

HIGHLAND RIM HEAD START

EMERGENCY PLAN

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The purpose of this document is to provide Highland Rim Head Start personnel with a guide to be used as a resource in case of an emergency. In no way shall this document be construed to take precedent to the good judgment of those responsible for responding to any emergency situation.

In any emergency the primary concern is to take all appropriate and reasonable actions to protect the safety of children and staff. The center staff is responsible for assuring that each person within his/her center can be accounted for and that aid is given to those requiring medical attention.

If necessary, the center staff or his/her designee shall take steps to organize the orderly release of children to authorized persons (police, fire, ambulance, emergency management, parents, family, etc.). When possible, every effort will be made to immediately contact the parent, guardian, or family member of each person, child or staff member, injured or requiring aid.

Until outside assistance arrives, the center staff shall take reasonable steps to preserve and protect the life and safety of those under his/her administration.

CENTER STAFF RESPONSIBILITIES

The center staff is responsible for the safety and security of all persons (children, staff, volunteers) under his/her supervision. All reasonable efforts within the discretionary powers and functions of the Central Office shall be made to ensure that safety issues are addressed and that steps are taken to protect the assets of Highland Rim Head Start.

The center staff shall:

1. Be thoroughly familiar with all aspects of the site's plans and strategies as it relates to emergency/disaster procedures.
2. Maintain appropriate evacuation plans for the site and see that the plans are conspicuously posted in all areas of the center.
3. Conduct all evacuations and disaster drills as required by state law, local ordinances, and Head Start policy.
4. Maintain records of all such activity.
5. Identify resources to assist the center in the event of a major activity which would delay immediate response from outside agencies.
6. Provide the Central Office with the names and telephone numbers of all personnel or other persons having keys to the facility.

Should any emergency occur at the center, the center staff shall:

1. Provide aid to any injured.
2. Take steps to control the situation to prevent additional injuries.
3. Notify the appropriate response agency (police, fire, ambulance, etc.)
4. Be prepared to move the center's activities to an alternate location.
5. Monitor commercial radio/tv stations for information, instructions, etc., in the event of a major wide-spread event.
6. Travel to the center or arrange to have a representative travel to the center to inspect and report the condition of the facility when the event occurs after hours of operation.

EXTREME EMERGENCIES

Call 911 where available.

If 911 is not available, the appropriate agency will be notified. The caller will give the following information when applicable to the agency called:

1. Self identification
2. Name of center
3. Description of incident
4. Location of injured
5. Type of injury
6. Number of victims
7. Type of weapon, if applicable
8. Name, description, and location of persons involved
9. Description and license number of any vehicle involved

The Head Start Central Office will be notified of the emergency.

COMMUNICATION WITH MEDIA

The Head Start Director/Executive Director will be responsible for all communication with media. All personnel shall direct any inquiries made by the media to the director.

CONDITIONS THAT MAY REQUIRE EMERGENCY CLOSING OF SCHOOLS

- Prolonged effects of air-borne hazardous materials
- Prolonged effects of gas leaks
- Prolonged interruption of water supply
- Prolonged loss of electrical power
- Fire
- Explosion
- Discovery of structural damage to a building
- Emergency declared by the Health Department
- Earthquake
- Tornado

EMERGENCY CLOSING OF SCHOOL DURING SCHOOL HOURS

1. Notify staff of school closing.
2. Contact parents as necessary to arrange transportation for children.
3. Plan for the most orderly dismissal of children.

Highland Rim Head Start will use alternate transportation routes in the event of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build-up, natural gas line breaks, or emergency road closings.

GENERAL EVACUATION PROCEDURES

1. Children will be removed to designated areas.
2. All traffic lanes shall be kept clear for emergency vehicles.
3. Teachers will account for all children.
4. Remain outside until given further instructions on re-entering the building.
5. No child shall be released without being signed out by parent/guardian or other person(s) listed on child's emergency card.

Center staff will:

1. Exit the building with all children in their care as quickly as possible.
2. Go to the emergency evacuation area of the building and take roll, calling each child's name on the attendance sheet, ensuring that all children are accounted for.
3. Notify emergency personnel of any child that is not accounted for.

When it is necessary to evacuate off-site, Head Start staff and children will go to the following evacuation destinations:

Dickson County Centers (Dickson Complex, Burns Center & Charlotte Center):

Evacuation Sites: All Dickson County Schools are designated as evacuation sites.

A specific site for a given emergency would vary depending upon the proximity of the school to the disaster site.

Burns Elementary School, (615) 446-2791
Centennial Elementary, (615) 446-0355
Charlotte Elementary School, (615) 789-5568
Charlotte Middle School, (615) 789-4138
Creekwood High School, (615) 740-6000
Dickson Elementary School, (615) 446-2376
Dickson Middle School, (615) 446-2273
Dickson County Senior High School, (615) 446-9003
Discovery School, (615) 441-4163
Oakmont Elementary, (615) 446-2435
Vanleer Elementary School, (615) 763-2285
White Bluff Elementary, (615) 797-3971
William James Middle School, (615) 797-3201

Waverly Center:

Evacuation Site # 1: Waverly First Baptist Church, (931) 296-2348
Evacuation Site # 2: Waverly Church of Christ, (931) 296-3213
Evacuation Site # 3: Waverly Central High School, (931) 296-3911

McEwen Center:

Evacuation Site # 1: McEwen High School, (931) 582-6913
Evacuation Site # 2: McEwen United Methodist Church, (931) 582-6287

Houston Complex:

Evacuation Site: Highland Rim Head Start Resource Center, (931) 217-0850

Stewart Complex:

Evacuation Site # 1: North Stewart Elementary School, (931) 232-5505
Evacuation Site # 2: Stewart County High School, (931) 232-5179.

EVACUATION PLAN FOR DISABLED CHILDREN AND FACULTY

The Health and Disability Manager will develop special emergency evacuation plans for physically and mentally disabled children and staff. The following recommendations should help develop a plan to meet center needs:

1. Each center should maintain an up-to-date list of disabled children and/or staff with their specific needs.
2. Specified able-bodied adults must be assigned to each disabled child and/or staff member. The number of able-bodied adults must be sufficient to assure the safe and timely evacuation of the disabled person(s).
3. Evacuation plans must include varied strategies when disabled persons are away from their usual classrooms or offices.
4. The evacuation plan will be reviewed by the Head Start Director. Evacuation plans should also be reviewed by the center staff. When applicable, the evacuation plan should also be reviewed by the parent/guardian of a disabled child.
5. Children and staff follow the established routes for emergency evacuation, accompanied by teachers or aides.
6. Evacuation drills must be scheduled monthly in order to familiarize staff and children, as well as the disabled staff and/or children with their roles during an emergency situation.
7. Emergency plans for the disabled must be reviewed periodically so that recently enrolled disabled children and/or newly assigned disabled staff will be informed of what to do in an emergency.

BOMBS

Highland Rim Head Start staff will:

1. Direct staff and children to not touch any suspicious device or object found on the premises.
2. Call 911.
3. Evacuate children and staff from the building by use of fire alarm.

BOMB THREATS

Highland Rim Head Start staff will:

1. Instruct recipient of bomb threat to:
 - a) Keep caller on line as long as possible. Ask when the bomb is scheduled to explode and where it is located. Do not hang up the phone.
 - b) As soon as the call is completed the recipient will call 911.
 - c) The center staff will notify the Head Start Director and document what was said during the call.
2. Evacuate the building, keeping clear of the building until the appropriate authorities state it is safe to return to the building.

In the event that a bomb is found or a bomb threat has been received, each center will evacuate to a predetermined location outlined under general evacuation procedures on page 7. If it is suspected that a bomb has been placed on any Head Start vehicle, evacuation will proceed according to local emergency management instructions.

GAS LEAKS

1. Initiate fire drill procedures immediately - evacuation of building to designated area - automatic fire alarm.
2. Call 911 if available (Fire Department).
3. Call gas company.
4. Attend to children's safety.
5. Call the Central Office.
6. Do not turn on lights or electrical appliances and notify staff and volunteers of the same.

FIRE SAFETY

Exit fire drills shall include complete evacuation of all persons from the building. The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm.

Fire Drill:

1. Center staff must pre-plan fire drills. An evacuation plan, with pre-arranged outside designated meeting areas from each exit must be understood by staff and volunteers, and clearly posted at each exit. Emergency plans will be reviewed with volunteers by center staff.
2. Fire drills will be held, at a minimum, once a month. It is recommended that fire drills occur more frequently during the first quarter of the program year to ensure that children learn the procedure without a doubt.
3. Fire drills should be conducted at various times during the day, from different exits.
4. All staff, volunteers, and children must participate in fire drills.

It is crucial that attendance be charted immediately as children arrive at the center to be able to account for the presence of all children during a fire drill or actual fire.

Fire Drill Procedures:

1. When the fire alarm is sounded, the teacher or teacher assistant will pick up the attendance chart and move to the door to be exited. At this time, the other staff member or adult volunteer will assist persons needing mobility assistance to move to the appropriate exit and assist the teacher in lining children single file.
2. As children line up, the teacher will count the children. The second adult will be the last to exit the classroom by checking all rooms, including bathrooms, kitchen, and closets for any persons. After rooms are checked, the lights will be turned off, and doors will be closed.
3. The teacher will lead the children to the designated area outside. All adults will count the children with the attendance chart once the outside designated area is reached. When the fire drill is concluded, all will re-enter the center, verify the number of persons present, and discuss the fire drill with the children.
4. The fire drill will be documented using the documentation sheet in the Head Start Policies and Procedures Handbook.

Each month education staff are responsible for checking and recording the dates of checks on the following:

1. Smoke detectors: Hard-wired smoke detectors are checked following the fire alarm panel manufacturer's instructions.
2. Fire extinguishers: Check the gauge to make sure it shows the appropriate pressure level. Check the hose for blockages and/or leaks. An annual fire extinguisher inspection will be performed by a professional.
3. Emergency lights: Each month the battery in the emergency light must be charged. In order to charge the battery so it will work when the electricity goes off, press the "test" button to make sure the lights come on. Place a piece of tape (not transparent) over the switch to make the battery light the unit for approximately 15 minutes.
4. Fire alarm systems: Follow manufacturer's instructions and training provided by fire alarm installer or Marketing Manager on how to test the alarm system at each center.
5. Flashlights: Make sure all staff and volunteers know the designated location of flashlights. Periodically use the flashlights and check the batteries for signs of acid leakage.

FIRE OR EXPLOSION

1. Initiate fire drill procedures immediately - evacuation of building to designated area - automatic fire alarm.
2. Call 911 if available (Fire Department).
3. Attend to child safety.
4. Call the Central Office.

TORNADO SAFETY

Tornado Watch:

A tornado watch means that weather conditions are favorable for the development of a tornado. Staff should keep a watchful eye on the sky for threatening weather, and keep tuned to a NOAA weather radio for the latest weather information. A weather radio is located in each center.

Tornado Warning:

A tornado warning means that a tornado has been sighted or indicated by weather radar. Persons in the path of a storm should seek shelter immediately. Nothing can be done to prevent a tornado from occurring, but knowing the safety rules and practicing the drills will better prepare staff and children for such an occurrence.

The Central Office staff will determine where the shelter is going to be. In permanent structures (Charlotte, Dickson Complex, Houston County, and Stewart County), the shelter should be located on the ground floor in the innermost part of the building. In modular-type buildings (Burns, McEwen, and Waverly), the shelter should be located in a permanent structure close to the center such as the elementary school building located nearby. If you must remain in the building, seek shelter in the innermost part of the building.

Once a shelter has been determined, staff should practice tornado drills once a month. A tornado drill sheet should be posted in the center and filled out at the time of tornado drills.

What to do at Work and School:

There is no guaranteed safe place during a tornado. However, there are some locations that are better than others. By following suggested safety rules supplied by the National Weather Service and by using common sense, survival is possible.

1. Do not go outside to see the tornado. Your best chances for survival are to be inside a substantial building.
2. Get into the innermost portions of the building with the shortest span. Getting to the lowest floor is a good idea in multiple story buildings.
3. One basic rule that should be followed is to avoid windows – flying debris can cause death or injury, and the worst kind of flying debris is broken glass.
4. Get into the inside hallway and close the doors to the outside rooms. This will keep flying glass and debris to a minimum. Get everyone against the hallway walls, facing the walls and crouching low. Protect your head and make yourself as small of a target as possible. Keep away from the ends of hallways.

5. Any interior closet is a good place to go. An interior bathroom is also good. For added protection, get under something strong such as a workbench or heavy table. If possible, cover your body with a blanket, pillows, or sleeping bag. Protect your head with anything that is available. These coverings help to reduce your risk of being injured by flying debris.
6. Avoid rock or brick walls and chimneys. Instead of blowing over in the high wind, they have a tendency to collapse straight down.

Outdoors and Motor Vehicles:

1. If you are outside when a tornado approaches, get into the closest substantial building. If no building is available, get as far underground as possible. Remember, your best chance for survival is to get away from the winds. Do not stand up and watch the tornado.
2. The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks easily become flying missiles as a result of tornado winds. **Never try to outrun a tornado in a motor vehicle!** Stop the vehicle and get out.
3. If you are outdoors or in a motor vehicle, seek shelter in a ditch, gully, ravine, or culvert. Even a low spot in the ground is going to offer some protection from tornado winds. Do not get into a grove of trees.
4. Head Start buses will not run when a tornado warning has been issued. Transportation will be resumed when the tornado warning has been cancelled and it has been deemed safe to travel. Parents may choose to transport their child during inclement weather when Head Start does not provide transportation. Head Start staff will remain with the children at all times until the tornado warning has been cancelled.

ELECTRICAL STORMS

The center staff will direct children and/or staff to:

1. Stay away from open areas and find shelter in an enclosed building as quickly as possible upon the approach of the storm.
2. Stay indoors and do not venture outside unless absolutely necessary.
3. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until storm has passed.
4. Do not seek shelter under isolated trees, near wire fences, or close to playground equipment. Avoid the highest object in the area when there is no shelter.
5. Do not use the telephone during the storm; lightning may strike telephone lines outside.
6. Do not handle flammable materials in open containers.
7. Do not use metal objects, such as fishing rods and golf clubs.

CRIMINAL ACTIVITIES

The center staff should decide if a situation is a reportable incident involving notification of the police or if the situation should be handled administratively. If there is any doubt about the seriousness of the situation, the police should be notified.

Whenever the police are summoned to a center for any reason, the center staff will notify the Head Start Central Office. When possible and safe, all persons suspected of being involved in the law violation should be detained for the investigating officers.

Acts that must be reported to the police:

- Robbery
- Burglary
- Larceny of school property
- Criminal assault
- Aggravated assault
- Carrying a weapon
- Extortion
- Bomb Threats
- Any other act that under State or Federal law could result in a felony charge

Acts that may be handled administratively or reported to the police, depending on the situation:

- Larceny of personal property
- Fighting
- Trespassing
- Vandalism

CUSTODY/KIDNAPPING

1. Insist on accuracy of children's records pertaining to custody, court orders, and releases. Current paperwork regarding custody and court orders must be maintained in the child's file.
2. Family Service Workers update records accordingly.
3. Inform classroom staff or other staff who are responsible for releasing children to parents/guardians and others noted on the child's emergency card of release restrictions.

KIDNAPPING RESPONSE PROCEDURES

1. Call 911.
2. Notify Central Office.
3. Notify parent/guardian.

NATURAL DEATH OF A CHILD OR EMPLOYEE

Immediate Action

1. Notify the Central Office.
2. Be as knowledgeable as possible about the factual information surrounding the death.
3. Staff members should be informed and advised what to tell the children.

Referrals

1. Alert staff to refer children who are having problems coping.
2. Provide support to children and teachers as needed.
3. Teaching staff should be informed and advised what to tell children.
4. Contact parents of the children that are experiencing difficulty.

SERIOUS ILLNESS, INJURY, OR DEATH OF A CHILD OR EMPLOYEE WHILE ON A FIELD TRIP OR ACTIVITY

Highland Rim Head Start staff will:

1. Immediately call 911 if available and give the following information:
 - a. Self-identification.
 - b. Name and address of activity.
 - c. Type of injury or illness, if known.
 - d. Number of victims.
2. Notify the appropriate person listed on Emergency Card.
3. Call the Central Office.

SERIOUS INJURY, DEATH, OR MEDICAL PROBLEM SUFFERED BY CHILD AND/OR STAFF AT SCHOOL

The center staff will:

1. Immediately call 911 if available and give the following information:
 - a. Self-identification.
 - b. Name and address of center.
 - c. Location of injured, if known.
 - d. Type of injuries, if known.
 - e. Number of victims.
2. Notify appropriate person listed on Emergency Card.
3. Notify the Central Office.

SERIOUS INJURY OR DEATH OF A CHILD OR EMPLOYEE AT SCHOOL DUE TO CRIMINAL ACTIVITY

The center staff will follow the appropriate steps:

1. Call 911 and give the following information:
 - a. Self-Identification
 - b. Name of and address of center
 - c. Location of injured, if known
 - d. Type of injuries, if known
 - e. Number of victims
 - f. Names, description and location of suspect
 - g. Description and license number of any vehicle involved
2. Call the Central Office.
3. Notify appropriate person listed on Emergency Card.
4. Furnish name, address, and phone number of parent/guardian or nearest relative to emergency services personnel if requested.

Designate a person to perform these duties:

1. Center staff meet police, fire department, and/or ambulance at front door.
2. Direct officers and ambulance to the scene.
3. Designate a different person to isolate witnesses and perpetrators under adult supervision.

TERRORISM OR TERRORIST THREAT

Due to the proximity of some Highland Rim Head Start locations to Fort Campbell U.S. Army Forces Command, Tennessee Valley Authority, and other industries, HRHS seeks to provide protection and appropriate response to terrorist threats and acts of terrorism.

The agency will monitor the current Threat Advisory issued by the Department of Homeland Security to determine the level of threat of terrorism.

The agency will work with local authorities and emergency management to determine the appropriate response to a threat or act of terror. The type of terror event and/or the proximity of the act may determine what the response of the agency and its personnel will be. The types of response may include:

1. Close agency as directed by the HREC Executive Director.
2. Evacuate to off-site location determined under General Evacuation Procedures on page 7.
- 3.** Lockdown centers, locking all windows and doors, and allowing no one to enter or exit the building.

CRISIS POST-INTERVENTION PROCEDURES

Immediate Action

1. Notify the Head Start Director or designee who will decide the appropriate methods for dealing with each individual situation.
2. Staff members should be informed and advised of what to tell children. Advise children basic information only. Assure children of their safety, and the staff/director will decide what to do.
3. Follow established policies and procedures for referring a child to the Mental Health Consultant.
4. Discuss with children according to the items 1 and 2 above.
5. Monitor children who still seem greatly affected by the crisis.
6. Continue to have group discussions as needed.
7. Plan a concrete activity to help children deal with feelings.
8. Inform parents about what is being done in the classroom to help the children cope.
9. Arrange support and counseling for children as needed.