass.
 5. If you suspect that the gas or vapor had entered the structure you are in, hold a wet cloth over your nose and mouth.
 6. The Health team will tune into the Emergency Broadcast System channel on the radio or television for information concerning the hazardous material incident and in-place sheltering. They will advise you of any changes.

Secondary Shelter- La Quinta Inn for PHS, Logan High School for BRHS Main Offices, and PHS for EHS.

The Secondary Shelter for the Logan Classrooms will be La Quinta Inn, which is east of the Logan Pre-school. Bear River Head Start main offices will meet at the Logan High School across the road to the south of the main offices. Preschool Head Start will be Early Head Starts South secondary shelter. The Cache Valley Mall will be the secondary shelter for the Early Head Start North Center. If all is clear and permission is given by the Health Specialist or designated person, all can safely re-enter the building. If there is still danger or if instructed by the Health Specialist or designated person, you will be instructed to go to the secondary shelter in your area. This movement should be done calmly and orderly, preferably in a line.

Tertiary Shelter

If Crystal Inn and Preschool Head Start are unavailable for some reason, PHS Bear River Head Start will need to go to a tertiary shelter, which is an LDS Stake Center. If this is the case, the Health Specialist, Health and Wellness Coordinator, or other designated person will call the American Red Cross who will state the location for both PHS and BRHS Main Offices. (752-1125). The American Red Cross will assist us in evacuating to a tertiary shelter.

Notifying Legal Guardians of Evacuation Area

Teachers and teacher assistants need to notify parents of where their children are located during and/or after the emergency is over. This will give parents peace of mind and enable the parents to arrange for their children to be picked up when it is safe to do so.

Teachers and teacher assistants should have all the phone numbers, for Head Start legal guardians and/or authorized pick-up/drop-off adults, in their cell phones. In the event of an emergency, teachers and teacher assistants can send out a mass text, notifying parents where their children are located.

Practice Drills

1. There will be monthly practice drills and you are to rotate between primary and secondary exits in case of the event that the primary exit is blocked by fire or other means. In practice drills, exits will be blocked to simulate this possibility.
2. Drills must be held at regular times, as well as at inopportune times, to prepare for an emergency to occur at any time using primary vs. secondary routes
3. Practice Drills will be announced over the intercom and/or by the alarm system.
4. **Alternate using primary vs. secondary routes**
5. Everyone in the building, including employees, specialists, part-time employees, guest speakers, parents, and all other visitors, must obey instructions when the alarm is sounded.
6. Document practice drills

III. Fire Safety: Without signs of fire or smoke-PHS

1. You will be told to evacuate the building due to a fire, immediately followed by the fire alarm. Even though you may not see fire or smoke, **YOU MUST STILL EVACUATE THE BUILDING**. It may be a practice drill, or a fire may be in a part of the building you cannot see. Do not take chances to wait and find out. Immediately exit with your class. Take your 72-hour kit, first aid kit, and fanny pack with child emergency numbers in it.
2. When teachers walk out, they must grab their class roll and close the door.
3. The receptionist should grab a cell phone and the sign-in sheet to account for staff members and close the door behind her.
4. The alarm system automatically notifies the Fire Department.
5. Two designated people will stand guard at each exit to make sure that no one re-enters the building for any reason. This assignment will be given yearly.
 - Mentor Coach-Side door
 - Disability Specialist-Front door

EHS- attached guidelines.

Fire: without signs of fire or smoke

BRHS Main Offices

1. You will be told to evacuate the building due to a fire, immediately followed by the fire alarm. Even though you may not see fire or smoke, **YOU MUST STILL EVACUATE THE BUILDING**. It may be a practice drill, or a fire may be in a part of the building you cannot see. Do not take chances to wait and find out. Immediately exit.
2. The receptionist should grab a cell phone, and sign- in sheet to account for staff members.
3. The Health Specialist or designated person will call the fire department to report the incident and give details of what they can expect. If unable to call before leaving the building, this is best done by using a cell phone or a local neighboring residence.
4. Three designated people will stand guard at each exit to make sure that no one re-enters the building for any reason. This assignment will be given yearly.
 1. Health Specialist-North door
 2. Enrollment Clerk-By Diane's office door
 3. Mental Health Counselors- Mental health door.(if client or counselor are in that room.
5. If the fire continues and there is further danger, the employees must move to the secondary shelter, Logan High school or the tertiary shelter.

Fire: with visible fire or smoke

PHS

1. If you see signs of smoke or fire, have someone pull the alarm, if it has not already been done. If fire is containable, try to put it out with a fire extinguisher, water, dirt, or if a grease fire, with baking soda.

2. If the fire is not containable or not going out, leave it and get the building evacuated quickly and orderly.
3. When teachers walk out, they must grab their class roll, 72-hour kit, first aid kit, and fanny pack, and close the door.
4. The receptionist should grab a cell phone and the sign- in sheet to account for staff members.
5. The alarm system automatically notifies the Fire Department.
6. Two designated people will stand guard at each exit to make sure that no one re- enters the building for any reason. This assignment will be given yearly.
 1. Mentor Coach-Side door
 2. Disability Specialist-Front door
7. If fire continues and there is further danger, the students must be moved to the secondary shelter, the Crystal Inn. **Students will remain here until parents are able to come pick them up (see page 5).**

EHS-attached guidelines.

Fire: with visible fire or smoke

BRHS Main Offices

1. If you see signs of smoke or fire, have someone pull the alarm, if it has not already been done. If fire is containable, try to put it out with a fire extinguisher, water, dirt, or if a grease fire, with baking soda.
2. If the fire is not containable or not going out, leave it and get the building evacuated quickly and orderly.
3. Staff will walk out, and the close the door behind you.
4. The receptionist should grab a cell phone and the sign in sheet to account for staff members.
5. The Health Specialist or designated employee will notify the Fire Department.
6. Three designated people will stand guard at each exit to make sure that no one re- enters the building for any reason. This assignment will be given yearly.
 1. Health Specialist-North door
 2. Enrollment Clerk-By Diane' office door
 3. Mental Health Counselor
7. If fire continues and there is further danger, the staff must be moved to the secondary shelter, Logan High School.

If you become trapped due to smoke, heat, flames, or other hazard use the following procedure.

1. Leave the room door closed. Seal door cracks and ventilation grills with a cloth, wetted towels or clothing, if possible.
2. Use the telephone to call 911 and let them know your location.

3. **If a white flag/ handkerchief are not posted outside your door, then rescuers will start rescue efforts.**
4. If smoke enters the room, open the window to let it out. Close the window if outside smoke enters. Tie a cloth or piece of clothing around your nose and mouth to filter smoke, if necessary.
5. Stay close to the floor where the air is cleaner.
6. Break window if necessary.

If your clothes or a child's clothes catch on fire, you should: STOP, DROP, & ROLL until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat — burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).

Hot Door	Cool Door
<ul style="list-style-type: none"> ■ Do not open. ■ Escape through a window. ■ Break window if necessary. ■ If you cannot escape, hang something white or light-colored sheet outside the Window/door, alerting firefighters to your location. 	<ul style="list-style-type: none"> ■ Open slowly and ensure that fire and/or smoke is not blocking your escape route. ■ If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. ■ If clear, leave immediately through the door and close it behind you. ■ Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

- Crawl low under any smoke to your exit — heavy smoke and poisonous gases collect first along the ceiling.
- Close doors behind you as you escape to delay the spread of the fire.
- Stay out once you are safely out. Do not re-enter. Call 9-1-1.

Adapted from FEMA, Are You ready? Fires, <http://www.fema.gov/areyouready/fire/shtm>

Fire Extinguisher Locations (10)

PHS

- Outside of the electrical room by the utility room.
- Near the exit of the coat/locker area.
- In the kitchen near the exit.
- In the lobby near exit.
- By the laundry room near the laundry room exit.
- On the wall of south end of multipurpose room, near the viewing room.
- In all classrooms near outside exits and fire alarm pull downs.

Main Offices

- By EHS copier on the wall.
- North side of offices below Exit sign.

FD Office

- Conference room by file cabinets
- Library by paper holder

EHS South

- Nest
- Koop

EHS North

- Outside Main office in hallway
- End of hallway by bathrooms

Fire Alarm Pull Down

PHS

There are seven locations in the Logan Center: lobby, coat/locker area, multipurpose room, and the exits in each classroom.

Main Offices

Outside in the hall area on 2nd floor.

EHS North

There are six locations in the Fish Pond: lobby, exits in each classroom, rear exit

IV. Natural Disasters

Flooding

1. In the event of flooding, first notify the secretary or designated person.
2. Then try to determine the source of the flooding and stop any further leaking from occurring. Some possibilities are the canal flooding over it's banks, a flooding toilet, or children playing in a sink. The canal would not be easily solved, but if it was a toilet or sink, you could simply turn off the water.

3. If it is minor flooding, try to cover affected items or other items that may be damaged. Block off affected area to prevent others from entering and getting injured.
4. If it is larger or covering floors, evacuate the building as pre-planned or as directed by the Health Specialist, secretary or designated person.

Impact

If a flood is likely in your area, you should:

- Listen to the radio or TV for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without any typical warnings such as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your building. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your building, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your vehicle, abandon it and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

(Adapted from FEMA, Are You Ready? Floods,
<http://www.fema.gov/areyouready/flood.shtm>)

Earthquake

1. If shaking is felt, the first steps are to duck or drop to the floor.
2. Take cover under desks, tables, counters, in doorway, or interior wall and cover your head, neck, and eyes. Avoid dangerous open locations such as near windows, hanging objects, mirrors, or furniture that may fall.
3. Hold on to the furniture and stay in your crouched position at least until the shaking stops.
4. After shaking stops, check yourself and your students and co-workers for injuries.
5. Provide first aid for serious injuries, if any. This may only be to comfort the children who are afraid.
6. Look for small fires or hazards and extinguish them.
7. Be aware there could be other damages. Be mindful of hazards.
8. The secretary or designated person will turn off the gas to eliminate further leaks or fires. Do not turn them back on. Only a professional should turn it back on.
9. Listen to the radio for instructions.
10. Expect aftershocks. Be prepared to repeat the drop, cover, and hold on for each time shaking occurs.
11. If you are in an automobile or in the Head Start vehicle or bus, the driver is to slow down and drive to a clear place (away from trees and buildings that could fall onto vehicle) and stay in the vehicle until the shaking stops.
12. If the children are outside on the playground, have them get away from the trees, overhead power lines, and the building. Lie or crouch low to the ground in the clearest place possible.
13. In the event of a building collapse, stay where you are. Help is coming.

Impact

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might follow. Minimize your movements to a few steps, move to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors

- **DROP** to the floor; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

(Adapted from FEMA, *What to Do During an Earthquake*,
http://www.fema.gov/hazard/earthquake/eq_during.shtm)

For Individuals with Special Needs

- If you or a child are confined to a wheelchair or in a crib or stroller, try to get yourself *and the child under a doorway or into an inside corner*, lock *the* wheels, *and cover your* head and the child's head with your arms. Remove any items that are not securely attached to the wheelchair, crib, or stroller.
- If *you are* able, seek shelter *under a* sturdy table or desk. *Stay away from* outer walls, windows, fireplaces, and hanging objects.
- If you are outside, go to an open area away from trees, telephone utility poles, wires and buildings, and stay there.

(Adapted from CDC, *After an Earthquake, People with Special Needs*,
<http://www.bt.cdc.gov/disasters/earthquakes/disabilities>

Severe Storms

1. The emergencies associated with weather that might pose a danger to parents and staff are those of blizzard conditions, ice on the street, and high winds.
2. Tune in to the radio or television for broadcasting information of closure or for predictions of when it will end or how severe it is or will be.
3. If indicated, do not come in to work or to school.
4. If you are at school when the notice is sent out, it will be determined by the Director, Health and Wellness Coordinator, Health Specialist, or designated person if school will be dismissed or not.
5. Teachers are to make sure children are dressed properly and only release them to parents or authorized guardian.

Impact

If you are:	Then:
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie flat on the ground.

(Adapted from FEMA, *Are You Ready? Thunderstorms and Lightning*,

<http://www.fema.gov/areyouready/thunderstorms.shtm>

POWER OUTAGE

In case of severe electrical storm and power outages, the staff will maintain as near normal school as possible until the emergency is over or other instructions are given.

V. Building Emergencies

Power Outages/ Other Utility Problems

1. The power outage must be reported to authorities by the secretary or designated person. If outage is extended, closure or evacuation of building may be necessary. This must be approved by the Health and Wellness Coordinator and Health Specialist or designated person. The amount of time school is held in session will depend on the circumstances and weather during the power outage and utility problem.
2. When notified, staff and teachers with flashlights should evacuate the building as pre- planned and assist any that may need help.
3. When controlling the Electrical Power System, remember:
 - Turn off electrical current unless the location of where the main shut off is located is flooded; then don't get near it and call the power company.
 - When someone is in contact with a live wire, turn off the current before helping the victim.
 - Do not change a fuse unless the current is off.
 - Each fuse box should have a listing on the inside door showing corresponding rooms. Always replace a fuse with one of the same number amperage. Keep a supply of extra fuses near the fuse box.
 - To reset the circuit breaker, first flip the circuit breaker switch to off position. Then flip back to the 'on' position. In cases of overload (such as a short), the breaker should not be turned on until a qualified person has checked the circuit out to be sure it is safe.

Natural Gas Leak

1. The secretary or designated person must report the Natural Gas Leak to authorities.
2. Evacuate building according to predetermined plan.
3. Instruct custodial/maintenance staff to shut off natural gas to the building.
4. Notify Gas Company, fire department, and other appropriate agencies.
5. **Do Not** re- enter building unless notified to do so.

Carbon Monoxide Poisoning

1. When Carbon Monoxide Alarms goes off, evacuate building according to predetermined plan.
2. Inform custodial staff.
3. The secretary or designated person will notify the Fire Department.
4. Do not re-enter the building unless notified to do so.

VI. Other Possible Disasters:

Bomb Threats

1. If a phone call or threat is received, stay calm and attempt to keep caller on the line as long as possible.
2. Quietly notify another staff member to notify the secretary or designated person to call the Police Department.
3. If possible and permitted, sound the alarm or silently evacuate the building as pre-planned.
4. The person handling the call should also exit and meet at their designated meeting place.
5. The building should not be re-entered until the Police have deemed it safe to re-enter.

Impact

Consider *the* following *if your* program *is* experiencing a *terrorist attack* such as an explosion, biological threat, or chemical threat.

During an Explosion

If there is an explosion, you should:

- Get under a sturdy table or desk if debris is falling around you. When the debris stops falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful for falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

(FEMA, *Are You Ready? Explosions*, <http://www.fema.gov/areyouready/explosions.shtm>)

Hostage Situation/Intruder in Building/Shooting

The critical item to remember in dealing with this type of situation is to call 911 as soon as possible but only when it is safe to do so. Remember the following:

- Be aware of your environment and any possible dangers.
 - Take note of the two nearest exits in any facility you visit.
 - If you are in an office, stay there and secure the door.
 - Attempt to take the active shooter down as a last resort.
1. At an indication or actual occurrence of a hostage/crisis situation, call 911 immediately and when safe to do so. You should provide to law enforcement or 911 operator:
 - Location of the active shooter.
 - Number of shooters.
 - Physical description of shooters.
 - Number and type of weapons held by shooters.
 - Number of potential victims at the locations.
 2. If safe to do so, the other building will be notified via phone using the code word **“red”** and will lockdown or evacuate.
 3. Adults and children will respond to an intruder/shooter using RUN, HIDE, FIGHT:
 - 4.

RUN

- Have an escape route and plan in mind.
 - Adults will evacuate children through alternate exit or exit the furthest from intruder/shooter, locking deadlock on the outside of the door behind them as they go, in hopes to keep the intruder from being able to follow them out of the same door.
 - If shooting occurs, students should run (in zigzag pattern if possible) to their safe location. Moving targets are harder to shoot.
 - If an explosion occurs, students should lay down immediately where they are at.
- Leave belongings behind.
- Keep hands visible.
- Adults will take children to a safe location, make sure all children are accounted for, and do their best to keep children calm.
 - Safe Locations (Secondary Shelters)
 - PHS: La Quinta Inn
 - BRHS Main Offices: Logan High School
 - EHS-Nest: Across the railroad tracks to the bus stop
 - EHS-New Center: Logan Mall
 - Alternate Safe Locations
 - If due to safety concerns, children and adults are unable to get to Secondary Shelters, run as quickly as possible to any other shelter or safe area.
- An adult should call 911 and the administrative building at this time if it has not already been done.

HIDE

- If running is not an option, adult and children must try to hide as quickly as possible.
- Hide in an area out of the shooter's view.
- Block entry to hiding place and lock the doors.
- Silence cell phone.

FIGHT

- Adults should fight as a last resort and only when their life is in imminent danger.

- Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the active shooter.
5. When law enforcement arrives, individuals should respond as follows:
 - Remain calm and follow instructions.
 - Put down any items in your hands (i.e., bags, jackets)
 - Raise hands and spread fingers.
 - Keep hands visible at all times.
 - Avoid quick movements toward officers such as holding on to them for safety.\
 - Avoid pointing, screaming or yelling.
 - Do not stop to ask officers for help or direction when evacuating.
 6. Only when the all clear signal is notified by the authorities will classrooms resume schedule.

Outlying areas will follow their school's emergency plan and, if needed, use the above procedure for center base and home base children.

BRHS Main Office will follow the same procedure as stated above.

Civil Disturbances

1. The Health Specialist/Secretary will contact the Police and inform them of the problem.
2. Teacher's account for all students.
3. Secretary's account for all staff.
4. Lock all doors.
5. Clear the hallways of students.
6. Keep troublemakers out of building and classroom if possible.
7. Notify authorities of any updated information.
8. Students are to follow teacher instructions and remain in classroom.

BRHS Main Office will remain in offices and follow the Health Specialist or designated person for further instructions.

Nuclear Attack

1. Time is very critical to act quickly.
2. If possible, students will be sent home.
3. Shut off the water and gas.
4. Sound the alarm or send out runners.
5. Evacuate if possible.
6. If evacuation is not possible, locate your 72-hour kits for safe water and food.
7. If possible, move all students and staff to a basement.
8. Close all windows and doors.

9. Maintain control of children and keep as calm as possible until it is clear or they are released to their parents.

BRHS Main Office will follow the above procedure.

Chemical Spill

1. Evaluate the damage and determine if evacuation or building closure is necessary.
2. Give the building warning and instructions.
3. If in isolated area, keep that area blocked off.
4. Call 911 and safely follow any clean up directions from Poison Control or on the chemical container.
5. When all is normal, re-enter the building when notified.

VII. Code Words

Emergency Codes

1. Police = **“BLUE SKY”** Police (–uniform is blue)
2. Intruder = **“RECESS”**

The above codes are for emergency uses only. It is important for all staff to be aware not to use the term recess when describing outside/large motor time. If there is an emergency where one of the following situations exists, then the code name should be used in a sentence over the intercom.

- If there is a situation in the building that an employee feels like the **POLICE** should be called but is unable to do so for some reason, the employee should use the code **“BLUE SKY”** in a sentence over the intercom or to another individual nearby, if possible. The second employee should call the police or contact the Secretary.
- If there is a situation in which **EVACUATION** of the building is necessary, the employee should use the code word **“RECESS”** over

the intercom or to a nearby employee. The second employee should contact the Secretary. Using the intercom if there is an intruder may not be desired. Please refer to page 8 for more evacuation information.

If the Health Specialist or Health and Wellness Coordinator is not available, the “Line of Communication” policy should be followed on page 7.

VIII. Appendix

August 2017

Dear Bear River Head Start Logan Center Parents,

We would like to let you know where your child will be in the event of an emergency and if the building needs to be evacuated. We have chosen the La Quinta Inn (located at 853 South Main Street, East of the preschool) as our "Secondary Shelter." If room is not available or conditions are not safe at the La Quinta Inn, we will be taken to a "Tertiary Shelter," which will be an LDS Stake Center, and will be determined by the American Red Cross at the time of the emergency.

You will be notified by either phone or possibly on the radio if there has been an emergency that has made it necessary to evacuate.

You may have to pick up your child. Upon enrollment into Head Start, you filled out a release form, giving Head Start permission to release your child to individuals listed on the form. Your child will not be released to anyone but the parents and the individuals on the form. Thank you for your time!

If you have any questions concerning this issue, please contact the Health Specialist at Bear River Head Start at 755-0081, ext. 324.

Agosto 2017

Queridos padres del Centro de Logan de Bear River Head Start,

Nos gustaría dejarle saber dónde estará su hijo en caso de que en una emergencia tengamos que evacuar el edificio. Hemos escogido La Quinta Inn (en 853 South Main Street, localizado al este de la escuela) como nuestro “refugio secundario.” Si no hay lugar o las condiciones no son seguras en La Quinta Inn, seremos llevados a un “tercer refugio,” que será en una estaca LDS, la cual será determinada por la Cruz Roja Americana al momento de la emergencia.

Usted será notificado por teléfono o por radio si fue necesario evacuar en una emergencia.

Quizás tenga que pasar por su hijo. Cuando aplicó para Head Start, usted llenó una forma de contactos de emergencia dando a Head Start permiso para entregarle a su hijo a las personas ahí nombradas. A su hijo no se le permitirá irse con nadie más que con los padres o las personas nombradas en esa forma. ¡Gracias por su tiempo!

Si tiene preguntas sobre este tema, por favor contacte a la especialista de salud de Bear River Head Start al 755-0081, extensión 324.

August 2017

Dear Bear River Head Start Outlining Area Parents,

We would like to let you know where your child will be in the event of an emergency and if the building needs to be evacuated. We will follow the protocol of the schools in the outlining area's for "Secondary Shelter" or "Tertiary Shelter," which will be determined by the American Red Cross at the time of the emergency.

You will be notified by either phone or possibly on the radio if there has been an emergency that has made it necessary to evacuate.

You may have to pick up your child. Upon enrollment into Head Start, you filled out a release form, giving Head Start permission to release your child to individuals listed on the form. Your child will not be released to anyone but the parents and the individuals on the form. Thank you for your time!

If you have any questions concerning this issue, please contact the Health Specialist at Bear River Head Start at 755-0081, ext. 324.

Agosto 2017

Queridos padres de Bear River Head Start en áreas fuera de Logan,

Nos gustaría dejarle saber dónde estará su hijo en caso de que en una emergencia tengamos que evacuar el edificio. Seguiremos el protocolo de las escuelas para nuestro “refugio secundario,” o si fuese necesario, un “tercer refugio,” el cual será determinado por la Cruz Roja Americana al momento de la emergencia.

Usted será notificado por teléfono o por radio si fue necesario evacuar en una emergencia.

Quizás tenga que pasar por su hijo. Cuando aplicó para Head Start, usted llenó una forma de contactos de emergencia dando a Head Start permiso para entregarle a su hijo a las personas ahí nombradas. A su hijo no se le permitirá irse con nadie más que con los padres o las personas nombradas en esa forma. ¡Gracias por su tiempo!

Si tiene preguntas sobre este tema, por favor contacte a la especialista de salud de Bear River Head Start al 755-0081, extensión 324.

August 2017

Dear Bear River Early Head Start South Logan Center Parents,

We would like to let you know where your child will be in the event of an emergency and if the building needs to be evacuated. We have chosen the Bear River Head Start Preschool (located at 852 South 100 West) as our "Secondary Shelter". If room is not available or conditions are not safe at Bear River Head Start Preschool, we will be taken to a "Tertiary Shelter," which will be an LDS Stake Center, and will be determined by the American Red Cross at the time of the emergency.

You will be notified by either phone or possibly on the radio if there has been an emergency that has made it necessary to evacuate.

You may have to pick up your child. Upon enrollment into Head Start, you filled out a release form, giving Head Start permission to release your child to individuals listed on the form. Your child will not be released to anyone but the parents and the individuals on the form. Thank you for your time!

If you have any questions concerning this issue, please contact the Health Specialist at Bear River Head Start at 755-0081, ext. 244

Agosto 2017

Queridos padres del South Centro de Bear River Early Head Start,

Nos gustaría dejarle saber dónde estará su hijo en caso de que en una emergencia tengamos que evacuar el edificio. Hemos escogido el Centro Preescolar de Logan de Bear River Head Start (en 852 South 100 West) como nuestro “refugio secundario.” Si no hay lugar o las condiciones no son seguras en el Centro Preescolar, seremos llevados a un “tercer refugio,” que será en una estaca LDS, la cual será determinada por la Cruz Roja Americana al momento de la emergencia.

Usted será notificado por teléfono o por radio si fue necesario evacuar en una emergencia.

Quizás tenga que pasar por su hijo. Cuando aplicó para Head Start, usted llenó una forma de contactos de emergencia dando a Head Start permiso para entregarle a su hijo a las personas ahí nombradas. A su hijo no se le permitirá irse con nadie más que con los padres o las personas nombradas en esa forma. ¡Gracias por su tiempo!

Si tiene preguntas sobre este tema, por favor contacte a la especialista de salud de Bear River Head Start al 755-0081, extensión 244.

August 2017

Dear Bear River Early Head Start North Logan Center Parents,

We would like to let you know where your child will be in the event of an emergency and if the building needs to be evacuated. We have chosen the Cache Valley Mall (located at 1300 North Main Street) as our "Secondary Shelter". If room is not available or conditions are not safe at the Cache Valley Mall, we will be taken to a "Tertiary Shelter," which will be an LDS Stake Center, and will be determined by the American Red Cross at the time of the emergency.

You will be notified by either phone or possibly on the radio if there has been an emergency that has made it necessary to evacuate.

You may have to pick up your child. Upon enrollment into Head Start, you filled out a release form, giving Head Start permission to release your child to individuals listed on the form. Your child will not be released to anyone but the parents and the individuals on the form. Thank you for your time!

If you have any questions concerning this issue, please contact the Health Specialist at Bear River Head Start at 755-0081, ext. 244

Agosto 2017

Queridos padres del North Centro de Bear River Early Head Start,

Nos gustaría dejarle saber dónde estará su hijo en caso de que en una emergencia tengamos que evacuar el edificio. Hemos escogido el Cache Valley Mall (en 1300 North Main St., Logan) como nuestro “refugio secundario.” Si no hay lugar o las condiciones no son seguras en el Cache Valley Mall, seremos llevados a un “tercer refugio,” que será en una estaca LDS, la cual será determinada por la Cruz Roja Americana al momento de la emergencia.

Usted será notificado por teléfono o por radio si fue necesario evacuar en una emergencia.

Quizás tenga que pasar por su hijo. Cuando aplicó para Head Start, usted llenó una forma de contactos de emergencia dando a Head Start permiso para entregarle a su hijo a las personas ahí nombradas. A su hijo no se le permitirá irse con nadie más que con los padres o las personas nombradas en esa forma. ¡Gracias por su tiempo!

Si tiene preguntas sobre este tema, por favor contacte a la especialista de salud de Bear River Head Start al 755-0081, extensión 244.

August 2017

Dear Bear River Early Head Start Outlying Area Parents,

We would like to let you know where your child will be in the event of an emergency and if the building needs to be evacuated. We will follow the protocol of the schools in the outlying area's for "Secondary Shelter" or "Tertiary Shelter," which will be determined by the American Red Cross at the time of the emergency.

You will be notified by either phone or possibly on the radio if there has been an emergency that has made it necessary to evacuate.

You may have to pick up your child. Upon enrollment into Head Start, you filled out a release form, giving Head Start permission to release your child to individuals listed on the form. Your child will not be released to anyone but the parents and the individuals on the form. Thank you for your time!

If you have any questions concerning this issue, please contact the Health Specialist at Bear River Head Start at 755-0081, ext. 244.

Agosto 2016

Queridos padres del Centro de Logan de Bear River Head Start,

Nos gustaría dejarle saber dónde estará su hijo en caso de que en una emergencia tengamos que evacuar el edificio. Hemos escogido La Quinta Inn (en 853 South Main Street, localizado al este de la escuela) como nuestro “refugio secundario.” Si no hay lugar o las condiciones no son seguras en La Quinta Inn, seremos llevados a un “tercer refugio,” que será en una estaca LDS, la cual será determinada por la Cruz Roja Americana al momento de la emergencia.

Usted será notificado por teléfono o por radio si fue necesario evacuar en una emergencia.

Quizás tenga que pasar por su hijo. Cuando aplicó para Head Start, usted llenó una forma de contactos de emergencia dando a Head Start permiso para entregarle a su hijo a las personas ahí nombradas. A su hijo no se le permitirá irse con nadie más que con los padres o las personas nombradas en esa forma. ¡Gracias por su tiempo!

Si tiene preguntas sobre este tema, por favor contacte a la especialista de salud de Bear River Head Start al 755-0081, extensión 244.

Head Start Evacuation Routes



Head Start Locations	PRIMARY EVACUATION ROUTE	SECONDARY EVACUATION ROUTE
Lobby/ Receptionist	Exit through North door of Lobby area	Exit through West door of Multipurpose room
Lunch Room	Exit through window	Exit through North door of Lobby area
New Classroom	Exit through West classroom door to outside	Exit through North door of Lobby area
Explore/Discover Classroom and Restroom	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
Adventure Classroom and Restroom	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
Viewing Room (Explore/Discover & Adventure)	Exit out Viewing room door and exit through North Lobby door.	Exit out Viewing room door and exit West through Multipurpose room door
Imagine /Inspire Classroom and Restroom	Exit through South classroom doors to outside	Exit through North classroom doors and exit through East door of Coat/Locker area
Soar Classroom and Restroom	Exit through South classroom doors to outside	Exit through North classroom doors and exit West through Multipurpose room door
Viewing Room (Imagine/Soar/Inspire)	Exit through Viewing room door and exit through East door of Coat/Locker area	Exit through Viewing room door and exit through West door of Multipurpose room door
Multipurpose Room	Exit out West door	Exit out East door of Coat/Locker area
Coat/Locker Area	Exit through East door	Exit through West door of Multi-purpose door
Kitchen/Pantry	Exit through Kitchen door and exit through West door of Multipurpose room	Exit through Kitchen door and exit through East door of Coat/Locker area
Laundry	Exit through Laundry door and exit through North door of Lobby area	Exit through Laundry door and exit through West door of Multipurpose door
Women and Men Restrooms	Exit through North door of Lobby area	Exit through West door of Coat/Locker area

Brigham City Aldergate Church	West door and then North to a safe distance from the building.	East door and then North to a safe distance from the building.
Cache-PHS	West door to the street	East door out to play ground
Franklin-Preston High School	Exit the building through the south exit. Everyone will go west across the street to a safe area by the building there.	Exit the building through the north exit. Everyone will go west across the street to a safe area by the building there.
Malad	Exit west door to empty lot across street	Exit east door to elementary
Paris	Northwest door, turn left, turn left again (follow exit signs) exit through doors meet at fall south basketball hoop	Northwest door meet at south basketball hoop
Preston AM/PM	East door to the Northeast parking lot	West door or window to playground on the northwest side
Soda Springs	Main front doors go to parking lot by barricades.	Back door through playground go to jr high annex
Brigham City AM/PM	Out classroom door. Turn right then turn left then turn right again, out door to the fence.	Out classroom door, turn left 3 X's out door to fence.
Fielding	North door and go to end of hall and turn left out North exit door and meet at Northwest playground.	Exit out the window. If needed break the window to exit. Meet at the Northwest playground.
Fielding HB	Exit area go thru north exit. Meet at the jungle gym.	Exit area to front door. Meet at the flagpole.
Hyrum	Northeast door, go to baseball diamond	South door w/ramp to baseball diamond
Richmond	Front door to tree past parking lot by church	South window across street to park
Smithfield	North door and go north to the tree by the Media Center.	West door and head north to the meeting place on the north west meeting place by the fence.

Early Head Start Evacuation Routes



Early Head Start Locations	PRIMARY EVACUATION ROUTE	SECONDARY EVACUATION ROUTE
Nest	South door through parking lot to dumpster.	North Door around building going East to dumpster.
Koop	East Door through parking lot to dumpster.	North door West around building, through parking lot to dumpster.
Fish Pond Classrooms	Exit Classroom doors and playground to the East parking lot behind the building.	Exit classroom doors and playground to the West to the Parking lot at the front of the building.
Fish Pond Office & Storage Room	Exit through Lobby door to West parking lot	Exit through Rear exit to East parking lot
Fish Pond Kitchen, Hall Bathrooms	Exit through Rear exit to East to parking lot	Exit through Lobby door to West to parking lot
Brigham City Aldergate Church	West door and then North to a safe distance from the building.	East door and then North to a safe distance from the building.
Preston Sant Library	West door to the parking strip.	East door by the kitchen and then to the south parking lot.
Preston High School	Exit the building through the East door to the parking lot on the Northeast side of the building	Exit through the West door or window to the playground on the Northwest side of the building
PHS	West door to the street	East door out to play ground

Head Start Evacuation Meeting Places



Head Start Locations	PRIMARY EVACUATION ROUTE	SECONDARY EVACUATION ROUTE
Lobby/Receptionist	Parking Lot in front of Lobby	West side of building
Lunch Room	Parking Lot in front of Lobby	West side of building
New Classroom	West side of building	Parking Lot in front of Lobby
Explore/Discover & Adventure & Restrooms	East side of building	Parking Lot in front of lobby
Viewing Room (Explore/Discover/ and Adventure)	Parking Lot in front of Lobby	West side of building
Imagine/Inspire and Restroom	South side of building by playground	East side of building
Soar and Restroom	South side of building by playground	West side of building
Viewing Room (Imagine/Inspire and Soar)	East side of building	West side of building
Multipurpose Room	West side of building	East side of building
Coat/Locker Area	East side of building	West side of building
Kitchen/Pantry	West side of building	East side of building
Laundry	Parking Lot in front of Lobby	West side of building
Women and Men Restrooms	Parking Lot in front of Lobby	West side of building



Bear River Head Start Room Location

HEAD START ROOM LOCATIONS	STAFF TITLE	STAFF MEMBER
North Entrance	Main Office/ Secretary	Christina Gomez
	Laundry/Janitorial Closet	
	Kitchen/Pantry	Food Manager
	Adventure	Teacher/Assistant
	Explore	Teacher/Assistant
	Discover	Teacher/Assistant
	Imagine	Teacher/Assistant
	Inspire	Teacher/Assistant
	Soar	Teacher/Assistant
	New Classroom	N/A
	Lunch Room	N/A
	Multipurpose Room	N/A
	Electrical Room	N/A
	Utility Room	N/A
	Teacher Office/Mail Room	N/A

Bear River Early Head Start South Room



Early Head Start South Room Location	STAFF TITLE	STAFF MEMBER
Nest/Koop	EHS CB Specialist	Mandi Buttars
Nest	Infant Teacher	Teacher
Nest	Infant Teacher	Teacher
Nest	Toddler Teacher	Teacher
Nest	Toddler Teacher	Teacher
Koop	Two's Teacher	Teacher
Koop	Two's Teacher	Teacher
Koop	Three's Teacher	Teacher
Koop	Three's Teacher	Teacher
Nest/Koop	Food Manager	Food Manager

Early Head Start North Room Location	STAFF TITLE	STAFF MEMBER
Office	EHS CB Specialist EHS Mentor Coach	Rachel Todd Mary Hammond
Infants	Infant Teachers	Teacher
Toddlers	Toddler Teachers	Teacher
Twos	Two's Teachers	Teacher
Threes	Three's Teachers	Teacher
Kitchen	Food Manager	Food Manager

Bear River Head Start Offices

Office Location	Staff Title	Current Staff Member
Front Desk	Program Receptionist	Tania Marcom
Office #1	Oral Health Specialist	Cherie Pierce
2	Fiscal Assistant	Heather Sainsbury
3	Fiscal Assistant	Angie Drury
4	Fiscal Coordinator Fiscal Assistant	Ilise Anderson Kristi Simper
5	EHS Coordinator/Home Base Coord.	ReNae Torbenson
6	PHS Home base Specialist	Yenny Lopez
7	EHS Home base Specialist	Cynthia Pugmire
8	Administrative Assistant	Diane Midkiff
9	CACFP Specialist	Ana Ayala
10	Health/Wellness Coordinator	Kami Christensen
11	Mental Health Coordinator	Stephanie Parker
12	EERSEA Coordinator	Stephanie Wood
13	EHS Health Specialist Health Assistant	Tamie Fisher Allison Barry Juliette Muir
14	PHS Health Specialist PHS Health Assistant	Cami McArthur
15	Meeting Room	
16	ERSEA Specialist ERSEA Assistant	Denise Ayala Lori Topik
Cubicle A	PHS Copier	
B	PHS Family Advocate	PHS Family Advocates
C	PHS Family Advocate	PHS Family Advocates
D	EHS Educators	EHS Educators
E	Community Relations Specialist	Jane DeSpain
F	Assistant	Cassidy Winn
G	CACFP Assistant	Amanda Chesbrough
H	Staff Mail	

Suite 240

Office Location	Staff Title	Current Staff Member
Front Desk		
Office #1	Family Development Coordinator	Kristie Curtis
#2	PHS Family Development Supervisor	Carmina Diaz-Moya
#3	PHS Family Development Supervisor	Denise Webb
#4	Family Development Specialists	Family Development Specialists/Sareena Price
Conference Room		
Library		
#5	Child Development Specialist ECP Expansion	Meri Niederhauser
#6	EHS Family Development Specialist	Terrah Smith
#8	EHS Advocates	EHS Advocates
Durable Library		

75 West 100 South Suite 200

2	PHS Center-based Coordinator	Krista Useche
6	PHS Child Development Coordinator	Jan Stevens
7	PHS Disabilities Specialist	Carrie McLaughlin
8	PHS Mentor Coaches	Beryl Dattage

Bear River Early Head Start Offices

Office Location	Staff Title	Current Staff Member
Nest	Center Specialist	Mandi Buttars
Koop	Center Specialist	Mandi Buttars
Fish Pond	Center Specialist	Rachel Todd
Brigham City Methodist Church	Family Educator	Julie Reeves
Tremonton	Family Educator	Isabell Gomez
Preston Sant Library	Educator	Terry Spackman

Emergency Evacuation Plan

Please read the Emergency/Evacuation Plan carefully. Be sure that you understand what you are expected to do in the various situations. Refer to the Health and Wellness Coordinator if you need clarification. You will be asked to review this plan at least once a year and sign an updated copy of this form. Please keep a copy of the Emergency/Evacuation Plan in a place where you can grab it quickly if the need to evacuate occurs.

I certify that I have read and understand the Emergency/Evacuation Plan. Employee

Signature _____ Date _____

Print Name _____

Please return this form to the Health and Wellness Coordinator to be put in your employee health file.

Revised 2015

Brigham Group Fire Evacuation Plan Aldergate United Methodist Church

During a fire, the staff will call 911 and sound alarm. The staff will help parents and children to exit the building out of the front door to the West of the building. If fire is blocking that exit then use the back door to the East. Everyone will gather North of the building by following the sidewalk to an area a safe distance from the building.

Staff will gather sign-in sheet, fanny pack and first aid kit. They will see if everyone is out of the bathroom and the group area, when all is clear they will join the others outside. All will be accounted for according to the sign in sheet.

Everyone will wait for instructions to evacuate the area from Fire personnel. Then, when the O.k. is given the parents can take the children home after signing out on the sign in sheet.

Franklin Fire Evacuation Plan Larsen/Sant Library

During a fire, the staff will call 911 and sound alarm. The staff will help parents and children to exit the building out of the West side of the library. If fire is blocking that exit, then the East exit by the kitchen will be used. Everyone will gather from the building by following the staff to an area which is a safe distance from the building on the South parking lot.

Staff will gather sign-in sheet, fanny pack and first aid kit. They will see if everyone is out of the bathroom and the group area, when all is clear they will join the others outside. All will be accounted for according to the sign in sheet.

Everyone will wait for instructions to evacuate the area from Fire personnel. Then, when the O.k. is given the parents can take the children home after signing out on the sign in sheet.

Primary exit- South west tree on the parking strip.

Secondary exit- Head to the east door by the kitchen and then to the south parking lot.

Bear River Early Head Start Fire Evacuation Plan South Center

Learn to know the plan. Keep your keys with you at all times.

When smoke detector sounds a fire is apparent:

Teachers will get the children as quickly as possible using additional staff help as needed and **leave the building through the nearest exit and meet at the fence by the dumpster.** The EXIT routes are marked on the maps on the walls. If it is necessary to exit through a window, adults will put their children out first to an awaiting adult.

Center Specialist checks the bathrooms and each office to ensure that everyone is out of the building before exiting. She will grab the Emergency Kit from the cupboard and the sign-in sheet and exit. (The kit also has a cell phone and an extra van key).

Teachers will make sure everyone is at the fence in the **South parking** lot by the dumpster, and check them off using the sign-in sheet, making sure everyone is accounted for.

Center Specialist will alert the other building by dialing 60 from the phone or by going over personally if exiting is needed immediately. The **Center Specialist** will instruct someone there to call 911. The **Center Specialist** will also instruct the other building to evacuate also to the dumpster.

When everyone is safely evacuated and counted for the **Teachers** and any additional staff will take the children across the street on the East side of the building and across the railroad tracks and a bit farther East to the Logan Transit Bus Stop. Parents or emergency contact will be called to come and pick up the children on the bus for protection from the weather if necessary. We will have the driver notify the bus company of the situation and have him keep the bus there as shelter until parents or emergency contact can come and pick up their child.

Center Specialist or another staff member will remain in front of the building to meet the fire department and give them any information they need. Children will be released when a parent or an emergency contact comes and signs their child out on the sign-in sheet. If there are missing children the staff will hang a handkerchief outside the door or window so that fire department knows there are missing children. Specialist will also have number of children missing to give to the fire department.

If an additional safe place is needed, we will go to Preschool Head Start located at 852 South 100 West Logan. Phone 435-753-0951

Bear River Early Head Start South Center Emergency and Disaster Plan

INDOOR FLOOD (i.e. broken pipe): Turn the water off from the building. The main water valve is on the north wall of the Nest inside the water closet. Turn the green handle to horizontal position. If it is possible continue and clean up any minor water. Move to the Koop/Nest if necessary. The Center Specialist will give further instructions on how to proceed. Information about plumbers that we have used is in the Janitor's work binder in the Nest office.

OUTDOOR FLOOD: The Teachers/ Center Specialist will call the parents or the children's emergency contacts and also the out of state Head Start contact person and inform them of the situation and if the children need to be taken to another location according to the EBS (Emergency Broadcast System). If so the Teachers will take the sign-in sheet and then Emergency Bag with them. They will also have a cell phone in the bag. The agency vehicle may be used for transportation. Teachers will stay with the children until they have been picked up and signed out by the parents.

BLISSARD/SEVVERE STORM: At the rise of a serve storm, the parents or children's emergency contact will be notified to come and get their children. All staff will stay with children until they have been picked up by parents or emergency contacts.

POWER FAILURE: If the power failure prevents the production of meals, inadequate heating or unsafe high temperature Teachers or Center Specialist will call the parents or emergency contact to come and pick up the children. Emergency lighting is available but should not be necessary as the Center operates during daylight hours. Flashlights are available and located in each room either on a cabinet or hanging on a hook. Teachers will keep children at the Center until parents or emergency contacts to come and pick children up. Cell phone will be used if necessary. There is one in the emergency kit. Parents will sign children out on the sign-in sheet.

MISSING CHILD: If a child is missing all available staff will search the Center and immediate surrounding outside premises. Police will be called for help if the child has not been located within 2 to 3 minutes. Parents will be notified and will be asked to come to the center to aid in locating their child. The remaining children will be closely supervised to prevent further incidents.

SERIOUS INJURY: The Teacher will tend to the needs of the hurt child and the other Teacher will contact the Center Specialist or other available staff member to attend to the other children. The parent will be contacted as soon as possible. If the child must be transported by ambulance, The Center Specialist or Teacher will accompany the child to the hospital and the parent will meet the child there.

MSDS: In all classrooms.

Emergency Numbers Call 911

Police in Logan 716-9400

Chemical Accident/poisoning Poison Control 1-800-222-1222

Do not administer Syrup of Ipecac, activated charcoal or any other product a child who has ingested a poisonous substance unless directed by Poison Control or Physician.

Bear River Early Head Start Fire Evacuation Plan North Center

Learn to know the plan. Keep your keys with you at all times.

When smoke detector sounds a fire is apparent:

Teachers will get the children as quickly as possible using additional staff help as needed and **leave the building through the nearest exit and meet in the East parking lot behind the center.** The EXIT routes are marked on the maps on the walls. If it is necessary to exit through a window, adults will put their children out first to an awaiting adult.

Center Specialist checks the bathrooms, kitchen, storage room and office to ensure that everyone is out of the building before exiting. She will grab the Emergency Kit from the cupboard, cell phone and the sign-in sheet and exit.

Teachers will make sure everyone is in the **East parking** lot and check them off using the sign-in sheet, making sure everyone is accounted for.

Center Specialist will call or instruct someone to call 911.

When everyone is safely evacuated and accounted for the **TEACHERS** and any additional staff will take the children across the street to the Cache Valley Mall. Parents or Emergency contacts will be notified to pick up the children. Staff will wait with children until all parents or emergency contacts have arrived. Children will only be released when the parent or emergency contact signs the child out on the sign-in sheet.

Center Specialist or another staff member will remain in front of the building to meet the fire department and give them any information they need. If there are missing children the staff will hang a handkerchief outside the door or window so that fire department knows there are missing children. Specialist will also have number of children missing to give to the fire department.

Bear River Early Head Start North Center Emergency and Disaster Plan

INDOOR FLOOD (i.e. broken pipe): Contact building management for instructions.

OUTDOOR FLOOD: The Teachers/ Center Specialist will call the parents or the children's emergency contacts and also the out of state Head Start contact person and inform them of the situation and if the children need to be taken to another location according to the EBS (Emergency Broadcast System). If so the Teachers will take the sign-in sheet and then Emergency Bag with them. They will also have a cell phone in the bag. The agency vehicle may be used for transportation. Teachers will stay with the children until they have been picked up and signed out by the parents.

BLISSARD/SEVVERE STORM: At the rise of a serve storm, the parents or children's emergency contact will be notified to come and get their children. All staff will stay with children until they have been picked up by parents or emergency contacts.

POWER FAILURE: If the power failure prevents the production of meals, inadequate heating or unsafe high temperature Teachers or Center Specialist will call the parents or emergency contact to come and pick up the children. Emergency lighting is available when necessary. Flashlights are available and located in each room in the teacher cabinet inside the emergency kit. Teachers will keep children at the Center until parents or emergency contacts to come and pick children up. Parents will sign children out on the sign-in sheet.

MISSING CHILD: If a child is missing all available staff will search the Center and immediate surrounding outside premises. Police will be called for help if the child has not been located within 2 to 3 minutes. Parents will be notified and will be asked to come to the center to aid in locating their child. The remaining children will be closely supervised to prevent further incidents.

SERIOUS INJURY: The Teacher will tend to the needs of the hurt child and the other Teacher will contact the Center Specialist or other available staff member to attend to the other children. The parent will be contacted as soon as possible. If the child must be transported by ambulance, The Center Specialist or Teacher will accompany the child to the hospital and the parent will meet the child there.

MSDS: In all classrooms.

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Bear River Head Start Emergency Contacts

Utah Residents

In case of major emergency, you're out -of -State contact is:

Emma Jean Rider

Work phone 1-208-852-3012

Home phone 1-208-747-3214

Idaho Residents

In case of major emergency, you're out- of-State contact is:

PHS Office

1-877-555-0081