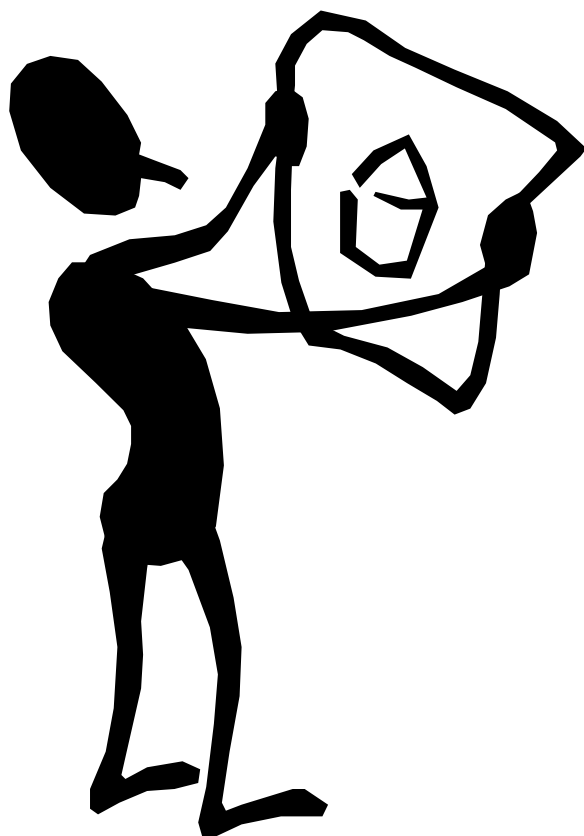




# Bear River Head Start



## Emergency Plan

By Health Specialist

Revised September 2013

## **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.**

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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 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 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 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.
- Take the emergency 72-hour kit with Earthquake. Fire drills take fanny packet.
- Know the emergency preparedness plan and your role.
- Teach students the Emergency Preparedness Plan and Evacuation Routes.
- Make sure your emergency kit is **up-to-date at all times**.
- Class list with emergency phone numbers.
- Flip charts and health boards.
- First aid supplies, 72-hour kits, flashlights and batteries, and other materials.
- 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 you 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 them 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.

### 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 visible location and contents maintained and easy to get.
- 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 in checking for 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 for others to use in an emergency in prominent area of the school and 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 exit safety.

## 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.

**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.**

1. Contact the Secretary immediately. If not available or applicable contact one of the following respectively:
  - A. Education Specialist/Mentor Coach-PHS
  - B. Disability Specialist-PHS
  - C. Center base Specialist-EHS
  - D. Site Coordinator-EHS
2. The secretary (PHS classrooms), or designated person, will then issue the command to evacuate the building over the intercom or by pulling the alarm.
3. The secretary or designated person will then notify emergency personnel.
4. Make sure every class has received the message and has evacuated.
5. 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  
KLGK 1390 AM

### **Idaho**

KACH AM 1340  
KVNU AM 610

For out lying areas, someone will be designated 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, wave a flag, preferably white, out the window for the Emergency personnel to find 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.
13. Report numbers to Health Specialist or designated person.
14. Once all staff and students have been accounted for, wait for the Health Specialist or designated person 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**

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.

## **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.
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.

## **Secondary Shelter- Crystal Inn for PHS, Logan High School for BRHS Main Offices, and PHS for EHS.**

The Secondary Shelter for the Logan Classrooms will be Crystal 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 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 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.

## 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

### Fire: 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. 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.
2. If the fire is not containable or not going out, leave it and get the building evacuated quickly or orderly.
3. The receptionist should grab a cell phone, and sign- in sheet to account for staff members.
4. 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.
5. 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.
6. 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 then 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's 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. Hang an article of clothing, large enough for rescuers to see, out the window.
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.

### **Impact During a Fire**

If your clothes or a child's clothes catch on fire, you should:

- Stop, drop, and 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	Cool Door
<p>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, alerting firefighters to your Presence.</p>	<p>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.</p>

- 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.

### **EHS**

- Nest
- Koop

## **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 2<sup>nd</sup> floor.

## 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. There could also be other damages that may exist.
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 a way from the trees, overhead power lines, and the building. Lie down 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](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 a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
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 as 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 as 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 Bear River Head Start**

The critical item to remember in dealing with this type of situation is to call professionally trained people as soon as possible, and not to attempt to deal with the "intruder" yourself.

1. An indication or actual occurrence of a hostage/crisis situation, call 911 immediately.
2. If possible the other building will be notified via phone or a runner, and will lockdown or evacuate through alternate exit.
3. Teachers will evacuate children through alternate exit, 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.
4. Teachers will take children to a safe location, make sure all children are accounted for and do their best to keep children calm.
5. If shooting occurs students should run (in zigzag pattern if possible to their safe location. If an explosion occurs, have students lay down immediately where they are at.
6. When and only when, the all clear signal is notified by the authorities classrooms will 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. If an individual is hired with the name above, then a different code will be selected. 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 near by, 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 near by 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

September 2013

Dear Bear River Head Start Parents-  
Logan Center

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 Crystal 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 Crystal 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.

September 2013

## Dear Bear River Head Start Parents- Outlining Area's

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.

September 2013

Dear Bear River Early Head Start Parents-  
Logan Center

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.

September 2013

## Dear Bear River Early Head Start Parents- Outlining Area's

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. 244.

## Head Start Evacuation Routes

Head Start Locations	PRIMARY EVACUATION ROUTE	SECONDARY EVACUATION ROUTE
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<b>Parent/Staff Meeting Room</b>	Exit out the north Lobby door	Exit out West Multipurpose room door
<b>Explore/Discover/Adventure Classrooms and Restrooms</b>	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
<b>Viewing Room (Explore/Discover/Adventure)</b>	Exit out Viewing room door and exit through North Lobby door.	Exit out Viewing room door and exit West through Multipurpose room door
<b>Imagine /Inspire Classroom and Restroom</b>	Exit through South classroom doors to outside	Exit through North classroom doors and exit through East door of Coat/Locker area
<b>Soar Classroom and Restroom</b>	Exit through South classroom doors to outside	Exit through North classroom doors and exit West through Multipurpose room door
<b>Viewing Room (Imagine/Soar/Inspire)</b>	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
<b>Multipurpose Room</b>	Exit out West door	Exit out East door of Coat/Locker area
<b>Coat/Locker Area</b>	Exit through East door	Exit through West door of Multipurpose door
<b>Kitchen/Pantry</b>	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
<b>Storage Library Supplies Room</b>	Exit through door and exit through West door of Multipurpose room	Exit through door and exit through East door of Coat/Locker area
<b>Laundry</b>	Exit through Laundry door and exit through North door of Lobby area	Exit through Laundry door and exit through West door of Multipurpose door
<b>Women and Men Restrooms</b>	Exit through North door of Lobby area	Exit through West door of Coat/Locker area
<b>Education Office (A)</b>	Exit through office door and exit through North door of Lobby area	Exit through office door and exit through West door of Coat/Locker area

<b>Lobby/ Receptionist</b>	<b>Exit through North door of Lobby area</b>	<b>Exit through West door of Multipurpose room</b>
<b>Brigham City Aldergate Church</b>	West door and then North to a safe distance from the building.	East door and then North to a safe distance from the building.
<b>Grace American Legion</b>	West door and then across the street to a safe area by the building.	South Door and then across the street to a safe area by the building there
<b>Cache-PHS</b>	West door to the street	East door out to play ground
<b>South Rich</b>	Exit the building through the south exit to the playground	Exit the building through the east exit to the playground
<b>North Rich</b>	Exit the building through the north door next to our room to the parking area	Exit the building through the north east door to the parking area
<b>Snowville</b>	Exit the building through the west side of the building.	Exit the building through the door that is on the east side of the cafeteria.
<b>Franklin-Preston High School</b>	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.
<b>Malad</b>	Exit west door to empty lot across street	Exit east door to elementary
<b>Paris</b>	Northwest door, turn left, turn left again (follow exit signs) exit through doors meet at fall south basketball hoop	Southwest window meet at south basketball hoop
<b>Preston AM/PM</b>	East door to east lawn If in lunchroom east door to east lawn South office window to east lawn	North door to east lawn If in lunchroom east door to east lawn South office window to east lawn
<b>Soda Springs</b>	Main front door go to parking lot by power pole	Back door through playground go to jr high annex
<b>Brigham City AM/PM</b>	Out classroom door. Turn right then turn right again, out door to the fence.	Out classroom door, turn left 3 X's out door to fence.
<b>Fielding</b>	North door and go to end of hall and turn left out North exit door and meet at Northwest playground.	Exit out the South door in the classroom and meet at the Northwest playground.
<b>Hyrum</b>	Northeast door, go to baseball diamond	South door w/ramp to baseball diamond

<b>Millvile</b>	Main door to side walk to playground to blue basketball hoop.	Out window, to sidewalk, to playground, to blue basketball hoop.
<b>Richmond</b>	Front door to tree past parking lot by church	South window across street to park
<b>Smithfield</b>	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
<b>Nest</b>	South door through parking lot to dumpster.	North Door around building going East to dumpster.
<b>Koop</b>	East Door through parking lot to dumpster.	North door West around building, through parking lot to dumpster.
<b>Brigham City Aldergate Church</b>	West door and then North to a safe distance from the building.	East door and then North to a safe distance from the building.



<b>Grace American Legion</b>	West door and then across the street to a safe area by the building.	South Door and then across the street to a safe area by the building.
<b>Preston Sant Library</b>	West Door and then a safe place in the South paring lot.	East door by the kitchen and then to the south parking lot.
<b>PHS</b>	West door to the street	East door out to play ground
<b>Malad Malad Head Start Building</b>	Exit the building out of the west door. Go north to a safe area by the tennis court	Exit the building out the exit will be east out of the back door. Go north to a safe area by the tennis court.
<b>Montpelier Bear Lake Memorial Hospital</b>	West door then up stairs to the nearest hospital exit	South Door then upstairs to nearest hospital exit

## Head Start Evacuation Meeting Places



<b>Head Start Locations</b>	<b>PRIMARY EVACUATION ROUTE</b>	<b>SECONDARY EVACUATION ROUTE</b>
<b>Parent/Staff Meeting Room</b>	Parking Lot in front of Lobby	West side of building
<b>Explore/Discover and Adventure and Restrooms</b>	East side of building	Parking Lot in front of lobby
<b>Viewing Room (Explore/Discover/ and Adventure)</b>	Parking Lot in front of Lobby	West side of building

<b>Imagine and Restroom</b>	<b>South side of building by playground</b>	<b>East side of building</b>
<b>Soar and Restroom</b>	<b>South side of building by playground</b>	<b>West side of building</b>
<b>Viewing Room (Imagine/Soar/ and Inspire)</b>	<b>East side of building</b>	<b>West side of building</b>
<b>Multipurpose Room</b>	<b>West side of building</b>	<b>East side of building</b>
<b>Coat/Locker Area</b>	<b>East side of building</b>	<b>West side of building</b>
<b>Kitchen/Pantry</b>	<b>West side of building</b>	<b>East side of building</b>
<b>Storage/Library/ Supply Room</b>	<b>West side of building</b>	<b>East side of building</b>
<b>Laundry</b>	<b>Parking Lot in front of Lobby</b>	<b>West side of building</b>
<b>Women and Men Restrooms</b>	<b>Parking Lot in front of Lobby</b>	<b>West side of building</b>
<b>Educations Office (A)</b>	<b>Parking Lot in front of Lobby</b>	<b>West side of building</b>
<b>Lobby/ Receptionist</b>	<b>Parking Lot in front of Lobby</b>	<b>West side of building</b>



## Bear River Head Start Room Location

<b>HEAD START ROOM LOCATIONS</b>	<b>STAFF TITLE</b>	<b>STAFF MEMBER</b>
North Front Office	Education Coordinator/Disabilities Specialist/ Mentor Coach	Krista/Alexandera/ Rachelle
West Back Office	Media Specialist	Shirley Smart
North Entrance	Main Office/ Secretary	Christina Gomez
	Librarian	Shirley Smart
	Laundry/Janitorial Closet	
	Kitchen/Pantry	Kathleen Brown
	Adventure	Teacher/Assistant
	Explore	Teacher/Assistant
	Discover	Teacher/Assistant
	Imagine	Teacher/Assistant
	Inspire	Teacher/Assistant
	Soar	Teacher/Assistant
	Parent/Staff Meeting Room	N/A
	Multipurpose Room	N/A
	Electrical Room	N/A
	Utility Room	N/A
	Paper/Storage Room/Mail Room	N/A

**Bear River Early Head Start Room**



<b>Early Head Start Room Location</b>	<b>STAFF TITLE</b>	<b>STAFF MEMBER</b>
Nest/Koop	EHS CB Specialist	Brette Hancey
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher
Nest/Koop	Infant/Toddler Teacher	Teacher

## Bear River Head Start Offices

<b>Office Location</b>	<b>Staff Title</b>	<b>Current Staff Member</b>
Front Desk	Program Receptionist	Nina Minhara
Office #1	Oral Health Specialist Center Base Tracking Specialist	Cherie Pierce Karalee Waldron

2	PHS/EHS Family Development/PC Specialist	Jamie Kendal
3	Fiscal Assistant/Oral Health Assistant	Samie Evans
4	Fiscal Coordinator Fiscal Assistant	Ilise Anderson Kristi Simper
5	EHS Coordinator/PHS Home Base Coord.	ReNae Torbenson
6	EHS Health Specialist EHS/PHS Health Assistant	Tamie Fisher Laura Jones
7	EHS Home base Coordinator/Disabilities Specialist	Hila Jensen
8	Administrative Assistant	Diane Talbot
9	PHS/EHS Family Development Specialist	Kristie Curtis
10	CCC Site Coordinator/EHS Center based Coordinator	Amy Davis-Nixon Meri Niederhauser
11	PHS/EHS Family Development/Parent Specialist	Vilma Nino
12	CCC Case Managers	Katie Adams Nicolee Nielsen
13	CCC Site Visitors CCC Case Manager	Cassie Hendry
14	PHS Health Specialist PHS Health Assistant	Cami McArthur Ana Ayala
15	PHS Recruitment/Enrollment Specialist PHS Family. Dev. Asst./EHS Enrollment Asst.	Melissa Mendez Emma Soto
16	Health & Wellness Coordinator	Rachel Cook
Cubicle A	PHS Copier	
B	EHS-Center Based Family Advocate	
C	Male Involvement	Ernesto Lopez
D	PHS Home Base Specialist	Donna Abrams
E	CCC office	Stephanie McIntosh-Parker
F	CCC Community Relations Specialist	Kami Christensen
G	CCC Storage	
H	Staff Mail	

## Bear River Early Head Start Offices

Office Location	Staff Title	Current Staff Member
Nest	Center Specialist	Brette Hancey
Koop	Center Specialist	Brette Hancey

<b>PHS</b>	<b>Educator</b>	<b>Educator</b>
<b>Brigham City Methodist Church</b>	<b>Educator</b>	<b>Educator</b>
<b>Preston Sant Library</b>	<b>Educator</b>	<b>Educator</b>
<b>Grace American Legion</b>	<b>Educator</b>	<b>Educator</b>
<b>Montpelier Bear Lake Memorial Hospital</b>	<b>Educator</b>	<b>Educator</b>

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.

**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 West. 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.

## **Caribou Evacuation Plan American Legion Hall, Grace**



During a fire, the staff will call 911 and sound the alarm. The staff will help parents and children to exit the building through the West exit. If fire is blocking that exit then the South exit will be used. Everyone will go West across the street to a safe area by the building there.

The staff will take the sign in sheet, fanny pack and first aid kit with them. Staff will see if everyone is out of the lunchroom and the group area and then will join the others. All will be accounted for according to the sign in sheet.

Everyone will wait for instructions to evacuate the area from the fire personnel. Then when the ok is given, the parents can leave the area with their children.

## **Cache Fire Evacuation Plan Head Start Classroom**

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 South exit of the building by the kitchen. If fire is blocking that exit, then use the main door of the building. Everyone will gather on the West side across the street from the building by following the staff to an area which is 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.

## **South Rich Fire Evacuation Plan**

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 South exit. If fire is blocking that exit, then use the East exit of the building. Everyone will go South to the playground.

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.

## **North Rich Fire Evacuation Plan**

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 North door next to our room. If fire is blocking that exit, then use the North East exit. Everyone will go North, across the street, to the parking area.

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.

## **Snowville Fire Evacuation Plan**

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 exit of the building. If fire is blocking that exit, then use the Main door of the building. Everyone will gather across the street from the building by following the staff to an area which is 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 Preston High School**

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 South exit. If fire is blocking that exit, then use the North exit of the building. Everyone will gather across the street from the building by following the staff to an area which is 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.

## **McCammon/South Bannock Fire Evacuation Plan**

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 North East exit of the building. If fire is blocking that exit, then use the main door of the building. Everyone will gather across the street from the building by following the staff to an area which is a safe distance from the building in the grass.

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.

## **Malad Group Fire Evacuation Plan Malad Head Start Building**



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 exit. If fire is blocking that exit, then use the East out of the back door. Everyone will go North to a safe area by the tennis court.

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.

## **Montpelier Group Fire Evacuation Plan Bear Lake Memorial Hospital**

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 door then upstairs to the nearest hospital exit. If fire is blocking that exit, then use the South door then upstairs to nearest hospital exit. Everyone will gather on the West side across the street from the building by following the staff to an area which is 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.

## **Bear River Early Head Start Fire Evacuation Plan**

## 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 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 Emergency and Disaster Plan

## Center

**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/SEVERE 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 to child who has ingested a poisonous substance unless directed by Poison Control or Physician.**

## Bear River Head Start Emergency Contacts

## **Utah Residents**

In case of major emergency, your 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, your out- of-State contact is:

Nina Minharo

1-877-555-0081