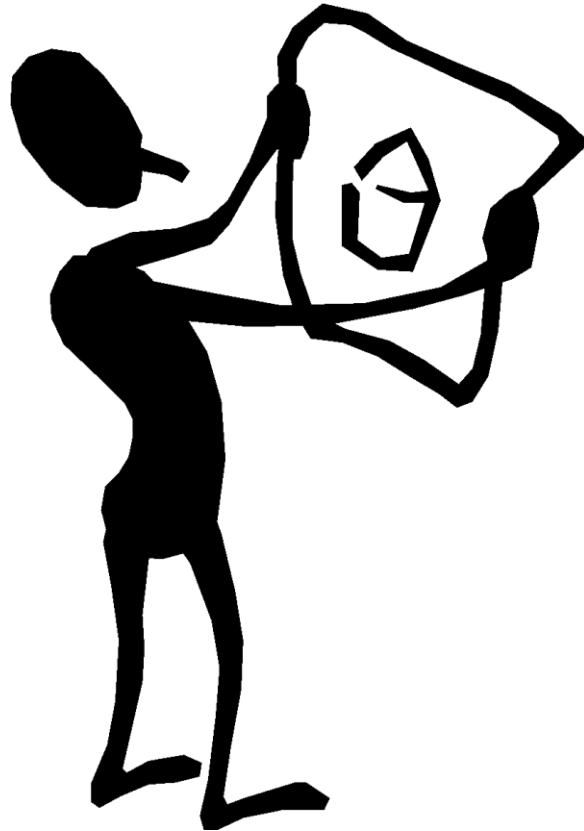


Bear River Head Start



Emergency Plan

Revised August 2019

**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.**

(Outlying classrooms: Follow guidelines given to you by school districts.)

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I. 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/EHS Expansion 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 Procedure at all times during the year.

All Head Start/Early Head Start/EHS Expansion 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. Designate a “safe corner” within your classroom and practice gathering students there.
- 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.

Designated Contacts

PHS Logan Center: Secretary
Brigham City Center: Mentor Coach
Tremonton Center: Lead Teacher
Outlying Classrooms: Lead Teacher
EHS Logan Centers: Center-based Specialist
Office Suite #200: Receptionist
Office Suite #240: FD Coordinator
Office Suite PHS #200: Media Specialist

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/ active shooter, will be through the use of the phone intercom. The secondary or backup method will be through the use of the fire alarm system and/or runners. In the event that the building needs to be evacuated, the line of communication listed below must be followed.

Notify 911 or activate the emergency alarm system.

Centers:

1. Contact your Centers/classrooms designated contact immediately.
2. The designated contact will then issue the command to evacuate the building over the intercom or by pulling the alarm or by runner.
3. The designated contact will then notify emergency personnel.
4. Make sure every class has received the message and has evacuated.
5. Notify the Director/Health Coordinator or Health Specialist once everyone is evacuated.

Offices:

1. Contact your offices designated contact immediately.
2. The designated contact will then issue the command to evacuate the building over the phone intercom or by pulling the alarm.
3. The designated contact will then notify emergency personnel.
4. Make sure every office has received the message and has evacuated.
5. Notify the Director/ Health Coordinator or Health Specialist once everyone is evacuated.

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 beforehand 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**

Out of State Emergency Contacts

Utah Residents: In case of major emergency, the out-of-State contact is:

LeAnn Ryan: 1-208-851-0071

Idaho Residents: In case of major emergency, the out-of-State contact is:

Administrative Office: 1-435-755-0081

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 Center/classrooms are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given (i.e. announcement over the phone intercom to the various classes).
3. If in a classroom, line the children up; take a headcount, take the roll, first aid kit, 72 hour kit and fanny pack with you as you leave the room. The designated contact will take the sign in sheet and cell phone before leaving 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 for specific information relating to each Center/classroom)
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. The designated contact will account for staff using employee sign-in/sign-out sheets. Employees **MUST** sign that sheet upon entering and leaving work.
12. Report numbers to the designated contact. The designated contact will then let emergency personnel know who is missing.
13. The designated contact will notify the Health Coordinator/Health Specialist.

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/EHS-Exp

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

Offices

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 administrative building and the south side of the PHS management building. If the exit ramps are inaccessible, they may need to be carried or transported out of the building at the nearest exit. **Do not use the elevator if fire or bomb threat is suspected.**

Evacuation Routes

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 Meeting Areas

Centers: See Appendix for specific information for each Center.

Offices: The primary assembly area for all staff members evacuated from Suite #200, #240 and PHS #200 is the North Parking lot.

Sheltering

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**

Centers & Offices

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.
4. Turn off all heating and air conditioning systems.
5. 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.
6. Close as many internal doors as possible.
7. If an outdoor explosion is possible, close drapes, curtains and shades over windows. Avoid windows to prevent potential injury from flying glass.
8. If you suspect that the gas or vapor had entered the structure you are in, hold a wet cloth over your nose and mouth.
9. 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.
10. All classrooms should have bottled water available for students and staff during this time.

Secondary Shelter

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 contact, 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 Secondary Shelter locations are not available the Health Specialist, Health and Wellness Coordinator, or other designated person will call the American Red Cross who will state the location for all Center and Office locations. (752-1125). The American Red Cross will assist us in evacuating to a tertiary shelter.

Lockdown/Lockout

Lockdown

In the event an intruder enters the building, Bear River Head Start staff will initiate a building Lockdown. During a lockdown all children and staff will remain in their locked classrooms. Doors will remain locked until first responders have arrived and cleared the area.

Lockout

In the event of an intruder/hostage situation occurs in the area around the classroom/center a lockout will be initiated by staff. All children will remain inside the center and no one will be allowed to enter the facility until first responders have cleared the area of any further threat.

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 Evacuation

With no signs of fire or smoke

Centers: 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.

1. When teachers walk out, they must grab their class roll and close the door.
2. The designated contact should grab a cell phone and the sign-in sheet to account for staff members and close the door behind her.
3. Notify Emergency Services:
 1. Centers with installed alarm system: The alarm system automatically notifies the Fire Department.
 2. Centers without installed alarm: Designated contact will call 911.
4. All staff will ensure that NO ONE re-enters the building after evacuation.

See Appendix for specific Center information

*****Outlying classroom areas will follow their Elementary school evacuation plan*****

BRHS Offices: 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.

1. The receptionist should grab a cell phone, and sign-in sheet to account for staff members.
2. The Health Specialist or designated contact 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.

3. All staff will ensure that NO ONE re-enters the building after evacuation.
4. If the fire continues and there is further danger, the employees must move to the secondary shelter, Logan High school or the tertiary shelter.

With visible fire or smoke

Centers:

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 designated contact should grab a cell phone and the sign-in sheet to account for staff members.
5. Notify Emergency Services:
 - a. Centers with installed alarm system: The alarm system automatically notifies the Fire Department.
 - b. Centers without installed alarm: Designated contact will call 911.
6. All staff will ensure that NO ONE re-enters the building after evacuation.
7. If fire continues and there is further danger, the students must be moved to the secondary shelter (**See Appendix for center specific information**). **Students will remain here until parents are able to come pick them up (see page 5).**

*****Outlying classroom areas will follow their Elementary school evacuation plan*****

BRHS 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 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 contact will notify the Fire Department.

6. All staff will ensure NO ONE re-enters the building after evacuation.
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 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.
4. Stay close to the floor where the air is cleaner.
5. 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/sht>

Fire Extinguisher Locations (11)

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.

Brigham Center

- Next to each exit door

Tremonton

- West hallway outside of main office

EHS South

- Nest
- Koop

EHS North (Fish Pond)

- Outside front office
- Outside of each restroom
- In back workroom next to the di-cut machine

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

PHS Management Office

- In the library next to the kitchen area

Fire Alarm Pull Down

PHS

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

EHS North

There are eight locations in the Fish Pond: Front & rear lobbies, by each playground exit door

Main Offices

Outside in the hall area on 2nd floor.

IV. Natural Disasters

Flooding

1. In the event of flooding, first notify the secretary or designated contact.
2. Then try to determine the source of the flooding and stop any further leaking from occurring. Be familiar with water shut off valves to leaking fixtures or buildings.
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 contact.

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

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, loadbearing 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 you are outside, get away from buildings.

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. Look up and look around.
- 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://vwww.bt.cdc.gov/disasters/earthquakes/disabilities>

Severe Storms

(Lightning, Thunder, Blizzard, etc)

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.

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. Notify Gas Company, fire department, and other appropriate agencies.
4. Instruct custodial/maintenance staff to shut off natural gas to the building.
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. Do not ventilate the building. Close the doors and windows so that emergency personnel can more effectively determine the source of leak and fix the problem.
3. Inform health staff.
4. The secretary or designated person will notify the Fire Department.
5. Do not re-enter the building unless notified to do so.
6. Do not allow Carbon Monoxide detectors to become expired.

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.

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 elevator

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 an intruder/hostage/active shooter enters the building the following Lockdown procedure **MUST** be followed:
 - If you hear, "LOCKDOWN" over the intercom or a runner announces the lockdown in person:
 - a. Everyone is to stay where they are.

- b. Classroom teachers/office staff are to:
 - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds/window coverings.
 - iv. Place students/staff against the wall, so that the intruder cannot see them looking in the door. Move to the 'Quiet Corner' established by the health team in each classroom.
 - v. Turn out lights and computer monitors.
 - vi. Keep students/staff quiet. Note: All teachers should locate and hold on to their class list prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.
 - c. Any students/staff in multipurpose areas should move to the nearest classrooms.
 - d. If students and teachers are outside the school building, they should stop, drop to the ground or hide behind playground equipment and remain still.
 - e. If staff are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
 - f. Anyone in the hallway should move to the closest classroom/office immediately.
 - g. Support staff (kitchen help, mentors, etc) should stay in the area they are in, secure the doors, and turn out the lights or move to the nearest classroom if in an unsecure area.
- Stay in safe areas until directed by law enforcement officers to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.
 - If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officers to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.
 - Staff will notify parents of evacuation location for pick up. Children will only be released to those authorized to pick up.
3. In the event that the intruder enters the classroom/office
 - Staff should make every effort to protect the children in the classroom
 - Objects in the classroom such as: chairs, toys, fire extinguishers, etc., should be thrown at the intruder in order to disarm or incapacitate the intruder until first responders arrive.

BRHS Office staff will follow the "LOCKDOWN" procedure until first responders arrive on scene.

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

Nuclear Attack (Shelter-In-Place)

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 (Shelter-In-Place)

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. Keep outside air out.
5. Call 911 and safely follow any clean up directions from Poison Control or on the chemical container.
6. When all is normal, re-enter the building when notified.

VII. Code Words

Emergency Codes

1. Police = “**BLUE SKY**” (Police uniform is blue)
2. Evacuation due to 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 phone 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 phone 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 2019

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 (call or text) 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 2019

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 2019

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 2019

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 2019

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 2019

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 2019

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 2019

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 2019

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 2019

Queridos padres de Bear River Early 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 244.

Head Start Classroom 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
Dream & Discover Classrooms	Exit through window	Exit through North door of Lobby area
Explore Classroom	Exit through West classroom door to outside	Exit through North door of Lobby area
Adventure/Create Classroom and Restroom	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
Inspire/Wonder 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 (Main Hallway)	Exit out Viewing room door and exit through North Lobby door.	Exit out Viewing room door and exit West through Multipurpose room door
Imagine 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 (Multipurpose Area)	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
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 Library	North side of the library near the fish tank on the first floor	West exit of the main entrance
Brigham Center Gosling	East side door to playground	Through accordion door to Joey's classroom and out South side door
Brigham Center Colts	West side door to parking lot	Through adjoining door to Joey's classroom and out South side door
Brigham Center Joey's	South side door to parking lot	Through adjoining door to Colts classroom and out West side door
Brigham Center Kitchen	Northeast door toward food pantry, around building to parking lot	West side door to parking lot
Tremonton Center Cubs & HB	North door to parking lot	West door to staff parking lot
Hyrum	Northeast door, go to baseball diamond	South door w/ramp to baseball diamond
Richmond	Exit classroom to the left and through North door to church parking lot	Exit classroom to the right and follow hallway to East exit in front of the gymnasium
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 Front Office & Storage Room	Exit through front lobby door to West parking lot	Exit through South facing exit to the playground and continue to East parking lot
Fish Pond Back Offices, Library Rooms & Bathroom	Exit through back lobby door to East parking lot	Exit through South facing exit to the playground and continue East to parking lot
Fish Pond Kitchen, Hall Bathrooms	Exit through South facing exit playground and continue East to parking lot	Exit through Lobby door to West 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.
Tremonton Center	North door to parking lot	West door to staff parking lot
Preston Sant Library	West door to the parking strip.	East door by the kitchen and then to the south parking lot.
Soda Springs Library	North side of library near the fish tank on the first floor	West exit of the main entrance
PHS Logan Center	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
Dream & Discover Classroom	Parking Lot in front of Lobby	West side of building
Explore Classroom	West side of building	Parking Lot in front of Lobby
Adventure/Create & Inspire/Wonder & Restrooms	East side of building	Parking Lot in front of lobby
Viewing Room (Main Hallway)	Parking Lot in front of Lobby	West side of building
Imagine & Soar & Restroom	South side of building by playground	East side of building
Viewing Room (Multipurpose Area)	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 Shelter Location

HEAD START LOCATIONS	Secondary Shelter	Tertiary Shelter
PHS Logan Center	La Quinta Inn 853 S. Hwy 89/91 Logan	Red Cross Shelter TBD
Brigham Center	Brigham Food Pantry 259 N 200 W Brigham City	Red Cross Shelter TBD
Tremonton Center	Bear River Health Department 440 W 600 N Tremonton	Red Cross Shelter TBD
EHS South Center (Nest/Koop)	PHS Logan Center 852 S. 100 W. Logan	Red Cross Shelter TBD
EHS North Center (Fish Pond)	Cache Valley Mall 1300 N. Main Logan	Red Cross Shelter TBD
Richmond Classroom	Richmond City Library 38 W. Main St Richmond	Red Cross Shelter TBD
Outlying Classrooms	Follow School District Evacuation Plans	Red Cross Shelter TBD



Bear River Head Start Office Location

HEAD START OFFICE LOCATIONS	Secondary Shelter	Tertiary Shelter
Admin Suite #200	Logan High School 162 W 100 S Logan	Red Cross Shelter TBD
FD Suite #240	Logan High School 162 W 100 S Logan	Red Cross Shelter TBD
PHS Management Office #200	Logan High School 162 W 100 S Logan	Red Cross Shelter TBD



Bear River Head Start Room Location

HEAD START ROOM LOCATIONS	STAFF TITLE	STAFF MEMBER
North Entrance	Reception Area/Lobby	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
	Dream	Teacher/Assistant
	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
Front Office	EHS CB Assistant	
Kitchen	Food Manager	Food Manager
Threes	Three's Teachers	Teacher/Teacher
Twos	Two's Teachers	Teacher/Teacher
Twos	Two's Teachers	Teacher/Teacher
Toddlers	Toddler Teachers	Teacher/Teacher
Toddler	Toddler Teachers	Teacher/Teacher
Infants	Infant Teachers	Teacher/Teacher
Office #3	CB Specialist	Christie Russon
Office #2	Mentor Coach	Mary Hammond
Office #1	EHS CB Specialist	Meri Niederhauser

**Bear River Head Start Offices
Administrative Office
Suite #200**

Office Location	Staff Title	Current Staff Member
Front Desk	Program Receptionist	Callista Cox
Office #1	Oral Health Specialist	Cherie Pierce
2	Fiscal Assistant	Heather Sainsbury
3	Fiscal Assistant	Tania Markham
4	Fiscal Coordinator Fiscal Coordinator	Angie Drury Kristi Simper
5	Home Base Coordinator	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	ERSEA Coordinator	Stephanie Parker
12	Community Relations Specialist	Jane DeSpain
13	EHS HB Health Specialist EHS CB Health Specialist	Jenna Bennett Juliette Muir
14	PHS Health Specialist PHS Health Assistant	Cami McArthur Kim Willard
15	Conference Room	
16	ERSEA Specialist ERSEA Assistant	Denise Ayala Karhen Field
Cubicle A	Copier	
B	Family Advocate	Family Advocates
C	Family Advocate	Family Advocates
D	EHS Educators	EHS Educators
E	Recruitment Supplies	
F	Maintenance	
G	CACFP Assistant	
H	Staff Mail	

Family Development Office Suite 240

Office Location	Staff Title	Current Staff Member
Front Desk		
Office #1	Family Development Coordinator	Kristie Curtis
#2	PHS Family Development Supervisor	Brionne Chamberlain
#3	PHS Family Development Supervisor	Denise Webb
#4	Family Advocates	Family Advocates
FD Conference Room		
HB Conference Room		
#5	EHS Family Development Specialist	Terrah Smith
#6	Parent Involvement Specialist	Sareena Price
#7	HR Specialist	Allison Barry
#8	EHS Advocates	EHS Advocates

PHS Management Team Office Suite 200

#1	Training Room	
#2	Center-based Coordinator	Stephanie Wood
#3	Workroom	
#4	Mentor Coaches	
#5	Curriculum Specialist	Julie Reid
#6	PHS Child Development Coordinator	Jan Stevens
#7	PHS Disabilities Specialist	Carrie McLaughlin
#8	PHS Mentor Coaches	Jody Hokanson
	Media Specialist	Shirley Smart
	Kitchen	

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