



EXTENDED DAY PROGRAM

Emergency Plan

School: _____

School Year: _____

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EXTENDED DAY PROGRAM

Emergency Plan



I. General Information

1. The purpose of the Emergency Plan is to describe the actions to be taken in an emergency to make sure that the children and staff are kept safe from harm. The safety and well-being of children and staff shall always take first priority.
2. A copy of this plan will be kept in the program's Emergency Binder, which should remain accessible to staff at all times.
3. The Children Currently Checked-In Report shall be attached to the cover of the Emergency Binder each day. (Students names must be highlighted on the Children Currently Checked In Report as they are checked out so that the program always has an accurate list of students present at any given time. This procedure is critical in order to account for all children in the event of an emergency.)
4. Quick response guides are attached to this plan as Tab A. They explain what to do in each type of emergency.
5. Emergency contact numbers, staff contact numbers, and parent/guardian/authorized pick-up contact numbers are attached as Tab B.
 - ✓ Complete the Emergency Contact Numbers Form (see Tab B).
 - ✓ Include a list of all parent/guardian/authorized pick-up contact numbers.
6. The school's physical address is: _____ . The program utilizes the following locations of the school:

A floor plan of the school and maps reflecting where staff and students will proceed and meet in the event of an emergency are included as Tab C.
 - ✓ Include a floor plan of the school. Indicate locations of the school utilized by the program.
 - ✓ Include a map titled "Fire Evacuation", and detail where staff and children will proceed and meet.
 - ✓ Include a map titled "Shelter-in-Place", and detail where staff and children will proceed and meet.
 - ✓ Include a map titled "Lock-Down", and detail where staff and children will proceed and meet.
7. Procedures for injuries and illnesses are included as Tab D.
8. Include copies of the following forms as Tab E in the Emergency Binder:
 - ✓ Emergency Plan Acknowledgment Forms
 - ✓ Drill Reports
 - ✓ Accident Checklists
 - ✓ Student Incident Reports
 - ✓ Insurance Claim Forms
 - ✓ Insurance Parent Letters

II. CONCEPT OF OPERATIONS:

1. The person in charge that will be responsible for making emergency response decisions will be:
_____ (Site Director).
2. In the event of the Site Director's absence, the designated person responsible for making emergency response decisions will be: _____.
3. Depending on the type of emergency, the person in charge will enact the appropriate emergency operations plan. He/she will work with First Responders to ensure the safety and security of all staff and children until they can be reunited with their parent or guardian. In the following sections of this plan each type of disaster that could affect the program will be listed and the plan for response will be provided. The plans include procedures for fire, shelter-in-place, and lock-down. Procedures for illness/injury are also included.

A. Fire:

The person in charge will order an evacuation. Account for all children and staff. Staff will notify parents and guardians to come get their children at the evacuation site. It is important for staff members to plan for and train on the procedures and guidelines to reunite children with the proper parent or guardian following an evacuation.

B. Shelter-in-Place:

Shelter-in-place means that the staff and children will remain in the school's building(s). Sheltering can be used in emergencies such as severe storms, tornados, or hazardous chemical conditions in the area. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Storm shutters, if available, will be closed. If a storm gets very strong, and windows are threatened, children and staff will be moved to interior rooms and hallways. In the event of a tornado warning, children and staff will be moved to interior hallways. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of doors. The center will stay in shelter until the authorities give an all clear.

C. Lock-Down:

Lock-down means that the staff and the children will remain in the center's building(s) with all doors and windows locked. Lock-downs can be used in emergency situations such as escaped prisoners, criminals being chased by police, threat made by a parent or other unknown person or any other event that threatens the safety of the staff and children. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Children and staff will be moved out of hallways and placed in rooms that can be locked and secured. The center will remain in lock-down until the authorities give an all clear. Each facility should review this plan carefully and ensure that doors are strong and have the ability to fend off someone that is attempting to gain access to the facility. If possible, it is recommended that all children and staff to be secured behind at least two locked doors. (Main entrance door and interior room door.)

4. Depending on the type of emergency, the staff will follow the steps listed in the attached Quick Response Guides (Tab A). The emergency actions will be in three phases; Alert, Action, and Recovery.

III. ASSIGNMENT OF RESPONSIBILITIES:

1. The program's Site Director is responsible for everything that happens to the children during Extended Day hours. He/she will see to it that there is always a person in charge when he/she is absent and that this person knows the provisions of the Emergency Plan. The Site Director will see to it that the rest of the staff are trained and able to carry out the provisions of the plan.
2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency.
3. The plan shall be reviewed with all staff at the start of the school year. Documentation evidencing that the plan has been reviewed with all staff shall include staff signatures and date reviewed on the Emergency Plan Acknowledgment Form.
4. At minimum, the plan shall be reviewed annually by the Site Director for accuracy and updated as changes occur. Documentation of review by the Site Director shall consist of the director's signature and date on the Emergency Plan Acknowledgment Form.
5. The Site Director will hold one fire drill per month and a minimum of two shelter in place and two lock-down drills each school year (one in August and another in January). Documentation of drills shall consist of a Drill Report signed by all staff present during the drill. Immediately following the drill, Drill Reports shall be submitted to the principal for review and signature. Copies of signed Drill Reports must be maintained on file.
6. The Site Director is responsible for ensuring that children are always under the supervision of staff. Children are not permitted to leave the extended day location to go to the restroom or anywhere else in the school without the supervision of staff.
7. The Site Director is responsible for ensuring that there is at least one medication certified and one CPR/First Aid/AED certified employee present at all times.
8. The Principal is responsible for the safety and security of the program. All programs must meet the following safety/security requirements:
 - a. There must always be a locked door or gate that would prohibit an intruder from accessing the children and staff. If necessary, a doorbell or buzzer should be installed.
 - b. The school must be locked and secure during Extended Day hours.
 - c. The program must have access to safe lock-down and shelter-in-place locations within the school.
 - d. The program must have access to the school's Automated External Defibrillator (AED) during Extended Day hours.
 - e. There must be sufficient lighting in areas of the school utilized by the program (drop-off/pick-up locations, restroom areas, etc.)
 - f. The program must have a landline and pre-paid cell phone to allow immediate access to employees.
9. The Principal must review and approve the Emergency Plan annually. The Principal shall require staff to demonstrate the Emergency Plan to confirm that it is effective.

Site Director's Signature

Date

Principal's Signature

Date

TAB A: QUICK RESPONSE GUIDES

FIRE

ALERT PHASE

1. Do you hear smoke detectors?
If yes, Evacuate immediately.
2. Do you see smoke?
If yes, Evacuate immediately.
3. Do you see flames?
If yes, Evacuate immediately. Assist handicapped people out of the building.
4. Is the main exit blocked?
If yes, use your second exit. Always know two ways out.
If unable to evacuate in a multi-story building, go to a safe location near a window. Hang something out the window to alert firemen that you need help.
5. Should you call the fire department from the facility?
If any of the above applies, then evacuate first, then call for help from a safe location.

ACTION PHASE

1. Account for all children and staff. Ensure everyone is out of the Fire Departments way.
2. Once everyone is outside, stay there. Remember "Get out and Stay out."
3. If the fire is small, you may be able to put it out with a fire extinguisher. Only do so if you are trained to use it. Remember to keep the exit door behind you and never let the fire get between you and the exit. Don't be a hero if the fire is too big for one extinguisher. Get out, the fire department will be there soon.

List fire extinguisher location(s):

4. Remember these safety tips:
 - a. Always crawl low to the floor in smoke.
 - b. Feel each door for heat before opening it.
 - c. If your clothing catches fire: stop, drop to the floor, cover your face with your hands, and roll until the fire is put out.

RECOVERY PHASE

1. Be Ready to answer the Fire Departments questions:
 - a. Is anyone still in the building?
 - b. Is anyone injured?
 - c. Where did the fire start?
 - d. Is there anything in the building that could be dangerous to firefighters such as: gasoline, chemicals, propane, paint, etc.
 - e. How long has the fire been burning?
2. Do not go inside the building until the Fire Department says it is safe to do so.
3. Call the Principal, Risk Management Department, and Internal Audit Department to report the incident.

SHELTER IN PLACE

ALERT PHASE

What is the threat?

A. Severe weather or tornado: get information from the radio, tv, or phone.

B. Hazardous materials release: get all children and staff inside. Close and seal all doors, windows and vents. Turn off air conditioning/heating and fans. Turn off or extinguish any open flame device. Keep radio and tv on to get bulletins.

List Shelter in Place location(s): _____

ACTION PHASE

1. PRIMARY STAFF ACTIONS:

- a. Call 911 and tell them that you are sheltering in place.
- b. Move to the interior of the building. Locate an area that is safe and secure such as interior hallways, bathrooms, or small rooms located in the center of the school.
- c. Seal off the room where you are sheltering with tape, blankets, plastic bags, etc. (only if hazmat condition exists.)
- d. If it is a tornado, have children and staff get next to the wall in the center of the building and tell them about the tornado tuck position.
- e. Make sure you have a radio, TV, phone, water, tape, blankets, and a first aid kit in your shelter-in-place location.
- f. Do not leave the building until the authorities give an all-clear notice.

2. SECONDARY STAFF ACTIONS:

- a. Remove and discard any clothing exposed to the hazardous material.
- b. If skin is exposed to hazardous material, wash with soap and water. Use a lot of water.

RECOVERY PHASE

1. Have you received an all clear from the authorities?
Return center to normal operations.
2. Call the Principal, Risk Management Department, and Internal Auditing Department to report the incident.

FACILITY LOCK-DOWN

Lock-down location(s): _____

ALERT PHASE

1. Has there been a threat of criminal action against the facility, or any other type of criminal action in the area?
 - a. If yes, call 911 immediately.
 - b. If yes, account for all children and staff and move everyone inside the building.
 - c. If yes, have staff look for any suspicious persons near the center.
 - d. Lock all exterior doors and windows. Cover windows, and if possible, have students get under desks in tornado position so that faces are not shown.
 - e. Allow no one outside holding area until authorities have given an all-clear notice.

2. Is a criminal or mentally unstable person present in the facility, threatening some type of action?
 - a. If yes, find out whether he or she is within reach of any children or has harmed anybody.
 - b. If yes, try to get children and staff out of reach of the person. Place them behind a locked door.
 - c. If yes, call 911.

ACTION PHASE

1. PRIMARY STAFF ACTIONS

- a. If a person is threatening or committing criminal acts, get children and staff away from the person. Attempt to lock all exterior doors and call 911.

- b. When possible move children to one room where a second door can be locked. If you cannot lock the door, place object in front of the door so that it is hard to open.

- c. If the person has harmed anybody, get to the injured person and perform first aid.

2. Secondary staff actions:

- a. Account for all children and staff.

- b. Keep other people away from the facility if possible.

- c. If possible, have a staff member meet law enforcement responders outside the center and brief them on the situation. Stay on the phone until responders arrive.

- d. Stand by to assist responders to locate the person. Get a good description of the person.

RECOVERY PHASE

1. Make sure that authorities have issued an all clear and the person or danger has been removed or otherwise rendered safe.
2. Return to normal activities as soon as possible.
3. Call the Principal, Risk Management Department, and Internal Auditing Department to report the incident.

**TAB B: EMERGENCY CONTACT
NUMBERS**

TAB C: MAPS

- ✓ Include a floor plan of the school. Indicate the program's locations on the floor plan.
- ✓ Include a map titled "Fire Evacuation", and detail where staff and children will proceed and meet.
- ✓ Include a map titled "Shelter in Place", and detail where staff and children will proceed and meet.
- ✓ Include a map titled "Lock-Down", and detail where staff and children will proceed and meet.

TAB D: INJURY OR ILLNESS

✓ Include copies of Accident Checklist Forms, Claim Forms, and Parent Letters.

ILLNESS OR INJURY

First Aid Kit location(s): _____

AED location: _____

A. MINOR

1. Treat with medical supplies on hand.
2. Consult family members.
3. Evaluate periodically to see if further medical attention is required.
4. Document treatments and evaluations in children's file.
5. Complete the Accident Checklist.

B. MAJOR

1. Employ first aid techniques as trained, if needed.
2. Contact 911, if immediate medical attention required.
3. Consult family members. (Arrange for transportation to the emergency room, per instructions of the family member. If the parent wants to meet at the hospital, the child must be transported by ambulance and accompanied by an Extended Day employee.)
4. Contact the Principal, Risk Management Department, and Internal Audit Department.
5. If an employee left in the ambulance, contact other staff to see if someone is available to come to work.
6. Complete the Accident Checklist.

TAB E: FORMS

**TAB F: SPECIAL NEEDS EMERGENCY
ACCOMMODATIONS
(IF APPLICABLE)**

Special Needs Students

A plan must be developed to ensure the safety of special needs students in the event of an emergency.

Student's name: _____

Who will assist the child in the event of an emergency: _____

If evacuation is required, list special items that must be brought (ie. medication): _____

Explain other special accommodations that will be needed to assist this child in the event of an emergency:

Student's name: _____

Who will assist the child in the event of an emergency: _____

If evacuation is required, list special items that must be brought (ie. medication): _____

Explain other special accommodations that will be needed to assist this child in the event of an emergency:

Student's name: _____

Who will assist the child in the event of an emergency: _____

If evacuation is required, list special items that must be brought (ie. medication): _____

Explain other special accommodations that will be needed to ensure child's safety in the event of an emergency:

TAB G: EMERGENCY SUPPLY PACK

Emergency Supply Pack

The Program must maintain an emergency supply pack with emergency supplies.
(Ie. flashlight, first aid kit, batteries, etc.)

List emergency supply pack contents:

Supply pack location: _____

TAB H: POSTING OF EMERGENCY INFORMATION

Posting of Emergency Information

The program must make a list of emergency phone numbers such as fire, police, hospitals, Louisiana Poison Control, electric company, gas company, water company, insurance provider, and the physical address and phone number of the Extended Day Program. This list must be posted in easily visible locations of all areas of the school utilized by the program.

List locations of the school where the emergency list has been posted:
