

EMERGENCY PROCEDURES AND EVACUATION

I. GENERAL INFORMATION

- A. The safety of the children and staff members at Children's Ark is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of Children's Ark to ensure the safety of its children and staff members in the event of an emergency.
- B. In the event of an emergency, the Facility director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.
- C. In the event of an emergency the Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.
- D. In case of a threat to the safety of the center, a lock down/lockout or evacuation policy will be ordered by the Facility director (or his/her designee). We have set procedures to follow in the event of any emergency requiring evacuation or lockdown. These procedures comply with regulatory requirements and are consistent with recommendations by recognized authorities. They are designed to ensure an efficient, safe, and calm procedure for all children, staff, families, and visitors.

II. FIRE

- A. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- B. Activate the fire alarm (if so equipped)
- C. Call **911**, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to be out of order.
- D. The facility director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
- E. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- F. Upon the arrival of the fire department the facility director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- G. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children, or the staff members, calls for evacuation to the outside area, away from the building.
- H. If the fire is small, any of the facility's fire extinguishers may be used to put it out.
 - 1. Children's Ark fire extinguishers are located as follows:
 - a) Main hallway
 - b) In the kitchen

- c) next to the freezer
- d) upstairs workroom

I. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

1. **Yellow smoke** may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
 2. **Gray smoke** with brown wisps is indicative of any electrical fire. Again, the area should be evacuated immediately, and all should stay clear of the area.
 3. **Gray-black** smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.
- J. Ensure that no re-entry is attempted, until authorized by the fire department

III. ILLNESS OR INJURY

A. MINOR

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

B. MAJOR

1. Employ first aid techniques as trained, if needed
2. Contact **911**, if immediate medical attention required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should contact the child's parent to have them arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

C. DEATH

1. If a death occurs at the Children's Ark the following should be contacted immediately:
 - a) Call **911**, request emergency assistance.
 - b) Contact local Law Enforcement; allow them to notify the family members.
 - c) The facility director, the Chair Board and the Head Pastor
2. The body should not be moved or tampered with.
3. All children should be moved to they gymnasium or child-care center away from the body.
4. The children should only be told what is essential for them to know about what has occurred but should be offered comfort and counseling as needed.
5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director. No filming or photography is to be allowed inside the building.

*****NOTE: Never move or touch unidentified or suspicious objects.**

IV. BOMB THREATS

A. GENERAL PRECAUTIONS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to Peterson Regional Health Center, located at 551 Hill Country Drive, Kerrville, TX 78028. The area to be evacuated to should be searched quickly before evacuation.
4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
5. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with search (i.e.: unlocking doors, identify strange or suspicious objects).
6. The appropriate authorities should be consulted prior to re-entry into the building.
7. See Appendix D for threat information sheet

B. TELEPHONE THREAT

1. The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - a) The building may be immediately evacuated, and
 - b) Local Law Enforcement may be contacted via 911.
2. The receiver of the call should keep the caller on the line as long as possible.
3. Information should be recorded on the Bomb Threat Form as quickly as possible. Information sheets are kept near each phone unit:

C. WRITTEN THREAT

1. The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
2. Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.
3. The building should be evacuated until it is determined that there is no longer a danger.
4. All materials involved in the threat should be turned over to the authorities.

V. UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

1. If any staff member or children smell gas, act quickly.
2. Open windows immediately.
3. Call **911** and report the possible gas leak.
4. Do not turn any electrical switches **on OR off**. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a

wrench turn the valve a quarter turn in either direction.

7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

B. POWER FAILURE

1. The building's emergency lights should come on automatically.
 2. The center has flashlights in each room, office and kitchen. There are spare batteries located in the main office.
 3. In the event of a power failure, the staff members on duty should contact the following:
KPUB Phone: 830-257-3050
- b) The Child Care Facility's Director 830-257-0825.

C. LOSS OF WATER

1. In the event of the loss of water, the staff members on duty should contact the following:
 - a) Local Public Works (Only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem).
Phone: 830-257-8000
- b) The facility's director 830-257-0825.

D. LOSS OF TELEPHONE SERVICE

1. There is a cellular phone located in facility director or office manager office which may be used if regular telephone service is disrupted.
 2. In the event of loss of telephone services, the staff members on duty should contact the following:
 - a) Hill Country Telephone Company repairs service. Phone: 800-292-5457
- b) The facility's director 830-257-0825

c) LOSS OF HEAT/AIR CONDITIONING (emergencies only)

3. Contact the facility's director 830-257-0825 Contact Information Church Office 830-257-0800

E. PLUMBING PROBLEMS (emergencies only)

1. Contact facility's director 830-257-0825 and facility manager 830-257-0830
2. Contact Information: Church Office 830-257-0800

F. PROBLEMS WITH LOCKS AND KEYS

1. Contact the facility's director 830-257-0825 Church Office 830-257-0800

VI. EMERGENCY EVACUATION

A. In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call **911**, indicating the need of assistance from the local Fire Department and law enforcement.
2. Make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff members to an area as far from the building as safely

practical.

- a) Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
- b) All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members.
5. Notify the Director as early as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities.

Appendix A of the Emergency Plan Template

SERIOUS INJURY OR ILLNESS

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member. Call Emergency **911** and request the needed emergency responders.
- B. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- C. Notify a qualified first aid person in the facility. Qualified first aid personnel are: Every employee has had first aid
- D. Treat Immediately life-threatening injuries first in priority order: (Emergency 911 should be called first for each of the following) :
 - 1) Impaired Breathing
 - 2) Heart or Circulatory
 - 3) Severe Bleeding
 - 4) Shock
- a) **Impaired Breathing** - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
- b) **Heart / Circulation Failure** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
- c) **Severe Bleeding** - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
- d) **Shock** - If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- E. Other injuries/ illnesses should be treated in priority with respect to threat to life.
- F. Depending on the seriousness of the injury, the victim should be taken to a nearby hospital by ambulance or driven by someone else.

Appendix B of the Emergency Plan Template

HURRICANE PLAN

- A. The safe place designated by the Facility Director is the Located in each classroom's emergency notebook.
 - 1. All children will be moved to the safe location.
 - 2. Always maintain flashlight and voice contact among staff members.
 - 3. Direct all children to sit on the floor in designated area, not in front of doors.
 - 4. Advise all children to wear shoes.
 - 5. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
- B. After certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water, or structural.
- C. Notify the Director as soon as possible with an update of conditions.
- D. Notify all agents that services are needed.

Appendix C of the Emergency Plan Template

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

- A. The safe place designated by the Facility Director is the main hallway
 - 1. All children will be moved to the designated location.
 - 2. Always maintain flashlight and voice contact among staff members.
 - 3. Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
 - 4. Advise all children to wear their shoes.
 - 5. Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- B. After certain that the storm has passed,
 - 1. Staff members should do a head count.
 - 2. Provide any necessary first aid and call 911 for any necessary response agencies.
 - 3. Check the complete building for any damages such as fire, water, or structural.
 - 4. Turn on and test utilities.
- C. Notify the Director as soon as possible with update of conditions.
- D. Notify all agents that services are needed.
- E. Severe **Thunderstorm WATCH**
 - 1. Advise all staff members of the weather condition.
 - 2. Monitor radio / television news for updates and/or the NOAA Weather Radio.
 - 3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

Appendix C of the Emergency Plan Template (continued)

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

F. Severe Thunderstorm WARNING

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call **911** and report it.

G. Tornado WATCH

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.

H. Tornado WARNING

1. Monitor radio/ TV continuously.
2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated location: Which is indicated in each classroom's emergency notebook

Appendix A of the Emergency Plan Template

Bomb Threat Information Form

Exact Time of Call: Date of Call:..... Exact words of caller:

QUESTIONS TO ASK:

1. When is bomb going to explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. Where are you calling from?

9. What is your address?

10. What is your name?

DESCRIBE CALLER'S VOICE {circle}

Male / Female Age

calm disguised nasal angry broken stutter slow sincere lisp rapid giggling deep crying squeaky excited stressed accent loud slurred normal **THREAT LANGUAGE**

Well Spoken (educated) Irrational Message read or recorded foul / vulgar Incoherent

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks made

Person receiving the call: _____ Telephone

Number/line call received:

Appendix E of the Emergency Plan Template

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- A. Contact the facility director.
- B. Monitor television, and radio for forecast updates.
- C. Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- D. Make transportation preparations to move children and staff members if evacuation is needed.
- E. Safe area to be evacuated to is Peterson Regional Medical Center, 551 Hill Country Drive, Kerrville, TX 78028
Safe Route Wesley Drive to Hill Country Drive.
- F. Evacuation
 1. If the facility is in a low-lying area vulnerable to flooding, evacuation will be immediate.
 2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 3. If time and conditions permit, unplug all electrical appliances.
 4. All loose outdoor articles are to be brought in or tied down.
 5. Lock all doors.

Appendix F of the Emergency Plan Template

HAZARDOUS MATERIALS ACCIDENTS

- A. Evacuate the area immediately.
 - 1. Do not turn any electrical switches **on or off**.
 - 2. Eliminate all open flames.
 - 3. Evacuation should be to an area upwind and uphill of the facility. (Yes Center)
- B. Call **911**, and report that there has been a Hazardous Materials Spill.
- C. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
- F. Do not return to the building until authorized to do so by the fire department

EMERGENCY EVACUATION PLAN

Children's Ark
321 Thompson Drive
Kerrville, TX 78028
830.257.0825