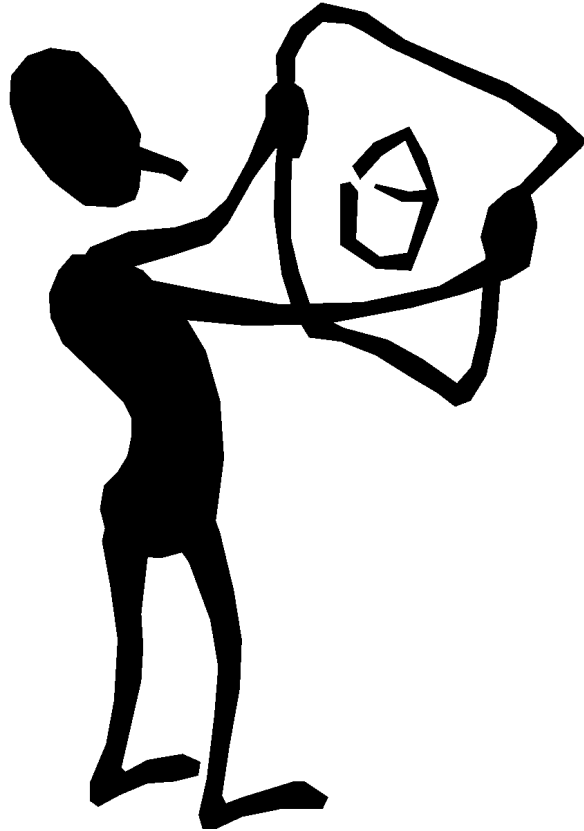


# Bear River Head Start



## Emergency Plan

Revised June 2025

## **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 lockdown?**
- 3. How will students, teachers, employees, and visitors be evacuated?**
- 4. Where are evacuation plans and other 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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## **Introduction**

### **General Emergency Plan**

The prime aim in any emergency situation 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 and 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 the Evacuation Procedure at all times during the year.

All Head Start and 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 are required to know their specific responsibilities in the event of an emergency. Responsibilities are listed below:

##### **All Staff at Bear River Head Start will:**

- Familiarize themselves with this plan
- Be prepared to activate emergency procedures immediately
- Perform any duties to which they are assigned to make 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
- During fire drills take the fanny pack and emergency bucket
- 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 the class list with emergency phone numbers - keep in fanny pack - give a copy to the secretary
- Refer to flip charts when needed

- Keep first aid supplies, emergency bucket, shelter in place bin, flashlights/batteries, and other materials stocked and readily available at all times
- Keep emergency handbooks and class lists 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 direct line of door and windows. Designate a “safe corner” within the 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 will:**

- Assist with communication and warning
- Maintain a complete list of children and staff
- Ensure that the first aid 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 will:**

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

#### **Designated Contacts**

- **PHS Logan Center: Secretary**
- **PHS Hyde Park Center: Secretary**
- **Brigham City Center: Child Development Manager**
- **Tremonton Center: Lead Teacher**
- **Outlying Classrooms: Lead Teacher**
- **EHS Logan Center (Nest/Koop & Fish Pond): Center-based Specialist**
- **Office Suite #200: Family Services Coordinator**
- **Office Suite #240: Fiscal Office Manager**

## 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 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 and Wellness Administrator or Health Specialist once everyone has been evacuated

### Offices:

1. Contact your office's 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 the building
5. Notify the Director/Health and Wellness Administrator or Health Specialist once everyone has been 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 class 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      KSL 1160 AM  
KVFX 94.5 FM      KLGX 1390 AM  
KIX 96.7 FM  
KVNU 610 AM

### Idaho

KACH 1340 AM  
KVNU 610 AM

**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:

Administrative Office: 1-435-755-0081

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

Mindy Jensen: 1-208-540-0167

## 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 or runners)
3. If in a classroom
  - a. Line the children up
  - b. Take a headcount
  - c. Take the class list, first aid kit, emergency bucket and fanny pack with you as you leave the room
  - d. 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 open doors behind you**
5. Leave the building through the nearest (primary) exit. (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 hot. NEVER open doors that feel hot to the touch; use the 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 and Wellness Administrator/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**

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 administration building. If the exit ramp is inaccessible, they may need to be carried or transported out of the building at the nearest exit. **Do not use the elevator if a 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**

All staff evacuated from Suite #200 and #240 is the North parking lot

## **Sheltering**

## **In-Place Sheltering**

Examples of specific emergencies in which in-place sheltering may become necessary are as follows:

- **Biological or chemical fumes or dangers**
- **Nuclear bomb**

## **Centers and 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. Close and lock all windows - windows seal better when locked. Seal gaps under doorways and windows with wet towels, and those around doorways and windows 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% 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 has 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 Administrator, or other designated person will call the American Red Cross at **435-752-1125** who will state the location for all Center and Office locations. 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 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. Classroom staff 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 and 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

## **Fire Evacuation**

### **Without 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 the emergency bucket, first aid kit, and fanny pack with child emergency numbers in it.

- When teachers walk out - they **MUST** take their class list and close the door
- The designated contact should take a cell phone and the sign-in sheet to account for staff members and close the door
- Notify Emergency Services
  - Centers with installed alarm systems: The alarm system automatically notifies the Fire Department
  - Centers without installed alarm systems: Designated contact will call 911
- 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\*\*\***

## **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.

- The receptionist should take a cell phone and sign-in/sign-out sheet to account for staff members
- 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
- All staff will ensure that NO ONE re-enters the building after evacuation
- 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**

- 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
- If the fire is not containable or not going out, leave it and get the building evacuated quickly and orderly
- When teachers walk out, they **MUST** take their class list, emergency bucket, first aid kit, and fanny pack, and close the door
- The designated contact should take a cell phone and the sign-in/sign-out sheet to account for staff members
- Notify Emergency Services
  - Centers with installed alarm systems: The alarm system automatically notifies the Fire Department

- Centers without installed alarm systems: Designated contact will call 911
- All staff will ensure that NO ONE re-enters the building after evacuation
- If fire continues and there is further danger, the students must be moved to the secondary shelter. **Students remain here until parents are able to come pick them up (see page 5)**

**See Appendix for center specific information**

**\*\*\*Outlying classroom areas will follow their Elementary School evacuation plan\*\*\***

## **Offices**

- 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.
- If the fire is not containable or not going out, leave it and evacuate the building quickly and orderly
- Staff will walk out and close the door
- The receptionist will take a cell phone and the sign-in/sign-out sheet to account for staff members
- The Health Specialist or designated contact will notify the Fire Department
- All staff will ensure NO ONE re-enters the building after evacuation
- 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**

- Leave the room door closed. Seal door cracks and ventilation grills with a cloth, wet towels or clothing, if possible
- Use the telephone to call 911 and let them know your location
- 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
- Stay close to the floor where the air is cleaner
- Break the 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 door knob, 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"> <li>➤ Do not open</li> <li>➤ Escape through a window</li> <li>➤ Break window if necessary</li> <li>➤ If you cannot escape - hang something white or light-colored sheet outside the window/door, alerting firefighters to your location</li> </ul>	<ul style="list-style-type: none"> <li>➤ Open slowly and ensure that fire and/or smoke is not blocking your escape route</li> <li>➤ If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window</li> <li>➤ If clear, leave immediately through the door and close it behind you</li> <li>➤ Be prepared to crawl. Smoke and heat rise. The air is cleaner and cooler near the floor</li> </ul>

- 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 911

Adapted from ready.gov Plan ahead for disasters

## Fire Extinguisher Locations (11)

### Logan Center

- Lobby near exit
- Multipurpose room (3) - by drinking fountain, South wall, East wall
- Kitchen
- Classrooms (5)

### Hyde Park Center

- Hallway behind reception desk
- Utility Room
- Multipurpose Room - North Exit
- Kitchen (2)
- Classrooms (4)

### Brigham Center

- Next to each exit door

### Tremonton

- West hallway outside of main office

**Hyrum**

- North door
- South door
- Kitchen

**Smithfield**

- South door

**Malad**

- South wall
- Kitchen by door

**Paris**

- By classroom sink

**Preston AM/PM**

- By office door

**EHS South Nest**

- Entrance
- Outside of restroom
- Kitchen - back door

**EHS South Koop**

- Next to closet door front of building
- Kitchen

**EHS North (Fish Pond)**

- Outside front office
- Outside of each restroom
- In Back Office

**Family Services/Health/ERSEA Offices**

- By the copier on the wall
- North side of offices below exit sign

**Admin/Fiscal/HomeBase Offices**

- Conference room by file cabinets
- Library by paper holder

**Fire Alarm Pull Down**

**PHS** - There are eight locations in the Logan & Hyde Park Center: lobby - coat/locker area - multipurpose room - the exits in each classroom

**Hyrum** - None; call 911 in an emergency

**Smithfield** - None; call 911 in an emergency

**Brigham** - None; call 911 in an emergency

**Tremonton** - None; call 911 in an emergency

**Preston** - Next to the door going outside

**Malad** - None; call 911 in an emergency

**Paris** - North wall of classroom by the fridge

**EHS North (Fish Pond)** - There are eight locations in the Fish Pond: front & rear lobbies, by each playground exit door

**EHS South (Nest/Koop)** - Staff will call 911 to initiate Fire Department

**Main Offices** - in the hall area on the 2nd floor

## **Natural Disasters**

### **Flooding**

- In the event of flooding, first notify the secretary or designated contact
- 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
- If it is minor flooding, try to cover affected items or other items that may be damaged. Block off affected areas to prevent others from entering and getting injured
- 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 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, swim or drive through flood waters. **Turn Around, Don't Drown!** Stay



off bridges over fast-moving water. Fast-moving water can wash bridges away without warning.

- Six inches of moving water can knock you down. 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 your vehicle is trapped in rapidly moving water, stay inside. If water is rising inside the vehicle, seek refuge on the roof.

Adapted from ready.gov Plan ahead for disasters

## Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake may 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; **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, 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 building, 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

### **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 ready.gov Plan ahead for disasters

## **Severe Storms**

### **(Lightning, Thunder, Blizzard, ect)**

- 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
- Tune into 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
- If indicated, do not come into work or school
- If you are at school when the notice is sent out, it will be determined by the Director, Health and Wellness Administrator, Health Specialist, or designated person if school will be dismissed or not
- Teachers are to make sure children are dressed properly and only release them to parents or authorized guardians

<b>If you are:</b>	<b>Then:</b>
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 ready.gov Plan ahead for disasters

### **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

### **Building Emergencies**

#### **Power Outages/Other Utility Problems**

- The power outage must be reported to authorities by the secretary or designated person. If an outage is extended, closure or evacuation of the building may be necessary. This must be approved by the Health and Wellness Administrator 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
- When notified, the staff and teachers with flashlights should evacuate the building as pre-planned and assist any that may need help

- When controlling the Electrical Power System, remember:
  - Turn off electrical current unless the location of the main shut off is flooded; 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**

- The secretary or designated person must report the natural gas leak to authorities
- Evacuate building according to predetermined plan
- Notify gas company, fire department, and other appropriate agencies
- Instruct custodial/maintenance staff to shut off natural gas to the building
- **DO NOT** re-enter building unless notified to do so

### **Carbon Monoxide Poisoning**

- When carbon monoxide alarms go off, evacuate the building according to predetermined plan
- Do not ventilate the building. Close the doors and windows so that emergency personnel can more effectively determine the source and fix the problem
- Inform health staff
- The secretary or designated person will notify the Fire Department
- **DO NOT** re-enter the building unless notified to do so
- Do not allow carbon monoxide detectors to become expired

## **Other Possible Disasters**

### **Bomb Threats**

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

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 weakened floors and stairways. As you exit 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 the elevator

## **Once you are out of the building**

- 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

Adapted from ready.gov Plan ahead for disasters

## **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
- As a last resort, attempt to take the active shooter down

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 shooter(s)
- Number and types of weapons held by shooter(s)
- Number of potential victims at the location(s)

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:
  - Everyone is to stay where they are
  - Classroom teachers/office staff are to:
    - Quickly glance outside the room to direct any students or staff in the hall into the classroom immediately
    - Lock your door
    - Lower or close any blinds/window coverings
    - 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
    - Turn out lights and computer monitors
    - 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
  - Any students/staff in multipurpose areas should move to the nearest classrooms
  - If students and teachers are outside the school building, they should stop, drop to the ground or hide behind playground equipment and remain still
  - If staff are in the bathrooms, they should move to a stall, lock it and stand on the toilet
  - Anyone in the hallway should move to the closest classroom/office immediately
  - Support staff (kitchen staff, 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 officer to a safe location. Once evacuated from the building, teachers will take roll to account for all students present in class
- Staff will notify parents of the evacuation location for pick up. Children will only be released to those authorized to pick up

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

Bear River Head Start office staff will follow the “LOCKDOWN” procedure until first responders arrive.

## **Civil Disturbances**

- The Health Specialist/Secretary will contact the police and inform them of the problem

- Teachers account for all students
- Secretary's account for all staff
- Lock all doors
- Clear the hallways of students
- Keep troublemakers out of the building and classroom if possible
- Notify authorities of any updated information
- Students are to follow teacher instructions and remain in the classroom

Bear River Head Start office staff will remain in offices and follow the Health Specialist or designated person for further instructions.

### **Nuclear Attack (Shelter-In-Place)**

- Time is very critical to act quickly
- If possible, students will be sent home
- Shut off the water and gas
- Sound the alarm or send out runners
- Evacuate if possible
- If evacuation is not possible, locate shelter-in-place bin for safe water and food
- If possible, move all students and staff to a basement
- Close all windows and doors
- Maintain control of children and keep as calm as possible until it is clear or they are released to parents

Bear River Head Start office staff will follow the above procedure

### **Chemical Spill (Shelter-In-Place)**

- Evaluate the damage and determine if evacuation or building closure is necessary
- Give the building warning and instructions
- If in an isolated area, keep the area blocked off
- Keep outside air out
- Call 911 and safely follow any clean up directions from Poison Control or on the chemical container
- When all is normal, re-enter the building when notified

### **Pandemic Illness**

In the event of a pandemic illness, Bear River Head Start will follow State and Local Health Department recommendations for Center closures. In the event of public school closure, Bear River Head Start will align with the school district in the predominate service area (Cache County)

### **Code Words**

## Emergency Codes

- **Police = “BLUE SKY” (Police uniform is blue)**
- **Evacuation due to intruder = “SANDY”**

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 **“BLUESKY”** 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 **“SANDY”** 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. Refer to page 8 for more evacuation information

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



# Appendix

Dear Bear River Head Start Parents,

We want to inform you of the procedures we will follow in the event of an emergency that requires evacuation of your child's Head Start classroom.

Please refer to the table below to see the designated evacuation location for your child's class. If that primary location is unavailable or unsafe, we will relocate to a *tertiary shelter*, which will be a local LDS church building. This site will be determined by the American Red Cross based on the specific emergency situation.

You will be notified of any evacuation via phone (call or text) and potentially through local radio announcements.

In some situations, you may be required to pick up your child. As part of the enrollment process, you completed a release form that authorized Bear River Head Start to release your child only to you or to the individuals listed on that form. For your child's safety, we will not release them to anyone not listed.

Thank you for your attention to the important information.

If you have any questions, please contact the Health Specialist at Bear River Head Start at 435-755-0081.

Sincerely,  
Bear River Head Start

Queremos informarles sobre los procedimientos que seguiremos en caso de una emergencia que requiera la evacuación del aula de Head Start de su hijo/a.

Consulten la tabla a continuación para ver el lugar de evacuación designado para la clase de su hijo/a. Si ese lugar principal no está disponible o no es seguro, nos trasladaremos a un refugio terciario, que será una iglesia local de los Santos de los Últimos Días. La Cruz Roja Americana determinará este lugar según la situación de emergencia específica.

Se les notificará de cualquier evacuación por teléfono (llamada o mensaje de texto) y, posiblemente, a través de anuncios de radio locales.

En algunas situaciones, es posible que se les pida que recojan a su hijo/a. Como parte del proceso de inscripción, completaron un formulario de autorización que autorizaba a Bear River Head Start a entregar a su hijo/a únicamente a ustedes o a las personas indicadas en dicho formulario. Por la seguridad de su hijo/a, no lo entregaremos a ninguna persona que no figure en la lista.

Gracias por su atención a esta información importante.

Si tiene alguna pregunta, comuníquese con el especialista en salud de Bear River Head Start al 435-755-0081.

Atentamente,  
Bear River Head Start

## Bear River Head Start Shelter Location



HEAD START LOCATIONS	Secondary Shelter	Tertiary Shelter
<b>PHS Logan Center</b>	La Quinta Inn 853 S. Hwy 89/91 Logan	Red Cross Shelter TBD
<b>PHS Hyde Park Center</b>	Cedar Ridge Elementary 65 N. 200 W. Hyde Park	Red Cross Shelter TBD
<b>Brigham Center</b>	Brigham Food Pantry 272 N 200 W Brigham City	Red Cross Shelter TBD
<b>Tremonton Center</b>	Bear River Health Department 440 W 600 N Tremonton	Red Cross Shelter TBD
<b>Hyrum</b>	Back field-North of the school's main playground, between the Hyrum Civic Center and the city Gazebo	Hyrum Library 50 W. Main Street Hyrum
<b>Smithfield</b>	Hyde Park PHS Center 48 N. 500 W. Hyde Park	Logan PHS Center 852 S. 100 W. Logan
<b>Malad</b>	Malad Elementary 250 4th N St Malad	Malad High School 181 Jenkins Ave. Malad
<b>Paris</b>	Paris Elementary Playground	Paris LDS Church 109 S. Main Street Paris
<b>Preston</b>	Bus Pick-up/Drop-off area South of BRHS classroom	Preston High School 151 E. 2nd S. Preston
<b>EHS South Center (Nest/Koop)</b>	PHS Logan Center 852 S. 100 W. Logan	Red Cross Shelter TBD
<b>EHS North Center (Fish Pond)</b>	State Farm Parking Lot 1260 N. 200 E. Logan	Red Cross Shelter TBD
<b>Outlying Classrooms</b>	Follow School District Evacuation Plans	Red Cross Shelter TBD

## Bear River Head Start Office Location



HEAD START OFFICE LOCATIONS	Secondary Shelter	Tertiary Shelter
Family Services/Health/ERSEA Suite #200	Logan High School 162 W 100 S Logan	Red Cross Shelter TBD
Admin Suite #240	Logan High School 162 W 100 S Logan	Red Cross Shelter TBD

## Head Start Classroom Evacuation Routes



Head Start Locations	Primary Evacuation Route	Secondary Evacuation Route
<b>Logan PHS Center</b>		
Logan/Lobby Receptionist	Exit through North door of Lobby area	Exit through West door of Multipurpose room
Logan Manager/Mentor Office	Exit through North door of Lobby area	Exit through North window
Adventure Classroom Restroom	Exit through West classroom door to outside	Exit through North door of Lobby area
Dream Classroom Restroom	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
Wonder Classroom Restroom	Exit through East classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside

<b>Viewing Room</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>Create/Believe Classroom Restroom</b>	Exit through South classroom doors to outside	Exit through North classroom doors and exit through East door of Coat/Locker area
<b>Explore Classroom Restroom</b>	Exit through South classroom doors to outside	Exit through West classroom doors and exit through North Lobby door to outside
<b>Viewing Room (Multipurpose Area)</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 Multi-purpose 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>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 &amp; Men Restrooms</b>	Exit through North door of Lobby area	Exit through West door of Coat/Locker area
<b>Hyde Park PHS Center</b>		
<b>Hyde Park Lobby/ Receptionist</b>	Exit through West door of Lobby area	Exit through North door of Multipurpose room
<b>Hyde Park Manager/Mentor/ Coordinator Office</b>	Exit through West door of Lobby area	Exit through North door of Multipurpose room

<b>Discover Classroom and Restroom</b>	Exit through South classroom door to outside	Exit through interior door through Lobby area to outside
<b>Inspire Classroom and Restroom</b>	Exit through South classroom door to outside	Exit through interior door through Lobby area to outside
<b>Viewing Room (Main Hallway)</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 Classroom and Restroom</b>	Exit through East classroom doors to outside	Exit through interior classroom doors and exit through South side exterior door
<b>Soar Classroom and Restroom</b>	Exit through East classroom doors to outside	Exit through interior classroom doors and exit through North side exterior door
<b>Viewing Room (Multipurpose Area)</b>	Exit through Viewing room door and exit through South door of Coat/Locker area	Exit through Viewing room door and exit through North door of Multipurpose room door
<b>Multipurpose Room</b>	Exit out North door	Exit out South door of Coat/Locker area
<b>Coat/Locker Area</b>	Exit through South door	Exit through North door of Multi-purpose door
<b>Kitchen/Pantry</b>	Exit through Kitchen door and exit through North door of Multipurpose room	Exit through Kitchen door and exit through South door of Coat/Locker area
<b>Laundry</b>	Exit through Laundry door and exit through West door of Lobby area	Exit through Laundry door and exit through North door of Multipurpose door
<b>Women and Men Restrooms</b>	Exit through West door of Lobby area	Exit through North door of Multipurpose area
<b>Home Base Socializations</b>		

<b>Malad</b>	Exit west door to empty lot across street	Exit east door to elementary
<b>Cache-PHS</b>	West door to the street	East door out to play ground
<b>Soda Springs Library</b>	North side of the library near the fish tank on the first floor	West exit of the main entrance
<b>Idaho Classrooms</b>		
<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	Northwest door meet at south basketball hoop
<b>Preston AM/PM</b>	East door to the Northeast parking lot	West door or window to playground on the northwest side
<b>Box Elder Classrooms</b>		
<b>Brigham Center Gosling</b>	East side door to playground	Through accordion door to Joey's classroom and out South side door
<b>Brigham Center Colts</b>	West side door to parking lot	Through adjoining door to Joeys classroom and out South side door
<b>Brigham Center Joeys</b>	South side door to parking lot	Through adjoining door to Colts classroom and out West side door
<b>Brigham Center Kitchen</b>	Northeast door toward food pantry, around building to parking lot	West side door to parking lot
<b>Tremonton Center Cubs &amp; HB</b>	North door to parking lot	West door to staff parking lot
<b>Cache Classrooms</b>		



<b>Hyrum</b>	Northeast door, go to baseball diamond	South door w/ramp to baseball diamond
<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 Northwest meeting place by the fence.

## Early Head Start Evacuation Routes



<b>Early Head Start Locations</b>	<b>PRIMARY EVACUATION ROUTE</b>	<b>SECONDARY EVACUATION ROUTE</b>
<b>Nest</b>	South door through the parking lot to the dumpster.	North Door around the building going East to the dumpster.
<b>Koop</b>	East Door through the parking lot to the dumpster.	North door West around the building, through the parking lot to the dumpster.
<b>Fish Pond Classrooms</b>	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.
<b>Fish Pond Front Office &amp; Storage Room</b>	Exit through front lobby door to West parking lot	Exit through South facing exit to the playground and continue to East parking lot

<b>Fish Pond Back Offices, Library Rooms &amp; Bathroom</b>	Exit through back lobby door to East parking lot	Exit through South facing exit to the playground and continue East to parking lot
<b>Fish Pond Kitchen, Hall Bathrooms</b>	Exit through South facing exit playground and continue East to parking lot	Exit through Lobby door to West parking lot
<b>Tremonton Center</b>	North door to parking lot	West door to staff parking lot
<b>Preston Larsen-Sant Library</b>	West door to the parking strip.	East door by the kitchen and then to the south parking lot.
<b>Soda Springs Library</b>	North side of library near the fish tank on the first floor	West exit of the main entrance
<b>Malad</b>	Exit west door to empty lot across street	Exit east door to elementary
<b>PHS Logan Center</b>	West door to the street	East door out to play ground
<b>PHS Hyde Park Center</b>	West door to parking lot	North door out to dead end road

## Bear River Head Start Offices

### Family Services/Health/ERSEA Suite #200



Office Location	Staff Title
Front Desk	
Office #1	ERSEA Assistant
Office #2	ERSEA Manager
Office #3	ERSEA Assistant
Office #4	Family Services Coordinator
Office #5	Family Advocate
Office #6	Family Development Manager
Office #7	Health Specialist
Office #8	Fiscal Storage
Office #9	CACFP Specialist
Office #10	Health Specialist
Office #11	CACFP Assistant
Office #12	Health Specialist
Office #13	Health Specialist
Office #14	Health and Wellness Administrator
Office #15	Family Development Manager
Office #16	ERSEA Storage Room

## **Fiscal/Admin Office Suite #240-South**



Office Location	Staff Title
Front Desk	
Office #1	Fiscal Specialist
Office #2	Fiscal Specialist
Office #3	Fiscal Manager
Office #4	Fiscal Assistants
Fiscal/Admin Conference Room	

## **EHS Home Based Staff #240-North**



Office Location	Staff Title
HB Conference Room	
Office #5	EHS Home Based Coordinator
Office #6	EHS Home Based Manager
Office #7	Disabilities Specialist
Office #8	EHS Home Based Manager