

## KIDNAPPING

If a Head Start child is taken from your care without the authorization of their custodial parent or guardian, staff must call 911 immediately and report a possible kidnapping. Staff then must follow the directions of law enforcement on how to proceed.

IF A CHILD IS MISSING FROM HEAD START, STAFF MUST CALL 911 IMMEDIATELY. AFTER 911 HAS BEEN CALLED ADMINISTRATIVE STAFF MUST BE CONTACTED AS SOON AS POSSIBLE.

## FLOOD

### FAMILIARIZE YOURSELF WITH THESE TERMS TO HELP IDENTIFY A FLOOD HAZARD

Tune in to Radio or TV for information.

#### Flood Watch:

Flooding is possible. Await further information and guidance from Head Start management.supervisor.

#### Flash Flood Watch:

Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.

#### Flood Warning:

Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.

As part of Disaster Planning it is very important to know whether there are any Flash Flood risks at your Head Start site: Is this site near a river or stream that has potential for Flash Flooding?

If you must prepare to evacuate due to a Flood, you should do the following:

Secure your building. If you have time, bring in outdoor furniture. Move essential items to tables or shelves.

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 important Flood Evacuation tips:

Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.

Do not drive into flooded areas. If floodwaters rise around your vehicle, abandon it and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

#### Driving Flood Facts

The following are important points to remember when driving in flood conditions:

Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.

A foot of water will float many vehicles.

Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

Listen for news reports to learn whether the community's water supply is safe to drink.

Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.

Avoid moving water.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

Stay away from downed power lines, and report them to the power company.

## BOMB THREAT

#### If you receive a bomb threat:

Keep the person talking as long as possible (pretend to have difficulty hearing, or to not understand what they are saying).

If possible, make notes of everything that is said. Write a note to another staff person to call 911 while you are on the phone. Try to gather as much information from caller as possible.

Do not touch, or move a suspicious package or suspicious device.

Begin Evacuation Procedures.

## EARTHQUAKE

#### If you feel an earthquake Indoors:

Drop, Cover, Hold.

Drop to the ground and get under a desk/table.

Cover your head and neck with one arm

**Hold on to your table/desk with your other arm.**

**Stay put until the shaking has stopped.**

**Do not run out of the building. If someone is in a wheel chair, lock the wheels and have them cover their head.**

**If you feel an earthquake Outside — Stay Outside!**

**Move away from buildings, power lines, light posts, trees.**

**Sit down or kneel and cover yourself.**

**Afterwards, Beware of:**

**Broken glass**

**Hanging electrical lines (inside or outside)**

**Unstable equipment and debris**

**Call 911 if there is significant damage to your building or if anyone is hurt.**

**Do not return children to building until it has been inspected.**

**Aftershocks may occur. Remain alert and be prepared to seek cover.**

## ACTIVE SHOOTER / VIOLENT PERSON

### Active shooter incidents usually start quickly and without warning.

#### Happening Now:

The more distance you can put between yourselves and the shooter, the better.

Try to be a moving vs a non-moving target.

You may try and secure the room you are in or go to a near-by room that can be secured. Close blinds, turn off all radios, etc. Your goal is to keep the shooter from entering the room.

Quietly discuss with others in the room what you will do if the shooter enters the room. If that happens, do not "duck and cover", and become a passive target. If possible, try to get away.

#### Lock Down:

Staff may initiate a shelter in place. Teams should be aware of their shelter in place and "lockdown" procedures.

Do NOT set off the fire alarm in a lock down.

If fire alarm goes off while in lock down, assess situation before leaving shelter.

## ELECTRICAL OUTAGE

**NEVER** touch a fallen power line. Call the power company to report fallen power lines.

If electrical circuits and equipment have gotten wet or are in or near water, turn off the power at the main breaker or fuse on the service panel. In those cases-- do not turn the power back on until electrical equipment has been inspected by a qualified electrician.

Do not burn candles for light during a power outage. Always use flashlights or other battery-operated lights instead of candles.

**FOOD STORAGE DURING POWER OUTAGE:** LIMIT ACCESS TO REFRIGERATOR AND FREEZER DURING POWER OUTAGE TO ASSURE THAT THE TEMPERATURES STAY WITHIN SAFE ZONE FOR FOOD STORAGE. IF TEMPERATURE GOES ABOVE 45 DEGREE FOR 2 HOURS- THE FOOD IS NO LONGER SAFE AND MUST BE DISCARDED.

## HAZARDOUS MATERIALS / ACCIDENT

Programs that are close to an Interstate or an active railway are at increased risk of Hazardous Materials incidents: Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully.

#### IF THERE IS A HAZARDOUS MATERIALS INCIDENT - FOLLOW THIS GUIDANCE:

If you are asked to evacuate **Do so immediately**.

If you are caught outside stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.

If you are requested to stay indoors

Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.

Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.

Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.

Seal the room by covering each window, door, and vent using plastic sheeting and duct tape.

Use material to fill cracks and holes in the room, such as those around pipes.

## EMERGENCY NUMBERS FOR HEAD START ADMINISTRATION

OPERATIONS DIRECTOR:	Charleen Strauch	541-747-2425 x 1202	wc: 541-221-7955
EXECUTIVE DIRECTOR:	Annie Soto	541-747-2425 x 1205	wc: 541-844-8926
ASSISTANT DIRECTOR:	Marci Gaston	541-747-2425 x 1235	wc: 541-954-7374
HEALTH SERVICES:	Val Haynes	541-747-2425 x 1238	wc: 541-968-0558



# SITE DISASTER PLAN

REV:AUG-11 For detailed Disaster Plan, see <https://www.hsolc.org>



## EVACUATION

**Evacuate only if it is the safest option** (fire/explosion) - or if there has been an evacuation order from authorities:

Evacuate in a safe and orderly manner:

Attempt to bring emergency contact forms, first aid kit and disaster kit - if there is enough time to assure safety.

Move away from the building a distance of at least 500 feet.

Team must decide about whether the evacuation will be a walking evacuation or a driving evacuation with school buses. Team must be familiar with both walking and driving evacuation routes.

A team member must assure that they have a list of all children in your care. If possible - place name tags on children.

Close, but do not lock doors.

Turn off all electronics, including computers.

As you evacuate, check store rooms, break rooms, etc. to ensure no one is left behind.

## MEDICAL EMERGENCY

Examples of a medical emergency are: loss of consciousness, difficulty breathing, lack of breathing, chest pain, severe bleeding, Seizures (if no underlying seizure disorder), confusion, head injury, chemical or heat burn, poisoning, head or eye injury, broken bones, or spinal injuries, choking.

In the case of medical emergencies - staff must always Call 911 First.

Once 911 has been contacted- follow 911 dispatcher instructions.

Do not move person unless he/she is in danger. If needed, move the unaffected children- rather than moving the injured person- especially if there is risk of spinal cord injury.

Render first-aid or CPR until EMS personnel arrive.

After EMS has arrived:

Notify emergency contacts for affected children or staff.

Refer to Childhood Emergencies Guide (posted with this plan) as needed.

## SEVERE WEATHER

The most common severe weather risk in Lane County is Winter Storms, with expected problems with transportation from the snow and ice.

If transportation warnings happen rapidly and result in an inability to transport children safely home, teaching staff should be prepared to provide "shelter-in-place" until the weather has improved enough to allow for safe transport of children.

Staff should — inventory shelter supplies and assure that there is enough food, water and blankets to make it through the night. If not — staff should immediately communicate with administrative managers to make arrangements to have supplies delivered to the site.

Open flames must not be used for lighting or heat. Flashlights and blankets are available for those purposes.

Refer to electrical outage section as needed.

## FIRE

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

Stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.

If unable to exit the building because the escape route is blocked - escape through a window.

If the building is burning and smoke is accumulating, be prepared to crawl. Smoke and heat rise, so the air is cooler and clearer near the floor.

Close doors behind you as you escape to delay the spread of the fire.