Planning for the Needs of Children in Disasters

Toolkit:
Sample Emergency Operations Plans
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Sample 1: Jefferson County, Alabama: Emergency Operations Plan, Human Needs Section
Emergency Function (EF) - 19

Human Needs

Preface

Though Mass Care is a companion to the “Shelter Function,” it may be activated singularly to provide mass care (food, water, sanitation, etc.) to displaced persons not requiring shelter, or to emergency workers. Additionally, other individual “social service” needs may arise, requiring emergency distribution of food, water, clothing, medicine, and other commodities to persons who are not living temporarily in public shelters. Donated goods will need to be received, inventoried, staged, and distributed.

Primary Agency

Department of Human Resources
American Red Cross
Jefferson County, Alabama
Emergency Operations Center
Primary:
- Department of Human Resources
- American Red Cross

Support:
- Churches.
- Colleges, Universities.
- Community Service Organizations/Volunteers.
- Department of Health.
- Fire Departments.
- GIS.
- Hotels/Motels.
- Jefferson County Emergency Management Agency.
- Law Enforcement.
- Local Grocery Stores with Kitchens.
- Local Restaurants.
- Information Systems Management.
- Birmingham/Jefferson County Transits Authority.
- Parks and Recreation.
- Personnel Board.
- Public Works.
- RACES.
- Salvation Army.
- School Districts.
- Utilities.

Likely Tasks:

General:
- Analyze mass care requirements.
- Identify and maintain current mass care inventories.
- Establish mass care inventory, control, and delivery systems.
- Identify County and municipal assistance mass care locations and resources needed.

Emergency Operations Center (EOC):
- Provide information on mass care needs.
- Coordinate receipt, distribution of bulk items and donated goods to mass care sites.
- Establish, staff, and maintain supply distribution points within the County.
- Identify incident sites requiring mass care services.
- Determine present and future need for mass care resources:
  - Communications.
  - Feeding facilities.
  - Feeding for victims and disaster workers.
  - Medical, nursing aid.
  - Potable water.
  - Temporary sanitation facilities.
  - Clothing commodities.
  - Fixed shelter.
  - Mobile shelter.
- Obtain, coordinate mass care resources as requested by field incident commanders.
- Establish shelter sites and ensure communications to each site.
- Ensure a registration system is activated at each site.

State of Alabama

Primary
- Department of Human Resources

Support
- Alabama Emergency Management Agency
- American Red Cross
- Military Department
- Department of Public Health
- Department of Education
- Department of Mental Health and Mental Retardation
- Commission on Aging

Actions
- Coordinate tasking of all sheltering activities during a disaster to include sheltering of people with special needs.
- Coordinate establishment and operation of mass feeding facilities in areas affected by disasters.
- Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
- Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
- Coordinate the provision of emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.
- Coordinate medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
- Provide quantitative mass care services data to ESFs #5 (Information and Planning), ESF #11 (Food and Water), and others who require accurate data for response planning.
- Coordinate with state ESF #15 (Law Enforcement) for additional facility security resources.

Federal Government

Primary
- American Red Cross

Support
- Department of Agriculture
- Department of Defense
- Department of Health & Human Services
- Department of Housing and Urban Development
- Department of Veterans Affairs
- Federal Emergency Management Agency
- General Services Administration
- U. S. Postal Service

Actions
- Emergency shelter.
- Feeding for victims and workers.
- Emergency first aid.
- Disaster welfare information system:
  - Victim status information coordination.
  - Family reunification assistance.
- Bulk distribution of emergency relief items.

Jefferson County, Alabama

Planning for the Needs of Children in Disasters T-3
Comprehensive Emergency Management Plan

Emergency Function - 19

Human Needs

I. PURPOSE.

Mass Care:

To organize and maintain the capability to provide congregate lodging and meet basic human needs, during and after emergencies or disasters, to persons unable to provide for themselves.

Sheltering:

To provide for the use of local buildings (such as schools, community centers, or other public facilities) as shelters for people unable to return home as a result of disaster and to ensure availability of basic survival needs (food, water, etc.) for use during disasters.

Special Populations and Special Needs:

To identify how to deal with special populations (i.e. concentrations of people in one area, such as hearing impaired, disabled, elderly, hospitals, schools, non-English speaking, etc.) and individuals with special needs (i.e. individuals requiring critical care, elderly/frail, people dependent upon life support or medications, etc.)

II. POLICY.

It is the policy of the Jefferson County Emergency Management Council:

A. To coordinate mass care efforts with the Red Cross, the Salvation Army, and others.

B. That Sheltering and Mass Care operations will begin as soon as possible following a disaster. Public and private facilities that will provide the best available protection of displaced people will be used as congregate care facilities (shelter/mass feeding). The basic essential life support to be provided for the displaced population in a congregate care atmosphere includes food, water, clothing, medical services, sanitation, lodging and communications.

C. To coordinate with state and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for the Disaster Recovery Center(s). (See Section 5, Recovery, in this CEMP, for detail of Individual Disaster Assistance Programs.)

D. Pets. It is the national policy of the American Red Cross that animals and pets other than animals used to assist the physically impaired, are not allowed in shelters. The care of pets and other animal needs will be dealt with by the EOC Public Health Branch (See EF #12, Animal Control and Veterinary Services).

E. NONDISCRIMINATION. No services will be denied on the basis of race, color, national origin,
religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county and municipal services. County and municipal activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16. -Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

F. To comply with the American Disabilities Act and its standards set forth in 41 CFR 101.19-6, to the extent permitted by fiscal constraints.

G. That Jefferson County will identify suitable shelters and refuges of last resort to accommodate the County's population during emergencies/disasters.

H. That Jefferson County will secure cooperation of building owners for use of their property for shelter space.

I. That this function may be utilized singularly, or in conjunction with Crisis Action Team (CAT) or Emergency Operations Center (EOC) activation.

III. RESPONSIBILITIES.

A. Local Government.

1. The Department of Human Resources is the lead agency responsible for organization and mobilization of this function during emergencies. Each local government should identify a point of contact for implementation.

2. Local governments are encouraged to develop their own procedures to guide their initial response to emergency events occurring within their jurisdiction. They should consider the following responsibilities in their emergency planning efforts. Responsibilities that a local government cannot fulfill can be deferred to the Jefferson County EMA or EOC.

3. Local government responsibilities include:

   - “Mass Care” emergency actions which may include:
     - Provide feeding for victims and disaster workers.
     - Identify facilities that are appropriate for feeding facilities.
     - Medical and nursing aid.
     - Provide potable water.
     - Provide temporary sanitation facilities.
     - Identify distribution service centers.
     - Distribute food, clothing, medicine, commodities.
     - Provide information services.
     - Assess social service needs of victims.
     - Provide counseling services.
   - “Sheltering” emergency actions which may include:
     - Provide mobile shelter.
     - Provide temporary shelter.

B. Jefferson County Emergency Management Organization

Primary:
1. Department of Human Resources (DHR).
   - Assist with the assessment of human needs during and after a disaster.
   - Assist with providing emergency programs for basic human needs.
   - Coordinate with the Red Cross, and other local community service agencies.
   - Coordinate with other agencies as necessary to provide care for children, elderly and disabled, and other special needs populations.
   - Work in close concert with the Red Cross and others in activation and operation of short term, temporary "holding centers" and longer-term shelters/disaster centers.
   - Coordinate and/or conduct emergency welfare services activities, including coordinating with volunteer agencies and providing for registration and basic human needs of shelter occupants.
   - Provide a representative to the EOC staff to coordinate all DHR matters when EOC is activated.

2. American Red Cross.
   - Provide a representative to the EOC staff to coordinate all Red Cross matters when EOC is activated.
   - Coordinate with the EMA Coordinator and other organizations to establish and provide shelter locations and services.
   - Maintain a list of potential shelter sites and, with the required staffing/agreement signatures can open shelter sites.
   - Provide and operate Red Cross emergency shelters.
   - Provide for the emergency needs of disaster victims housed in Red Cross shelters.
   - Provide food, clothing, housing, household furnishings, medical, bedding and linens, occupational supplies, and other necessities to disaster victims.
   - Provide health and welfare inquiry services.
   - Provide disaster damage assessments/information.
   - Provide mobile canteen service to victims and emergency services workers.
   - Identify suitable Red Cross shelters to accommodate the county population during emergencies/disasters.
   - Secure cooperation of building owners for use of shelter space.
   - Coordinate medical support for Red Cross shelters with medical authorities.

Support:

3. Churches.
   - Provide facilities for emergency shelter, feeding, food, and water distribution points, child care facilities, as needed.

4. Colleges, Universities.
   - Provide facilities for emergency shelter, feeding, food, and water distribution points, child care facilities, as needed.

5. Community Service Organizations/Volunteers.
   - Assist with meeting the needs of special populations and individuals.
   - Provide personnel to mass care facilities if requested and available.
   - Coordinate with other agencies as necessary to assure that the following services are available as soon as possible to the activated reception centers or disaster shelters:
     - Medical officer for support and advice.
     - Nursing care, including mass inoculations.
     - Food sanitarians/inspectors to monitor the quality of food supplies/preparation/service.
     - Potable water source.
     - Sewage and waste disposal (rather than public sewer service).
     - Crisis and mental health counseling.
     - Record keeping and general administrative support services.
     - General health advisories and information.

7. Fire Departments.
   - Provide personnel to mass care and shelter facilities if requested and available.

8. GIS.
   - Provide computer support.
   - Support the documenting of mass care and shelter information.

   - Provide emergency shelter.
   - Assist with mass feeding.

10. Jefferson County Emergency Management Agency
    - Responsible for developing a comprehensive shelter program and shelter surveys.
    - Ensure communication capability between EOC, reception centers and shelters.
    - Responsible for activation and deactivation of shelters.
    - Work with DHR and Red Cross in assuming the primary responsibility for this Emergency Function.
    - Ensure the establishment of communication links between the Crisis Action Team (CAT)/Emergency Operations Center (EOC) and shelters.
    - Coordinate with the Red Cross for all planning, support and operations of the disaster shelter program in pre-disaster planning and during CAT situations.
    - Ensure that mass care operations in Jefferson County are serving the population.
11. Law Enforcement.
   - Provide security at mass care and shelter facilities.
   - Provide traffic control during evacuee movement to mass care and shelter facilities.
   - If necessary, provide an alternative communications link between the mass care and shelter facility and the EOC through a mobile radio unit in police vehicles.

12. Local Grocery Stores with Kitchens.
   - Assist with mass feeding.

13. Local Restaurants
   - Assist with mass feeding.

   - Provide for the use of computer resources to record and maintain emergency information, data on the organization and operation of congregate care facilities (shelter/mass feeding), and registration of displaced persons.
   - Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding).

   - Provide buses to serve as mobile temporary shelters.

   - Provide facilities for emergency shelter, food, and water distribution points, child care facilities, as needed.

17. Personnel Board.
   - Provide for the recruitment of manpower needs by the city for the organization and operation of the congregate care facilities (shelter/mass feeding).

18. Public Works.
   - Provide structure/damage assessments of potential congregate care facilities (shelter/mass feeding) to ensure habitability.
   - Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding).
   - According to disaster circumstances provides for the maintenance, repair and construction of roads and facilities required in support of congregate care facilities (shelter/mass feeding) operations.
   - Assist in crowd control operations with signing and barricading activities.
   - Coordinate emergency utility support requirements with public and private utilities.
   - Provide manpower and vehicles to obtain and distribute food, clothing, supplies, water, shelter, etc.

19. RACES.
• Within capabilities provides emergency radio communication links between the CAT/EOC and shelters.

20. Salvation Army.

• Provide fixed and mobile feeding sites.
• Provide various comprehensive emergency services to include case work services, financial counseling, and a wide variety of emergency aid to people in need, e.g. food boxes, clothing, bedding, cash grants for emergency lodging, clean up kits and many other specific assistance needs.
• Provide counseling to disaster victims.


• Provide facilities/properties, if available, for emergency shelter, food, and water distribution points, child care facilities, as needed.

22. Utilities.

• Provide EOC management oversight of utility actions to ensure special needs populations is provided for.
• Coordinate utility group programs within county area to ensure that lists of special needs populations who rely on utility services are current.

IV. CONCEPT OF OPERATIONS.

A. GENERAL.

1. Emergency operations for most mass care (mass care, individual assistance, sheltering, special population needs) will be an extension of normal programs and services. However, during widespread, multiple site disasters human services personnel, resources and facilities may be in short supply.

2. Department of Human Resources (DHR) is the lead department, in cooperation with the Red Cross, for coordinating with Jefferson County EMA and provider agencies for mass care needs and problems not addressed by the Red Cross or other human service agencies. Other county departments may assist in this effort.

3. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal human services groups.

4. Coordination between human services agencies is necessary to ensure emergency operational readiness. Each department/agency having responsibility for human services must develop operating instructions and resource listings to support this plan.

5. A listing of available emergency human services resources is maintained in the EOC.

B. COUNTY-WIDE DISASTER.

Each human services organization will maintain authority within its own jurisdiction. However,
during a countywide disaster, the Red Cross and the Jefferson County Department of Human Resources are responsible for overall coordination of all emergency human services activities, to include mass care, individual assistance, sheltering, and needs of special populations and individuals. Under these circumstances, the Red Cross and the County Human Resources Department will direct all emergency mass care operations from the EOC. Routine operations will be handled by standard procedures. State and federal support will be called upon as needed with requests channeled through the Chairperson of the Emergency Management Council to the State EOC.

C. EOC ACTIVATIONS.

1. When the EOC is activated, the Red Cross and the county Human Resources Department will staff the "Mass Care Group" within the EOC Logistics Services Branch to coordinate human services activities. In general, the Mass Care Group is responsible for directing and coordinating emergency programs relating to mass care, individual assistance, sheltering, and needs of special populations and individuals.

   - Four sub-units may be activated within the Mass Care Group:
     - Mass Care Operations Unit
     - Sheltering Unit
     - Special Needs Unit
     - American Red Cross Liaison

2. Human services personnel will be alerted according to prescribed departmental/agency policy. The EOC Mass Care Group Leader will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

3. During emergency operations, the Red Cross and DHR will provide representatives to the EOC.

4. EOC Mass Care Operations Unit duties include:

   - Identifying incident sites requiring mass care services.
   - Determining present and future need for mass care resources:
     - Communications
     - Feeding facilities.
     - Feeding for victims and disaster workers.
     - Medical, nursing aid.
     - Potable water.
     - Temporary sanitation facilities.
     - Clothing commodities.
     - Fixed shelter.
     - Mobile shelter.
   - Obtaining and coordinating mass care resources as requested by field incident commanders.

6. EOC Sheltering Unit duties include:

   - Determining requirement for shelters for disaster victims and temporary sheltering for emergency responders.
• Establishing shelter sites and ensuring communications to each site.
• Ensuring a registration system is activated at each site.

7. EOC Special Needs Unit duties include:

• Identifying incident locations requiring needs of special populations and individuals.
• Identifying sources and costs for providing for the needs of special populations and individuals.
• Coordinating programs and resources for special populations and individuals.

8. Evacuee Reception Center duties include:

• Coordinate setup and workforce for within the center.
• Coordinate processing within the center of all available agencies.
• Process evacuees with needs through a registration process for:
  – Lodging
  – Food
  – Clothing
  – Displacement/Replacement Funds
  – Job Service
  – Medical Needs

D. DAMAGE ASSESSMENT.

An initial EOC priority is to gather as much intelligence about the extent of damages and the impact on people as soon as possible. Human services agencies and organizations will submit situation and damage reports.

E. EVACUATION.

Evacuation will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter, and handicapped and others needing special assistance are provided for. The "Mass Care Group" will ensure appropriate human services support.

F. FIELD OPERATIONS.

1. "Mass Care" emergency actions may include:

• Providing feeding for victims and disaster workers.
• Identifying facilities that are appropriate for feeding facilities.
• Medical and nursing aid.
• Providing potable water.
• Providing temporary sanitation facilities.
• Identifying distribution service centers.
• Distributing food, clothing, medicine and commodities.
• Providing information services.
• Assessing social service needs of victims.
• Providing counseling services.
• Management of donated goods.

2. "Sheltering" emergency actions include:
• Providing mobile shelter.
• Providing temporary shelter.

3. "Special Needs" emergency actions include:

• Making contact with special populations and individuals.
• Identifying specific needs of special populations and individuals.

G. MASS CARE.

Though usually provided in conjunction with emergency sheltering, this function may be activated singularly to provide mass care (food, water, sanitation, etc.) to displaced persons not requiring shelter, or to emergency workers. Additionally, other individual "social service" needs may arise, requiring emergency distribution of food, water, clothing, medicine, and other commodities to persons who are not living temporarily in public shelters.

H. INDIVIDUAL ASSISTANCE.

1. Emergency.

a. Immediate, short-term individual assistance needs includes: emergency medical care, emergency lodging, emergency provisions of water, food, and medicine, and other essential needs.

b. The Red Cross will provide comfort stations and personal items for 72 hours to all who have a need. After 72 hours, only those persons who can demonstrate that they have a permanent place of residence, e.g. rent receipt, utility bill, etc., and that their domicile is not habitable will continue to receive Red Cross assistance. All others will be considered a socioeconomic concern and will be referred to the appropriate agency for assistance.

2. Recovery. (Details provided in Section 5, Recovery.)

a. The Presidential Declaration of Disaster authorizes a variety of federal programs to assist individuals. This assistance is intended to aid citizens in the resumption of a normal way of life, not provide complete restitution for injuries and property damage.

b. When a Presidential Declaration of Disaster is made, AEMA and the Federal Emergency Management Agency (FEMA) establish Disaster Recovery Centers to provide disaster victims with a single location to make application for assistance programs.

c. When notified of the implementation of federal assistance programs, Jefferson County departments, which are involved with recovery assistance programs, are responsible for the following:

• Review current program guidance to ensure familiarity with program procedures,
• Collect appropriate forms, information brochures and program guidance, and,
• Provide adequate staff to the Disaster Recovery Centers.

I. SHELTERING.

1. General Concepts.
a. The responsibility of providing congregate care facilities (shelter and mass feeding) for displaced persons from a disaster rests with government. The EMA Coordinator is responsible for coordinating organizations and operation of congregate care facilities (shelter and mass feeding) located within Jefferson County boundaries. The Red Cross in accordance with a memorandum of understanding with Jefferson County will operate shelter facilities and may be augmented by available local nonprofit or civic organizations, local churches, or other public service organizations.

- When practical, public buildings will be used as shelters. Public shelters will be open and usable during periods of emergency. Those persons not using public shelters will take refuge in their homes or other private shelter areas. The use of shelters will substantially reduce the number of casualties resulting from a disaster situation. Shelter facilities or temporary housing will be available to all persons regardless of race, color, national origin, religion, sex, age or handicap.

- The primary mode of transportation will be private vehicle supplemented by public transportation. The Transportation Unit Leader will provide motorized transportation from the reception centers to shelters designated by the EOC unless more expedient means are available.

b. Though usually provided in conjunction with mass care, this function may be activated singularly to provide shelter to displaced persons not requiring mass care, or to emergency workers. Shelter services will be coordinated from the EOC. In a Crisis Action Team (CAT) operation the EMA Coordinator in coordination with the Red Cross shall do this and other departments as may be needed.

Likely sub-functions and tasks that may be performed include:

- Pre-identifying potential shelter facilities.
- Obtaining use agreements from the identified facility’s management.
- Training shelter managers and staff.
- Stocking shelter and mass care supplies.
- Establishing a victim registration system.

c. The Red Cross is Shelter Coordinator and staffs the "Red Cross Liaison Unit" within the EOC Logistics Section. Duties include: maintaining inventories of shelter sites; ensuring communications between the EOC and shelter sites; establishing, maintaining shelter registration system; maintaining, monitoring inventories of essential equipment, supplies; assigning, training shelter staff; establishing, maintaining system to locate and reunite family members.

d. Telephone or two-way radio communications will be established whenever possible between shelters and congregate care facilities and/or the EOC when necessary for direction and control.

e. An active emergency public information and instruction program will be used to keep the population informed of congregate care (shelter/mass feeding) plans, procedures, policies, services and locations.

f. The Department of Human Resources coordinates with the EMA Coordinator, Red Cross and other provider agencies for shelter needs.
g. Long Term Needs. The Department of Human Resources coordinates long-term shelter needs, if necessary, in cooperation with the Red Cross, state counterparts, and other human service agencies.

h. Pets. It is the national policy of the Red Cross that animals and pets are not allowed in shelters, other than animals used to assist the physically impaired. The care of pets and other animal needs will be addressed in the Animal/Veterinary Services Unit (See Annex 12, Animal Considerations, in this CEMP).

2. Shelters - Temporary.

The national American Red Cross policy is to provide emergency shelter for 72 hours to all who have a need. After 72 hours, only those persons who can demonstrate that they have a permanent place of residence by providing a rent receipt, utility bill, etc., and that their domicile is not habitable will continue to receive Red Cross assistance. Others are considered a socioeconomic concern and are referred to other agencies for assistance.


Temporary shelter for persons maybe provided by buses, which can provide short term heated spaces until more suitable shelter can be arranged.

J. NEEDS OF SPECIAL POPULATIONS AND INDIVIDUALS.

1. Under normal conditions, local and state governments provide a variety of social services to assist certain special populations and individuals with special needs. During emergencies and disasters the normal service capabilities and programs may be disrupted, requiring emergency measures to meet the needs of these populations within the community.

   a. "Special Populations" are defined as "concentrations of people in one area or building for a special purpose or in certain circumstances (e.g. hearing impaired, disabled, homebound persons, schools, hospitals, nursing homes, orphanages, shopping centers, etc.)"

   b. "Special Needs (Extended Care)" are defined as "those individuals who, during disasters/emergencies, have no other alternatives for safe shelter other than a public shelter and who may be disabled, frail or infirmed elderly, need assistance with medications, dialysis patients, use oxygen, catheters or IVs, require backup power or specialized equipment or need transportation to a shelter."

2. The Department of Human Resources has the primary responsibility to ensure special population needs are met. Though disaster conditions may pose some difficulties and interruptions, it is assumed that the existing social services programs will continue to function. Following are the "short term" needs that should be addressed for those disaster victims identified as "special populations and individuals."

   - Emergency power.
   - Food.
   - Transportation.
   - Evacuation procedures.
3. Successful efforts in providing for the needs of special populations and individuals during disaster require pre-planning and coordination between government agencies, voluntary organizations, and relief organizations. Successful practices include:

- Inventory of local resources for disaster relief.
- Defining in advance what each involved group will do.
- Forming a committee to perform planning and coordination.
- Assigning a counselor for disaster-stricken household.
- Inventory of populations or individuals that rely on utility services for special support, e.g. people on life support systems that must have power for operations.

4. Many utilities maintain confidential lists/locations of special needs populations or individuals that depend on utilities for life sustaining systems. These functions must be coordinated to ensure such populations or individuals receive service.

5. People affected by disasters have difficulty in absorbing all the information presented to them, need assistance in knowing what is available, and how to obtain it. Most special populations and individuals have limited financial resources.

6. Two major types of needed counseling include: informational counseling; emotional support.

7. Non-English Speaking/Ethnic Minorities. Their major need is assistance with the language barrier. Interpreters, organized into "language banks" can provide assistance during and after disasters.

8. Elderly, Disabled. Their major needs include: transportation to and from agencies; assistance with shopping; adequate food allowances; assignment to safe housing; attention to special dietary needs; assistance with insurance claims; assistance with understanding governmental regulations and paperwork.

9. The Poor often assumed to be already "covered" by existing welfare programs. Their major need includes assistance with understanding governmental regulations and paperwork.

10. Children. Their major need is emotional and psychological assistance.
V. ATTACHMENTS AND/OR REFERENCES.

A. ATTACHMENTS.

None

B. REFERENCES.

1. Listing of Mass Care Facilities (published separately).
2. Listing of Shelters (published separately).

END OF SAMPLE 1
Sample 2: Oneida Nation of Wisconsin: Children and Family Services
Department Emergency Preparedness Procedures
CHILDREN AND FAMILY SERVICES DEPARTMENT

ONEIDA TRIBE OF INDIANS OF WISCONSIN

EMERGENCY PREPAREDNESS PROCEDURES
(AS REQUIRED UNDER TITLE IV-B)
Part 1&2

SEPTEMBER 2007
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1. **Staff Communication in Emergency Situations**

   A. *Communication structure*

   1) Identify key staff
a) In an emergency, CFS staff will follow the communication chain of:
   - Immediate Supervisor
   - CFS Assistant Director
   - CFS Director
   - Oneida Social Services Area Manager
   - Oneida Tribe’s Emergency Management Director
   - Oneida Tribe’s Incident Command Center

2) In an emergency, CFS staff will engage the communication chain via phone, e-mail, or the operations designated hotline (as soon as is reasonably possible). Staff will identify their location, contact number and professional availability. At this time they will be provided instruction on reporting for work, to include any logistical changes (location, phone numbers, web sites) pertaining to day to day operations of the CFS Department.

3) Once CFS communication and operations have been established, efforts to contact county and state partners will begin. Those steps identified within their respective emergency response plans will be followed. Major partners include:
   - Brown County HHS
   - Outagamie County HHS
   - State of Wisconsin DCFS
   - DHHS/ACF- Region V

2. Identifying and Locating Children Receiving Services from the Department.
   
   A. Communication structure
      1) Identify key staff
         a) In planned emergencies – foster parents will follow the communication chain of:
            - County Caseworker
            - CFS Child Placement Coordinator
            - CFS Assistant Director
            - CFS Director
            - Out of Home Care Specialist – Wisconsin DCFS
b) In a planned emergency an agency provider will follow the communication chain:
   - CFS Child Placement Coordinator
   - CFS Director
   - Oneida Social Services Area Manager

3) In an unplanned emergency - foster parents and agency providers will call the designated hotline (the child placement agencies will be provided optional numbers to be utilize in “announced emergencies” only in the event that the hotline is down.) The staff will utilize the master list of children in care and check off the children as they are accounted for.

4) Quarterly, an electronic copy (via a jump drive) of all children in care, their birth parents and a list of at least locations which providers might seek refuge in an emergency will be provided to Foster Care Coordinator’s in both Brown and Outagamie County as well as to the Out of Home Care Specialist for the State of Wisconsin’s DCFS.

B. Establish communication process with child care provider

1) Prior to an emergency all providers will be required to provide at least three locations which they might seek refuge in an emergency. They must provide the name, address, and phone number of a contact person at each location. This information will be updated at time of re-licensing.

2) If a provider is relocating to one of the emergency locations they have listed, they have up to 72 hours to contact the CFS Child Placement Coordinator.
   a) When the provider does make contact with the CFS Child Placement Coordinator, the provider must provide the name(s) of the child(ren) in care with their DOB and their current location.
   b) Anytime the provider changes locations or a child leaves their care, they must contact CFS Child Placement Coordinator immediately.

C. Evacuation procedures for events that are known in advance (such as hurricanes)

1) Procedures appropriate for the specific setting, especially concerning relocation destination and supplies needed

2) Listen to the National Oceanic & Atmosphere Administration (NOAA) Weather Radio, which broadcasts watches and warnings from the National Weather Service, or access information via the National Hurricane Center Webpage http://www.nhc.noaa.gov (providers are encouraged to maintain battery operated weather band radios and replacement batteries. They can be purchased at stores that sell electronics. Most run on batteries or have battery back-up.)
3) Monitor local radio stations for emergency information from fire, police and emergency management agencies:

4) If an evacuation is ordered, proceed to one of the emergency contacts provided to CFS or to a designated shelter announced by the authorities.

5) Providers should keep the child’s placements packet updated and in an easily accessible place. The placement packet must be taken when evacuating.

6) The placement packet should also include:
   a) Emergency card which would include the names and numbers of the three emergency locations provided to CFS (the forms will be printed in triplicate)
   b) Insurance card/Medicaid Card
   c) Birth certificate
   d) Social Security card
   e) Current medication list

7) First aid kits should be maintained at all times and should contain:
   a) A supply of the child’s current medication
   b) Sterile adhesive bandages in assorted sizes
   c) Sterile gauze pads (4-6)
   d) Hypoallergenic adhesive tape
   e) Sterile roller bandages (3 rolls)
   f) Scissors
   g) Tweezers
   h) Needle
   i) Moistened towelettes
   j) Antiseptic
   k) Thermometer
   l) Tube of petroleum jelly or other lubricant
   m) Assorted sizes of safety pins
   n) Cleansing agent/soap
   o) Latex gloves (2 pair)
   p) Sunscreen
   q) Non-prescription drugs
      - Aspirin or nonaspirin pain reliever
      - Anti-diarrhea medication
      - Antacid (for stomach upset)
      - Syrup of Ipecac (use to induce vomiting, only if advised by the Poison Control Center)
      - Laxative

8) The first aid kit will be inspected at the time of relicensing for completeness.

9) Turn off all lights and unplug all electrical appliances except refrigerators and freezers. Do NOT turn off the main switch.

10) Turn off all water faucets.

11) Close windows and shutters and lower the window blinds
D. Evacuation procedure for events not known in advance (such as a fire or flood)

1) Announcement of evacuation
   a) Listen to National Oceanic & Atmosphere Administration (NOAA) Weather Radio, which broadcasts watches and warnings from the National Weather Service, or access information via the National Hurricane Center Webpage http://www.nhc.noaa.gov
   b) Monitor local radio stations for emergency information from fire, police and emergency management agencies:
   c) Proceed to one of the emergency contacts provided to CFS or to a designated shelter announced by the authorities.

2) Posting of evacuation routes and establishment of an outside meeting place
   a) Be familiar with at least two ways from your residence to Interstate 43 and Highway 41.
   b) Maintain current maps of the area surrounding the provider home.

3) Procedures for accounting of children
   a) See 2.A.1) a) and 2.A.1) b) above

4) What essential items (e.g. medications) are necessary to take when evacuating
   a) A portable, battery-powered radio and extra batteries
   b) Flashlight and extra batteries
   c) First aid kit and placement packet for each child in care
   d) Supply of prescription medication for each child
   e) Credit card and cash
   f) Personal ID
   g) An extra set of car keys
   h) Map of the area and phone numbers of your DFS and emergency contact persons
   i) Special needs; i.e., baby items or spare eyeglasses.
E. Plans to shelter in place (not permitted to leave the premises such as a chemical spill)

1) Announcement of event
   a) Listen to National Oceanic & Atmosphere Administration NOAA Weather Radio, which broadcasts watches and warnings from the National Weather Service or access information via the National Hurricane Center Webpage http://www.nhc.noaa.gov
   b) Monitor local radio stations for emergency information from fire, police and emergency management agencies:

2) Procedures for accounting for children
   a) See 2.A.1) a) & 2.A.1) b) above

3) Determine supplies needed for at least 72 hours and storage
   a) Maintain a 72-hour supply of drinking water and non-perishable canned food in your home.

4) Security of location (is isolation necessary?)
   a) The safety of the location will be determined by an official announcement as well as evacuation. If told to shelter in place, the provider will be notified via one of the methods outlined in E.1) a) and b).

5) Establish safety procedures when sheltering in place such as staying away from windows
   a) If sheltering in place the provider should:
      - Pick a room to house the child(ren)
      - Turn off air conditioning
      - Close vents and fireplace flues
      - Seal doors with duct tape and plastic
      - Have food, water and medication available for three days
      - DO NOT go to the basement, chemicals are heavier than air and will settle there, also this area may flood

F. Parental notification procedures

1) Procedures to notify parents/custodians or relatives of events and about CFS response
   a) If birth parents contact CFS, they will be told that the status of all children in care will be provided as soon as is reasonably possible.
G. **Documentation of the following as appropriate to the setting:**
   1) Routine evacuation drills
      a) The semi-annual fire and evacuation drills of foster homes will be documented in the licensing review. Agency providers will provide proper documentation of semi-annual fire and evacuation drills held foster homes.
      b) Evacuation routes will be posted in all foster homes.
   2) Testing of emergency equipment (e.g. smoke detectors/fire alarm, and fire extinguisher)
      a) Change the batteries and test the smoke detectors biannually. Change the batteries and test the smoke detectors when changing the clocks forwards and backwards. An annual review of this will be documented.
      b) Smoke detectors may be tested in several ways:
         - Pressing the test button that is on the smoke detector
         - Lighting a candle and blowing it out under the smoke detector
         - Using a can of smoke, and spraying it at the smoke detector
         - An annual review of the test will be documented.
      c) Fire extinguishers need to be present and recharged. Providers need to recharge their fire extinguisher if it has been used, or if the seal is broken, or if the needle in the gauge is in the red. An annual review of the existence and charge of the extinguisher will be documented.

H. **Orientation and refresher training on emergency procedures, standard (universal) precautions, CPR and first aid**
   1) New foster parents will begin to receive emergency preparedness as a part of PACE training
   2) Existing foster parents will have an opportunity to have the new requirements presented in an annual emergency preparedness training which will be incorporated into the upcoming foster parent curriculum. Universal Precautions, CPR and first aid are currently provided annually

3. **Locating Children in Custody Living at Home or with Relatives**

   The CFS Department’s priority during an emergency will be locating children in out of home placement resources sponsored by the department. The Department presumes children on court ordered supervision, but residing with parents or other relative caretakers will be safeguarded by those individuals.
4. Delivering Services to New Child Welfare Cases

A. Referrals: Once CFS communication and operations have been established, contact numbers will be made available to the public through the following ways:
   - Oneida Tribe’s Web-Site
   - Oneida Tribe’s Emergency Management Office
   - Oneida Tribe’s Incident Command Center
   - Oneida Police Department

Referrals will be responded to as timely as staffing levels allow and, if needed, will be prioritized by CFS staff or the designated Incident Command Team. Priority will be given to those referrals suggesting imminent danger to a child with other criteria to be determined at the time of the emergency by CFS staff or the Incident Command Team. Effort will be given to work with local counties in servicing child welfare referrals.

B. Placement: As the Oneida Tribe has no legal jurisdiction to authorize legal placements, the CFS Department will work in cooperation with local counties to assist in the placement of children during an emergency. In those situations where voluntary relative placements are being sought, CFS staff will work with tribal enrollments to identify prospective relative resources and document the occurrence of such a placement.

5. Records Management in Emergency Situations

A. Electronic files and information: The CFS Department has all electronic information backed up, off site, to two independent server locations. Electronic information systems are under the authority of the Oneida Tribe’s Management Information System (MIS) Department. In an emergency, establishing contact with the main server will happen under the direction of the MIS Department or the appropriate Incident Command Team.

   1) Laptop computers will be used in the field to:
      a) access demographic information on active cases (until contact with the main server is reestablished)
      b) log new case information into a portable database (to be transferred to the main server at a later date)

   2) Electronic copies (via jump drive) of demographic information on active cases will be updated quarterly and kept by:
      - CFS Child Placement Coordinator
      - CFS Assistant Director
      - CFS Director
B. Paper files/records: This information will be housed on site in fire-proof filing storage systems. If there is a need to replace destroyed files, those counties providing joint services will be contacted in order to duplicate their records to replace CFS destroyed case information.

END OF SAMPLE 2
Sample 3: New Mexico Children, Youth, and Families Department: Protective Services All-Hazard Emergency Response Plan
NEW MEXICO
CHILDREN, YOUTH & FAMILIES DEPARTMENT

PROTECTIVE SERVICES

ALL-HAZARD
EMERGENCY RESPONSE PLAN

APRIL 2008
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    A. CYFD Information Technology Services Disaster Recovery Plan
    B. Protective Services County Office Emergency Response Plan Template

Attachments:
    1. PS County Office Liaisons to Local Emergency Management

NOTE: Attachment 1 is not included in this sample, to protect the privacy of the individuals in the emergency contact list.
I. INTRODUCTION

The New Mexico Children, Youth & Families Department (CYFD) provides child welfare, juvenile justice, and family services such child care and home visiting. CYFD’s Protective Services is responsible for investigating reports of child abuse and neglect and, when there is reason to believe the child is at risk, placing the child in an appropriate and safe place until he or she can safely return home. Protective Services (PS) only assumes custody of a child when the District Court issues a custody order or when law enforcement turns over temporary custody of the child in an emergency situation.

In the event of a wide-scale emergency, PS is not only ultimately responsible for the children in its custody, but also possibly for other children who have become separated from their caregivers because of the emergency. The federal government has recently recognized the importance of these responsibilities for child welfare agencies across the nation, as codified in the Child & Family Services Improvement Act of 2006. In response to this Act, and in acknowledgement of its responsibility to the children entrusted to its care, CYFD Protective Services has developed this All-Hazard Emergency Response Plan.

II. PURPOSE

This plan is designed to assure that the New Mexico Children, Youth & Families Department (CYFD) Protective Services, in the event of a wide-scale emergency, is capable of performing the following essential functions:

- locating and ensuring the safety of children in state custody, especially those placed in out-of-home care;
- ensuring the safety of unattended children separated from their parents, custodians, or guardians during emergencies;
- locating and ensuring the safety of agency staff; maintaining ongoing communication with staff;
- cooperating with, sharing information, and assisting child welfare agencies in other jurisdictions in providing emergency response as necessary;
- ensuring continuity of operations (COOP), including maintaining records, continuing payments to providers, communicating with staff and foster care providers, documenting costs of response effort, etc.

III. AUTHORITIES

New Mexico Civil Emergency Preparedness Act [12-10-1 et seq 1978]
New Mexico Children, Youth and Families Department Act [9-2A-1 et seq 1978]
New Mexico Children’s Code [Chapter 32A NMSA 1978]
New Mexico All-Hazard Emergency Operations Plan (July 2007)
Robert T. Stafford Disaster Relief and Emergency Assistance Act [PL 93-288]
Child & Family Services Improvement Act of 2006
IV. SITUATION

New Mexico is largely safe from common large-scale emergencies such as hurricanes, tornados, and earthquakes. However, the state is vulnerable to several types of natural or human-caused disasters which could have large-scale consequences. Natural disasters might include wild land fires (both grassland and forests), floods, winter storms, and epidemic and pandemic illness. Human-caused disasters could include pipeline or refinery explosions, mass transportation incidents, or chemical, radiological, or biological exposures from various causes. The presence of Los Alamos and Sandia National Laboratories, White Sands Missile Range, and several large research and military facilities potentially increases the state’s vulnerability.

Any of these emergency situations could result in wide-scale consequences, affecting large numbers of the state’s population, if not the entire state. In many situations, children could be separated from their parents, custodians, or guardians, temporarily or even permanently. Some of these children may already be in the custody and care of CYFD Protective Services, but many others may come into the agency’s care as a consequence of the emergency.

Emergency response in New Mexico is complicated by several factors:

- There are large rural and frontier areas across the state, with long travel times and limited resources, including limited access to cellular and other communication.
- New Mexico shares an international border with Mexico, with complex jurisdictional, legal, and resource-sharing issues involved. New Mexico’s border with Mexico includes three counties (Luna, Hidalgo, and Doña Ana) and three official border crossings (Antelope Wells, Columbus, and Santa Teresa). Over 2.5 million people live along the U.S./Mexico border in New Mexico and in the El Paso, Texas, and Juarez, Chihuahua, areas. Many of these people live in remote or poor communities with minimal access to basic infrastructure needs such as electricity, water, communication.
- There are a large number of undocumented individuals residing in New Mexico, many of whom do not speak English and many of whom may be reluctant to seek services.
- New Mexico is home to 22 sovereign Indian tribes, including 19 Pueblos, 2 Apache Tribes, and the Navajo Nation; each tribe has its own government, laws, customs, and emergency response authorities and capabilities. There are several different languages used among the various tribes.

V. PLANNING ASSUMPTIONS

- It is commonly understood across the nation that, while national and state-level capability and response must be carefully planned and coordinated, essentially all emergency response is local. In New Mexico, that response begins and ends at the county level, under the command and control of the County Emergency Manager. (Some larger cities in New Mexico have their own City Emergency Managers.)
- CYFD Protective Services’ response will also primarily be local, with PS County Offices working with local emergency managers and responders. PS central office statewide response will essentially be logistical and resource oriented – providing support and coordination to local offices when their ability to respond is exceeded.
- The PS All-Hazard Emergency Response Plan is a component of the CYFD All-Hazard Emergency Operations Plan. In turn, CYFD’s All-Hazard Emergency Operations Plan,
which is currently in development, must be consistent with and coordinated with the State of New Mexico All-Hazard Emergency Operations Plan (July 2007). PS County Offices shall each have a local response plan, which is coordinated with their respective county Emergency Operations Plan.

- The State of New Mexico All-Hazard Emergency Operations Plan (EOP) follows the basic Incident Command System (ICS), part of the National Incident Management System (NIMS) mandated by the federal government and the Governor of New Mexico. Local emergency response also follows a pre-determined ICS structure. PS response must fit within that structure at both the local and the state level. The ICS includes Command functions (including public information), with other functions organized into four main sections: Operations, Planning, Logistics, and Finance/Administration. PS involvement would most likely be within the Operations Section, which coordinates the use of state and local resources and the responses of state and local agencies.

- The New Mexico EOP charges CYFD, and all state agencies, with general support responsibilities in terms of Resource Management (Annex 3 of the State EOP): “Upon request, provide existing personnel, services, supplies, equipment, and facilities to the response and recovery effort.”

- The New Mexico EOP specifically identifies CYFD’s responsibilities as including:
  - providing information on the State’s juvenile facilities and child well-being in the affected areas;
  - implementing in-place shelter or relocation plans for juveniles in their custody, and staff, as necessary;
  - assisting in evacuation, mass care, and public health issues;
  - providing equipment, resources, and facilities to support emergency response and recovery;
  - providing personnel with skills in behavioral health, nutrition, and other community services; and
  - assisting in needs assessment and ensuring response and recovery efforts adequately address the needs of children and families.

- The EOP also charges CYFD with general support responsibilities in terms of Evacuation and Mass Care (Annex 4 of the State EOP): “Coordinates and provides assistance to target populations identified by CYFD, local jurisdictions, or other agencies.” The decision to evacuate threatened or affected segments of the population, or to require shelter-in-place, is made by local emergency response officials. Specific responsibilities for transportation, provision of medical aid, water and sanitation, food, clothing, medicine, and so forth are identified in Annex 4 of the State EOP. In terms of evacuation and mass care, there are at least three areas of specific concern to CYFD Protective Services:
  - In an evacuation and any other disaster situation, PS must be able to account for the whereabouts and safety of each of the children in its custody, to provide emergency information to foster parents and assist them in providing for the children in their care, and to inform biological parents of their children’s whereabouts and safety.
  - The Evacuation and Mass Care Annex does not envision specific response for unaccompanied children. The American Red Cross, according to the National Response Plan as well as the State EOP, is responsible for operating disaster planning for the needs of children in disasters.
shelters, but they will not accept unaccompanied children. It can be assumed that
many disasters will leave children with no one to take care of them, make decisions
about them, and provide them with temporary and even longer term care. It can
further be assumed that CYFD Protective Services will be called upon to assist with
the care of those children. The resources available to PS in terms of temporary
foster care placements or other shelter arrangements may not be equal to the
demand. County Offices must work with local emergency management, the
American Red Cross, and other community resources to develop options, and the
PS Central Office must be prepared to support and coordinate the efforts of County
Offices as needed.

- In disasters affecting a multi-state area, CYFD Protective Services may be asked to
  provide shelter and assure the safety of children from other states. Again, the
  resources available to PS in terms of temporary foster care placements or other
  shelter arrangements may not be equal to the demand.

- Similarly, New Mexico may need to place children in state custody in other states,
  and questions of custody and ICPC regulations must be addressed.

- Emergency preparedness and response must be “all-hazard” in approach. In other
  words, planning must consider all potential hazards, including natural disasters as well
  as human-caused (intentional or accidental) disasters.

- Effective emergency management must address preparedness, response, and recovery.
  - Preparedness includes advance planning, an understanding of lines of authorities
    and individuals roles and responsibility, training and exercises in implementing the
    plan, identifying and securing additional resources, etc. PS substitute care providers
    must be involved in preparedness activities, as well as staff and contract personnel.
  - Response incorporates all those activities which are taken immediately before,
    during, and immediately after an emergency, including notification and activation,
    communication, coordination with local incident command, coordination and
    support for other agencies, management of evacuation and sheltering in place, and
    caring for victims and survivors.
  - Recovery is often overlooked in emergency management, and it is easy to
    underestimate the time and level of effort required. For PS, recovery could involve
    providing for the needs of foster families and staff members and their families,
    including short and long term psychosocial support, and reuniting children with
    families. Reestablishing “business as usual” will be the emphasis for an extended
    period after the emergency event has actually passed.

- It is impossible to predict exactly what will be needed in every possible emergency
  situation, and there is not always an opportunity to prepare in advance. There will have
to be flexibility built in to all response. Normal agency operations, regulations, and
procedures may have to be altered during emergency situations. CYFD responsibilities
during emergency situations may expand or contract from those routinely performed.
Similarly, individual staff assignments during emergency situations may differ from
those routinely performed, and lines of authority may shift depending on the specific
response roles.

- The effects of natural disasters and other emergencies, and the resulting chaos and
  confusion, can place enormous stress on the coping abilities of even the healthiest
people, including victims, survivors, and responders. This stress is even more difficult for people with pre-existing levels of vulnerability, including children, and especially children separated from their families and support systems. For many individuals, this stress may have long lasting impact, resulting in the need for long-term support beyond immediate crisis intervention.

VI. CONCEPT OF OPERATIONS

A. Activation of PS Emergency Plan

The PS Emergency Response Plan is activated when the CYFD Plan is activated by the CYFD Secretary or designee. In addition, the PS Plan may be activated by the PS Director, with approval of the CYFD Secretary, when a PS field office or facility has activated their plan and requested assistance from the CYFD central office as their capacity to respond is exceeded.

PS County Office plans may be activated by the County Office Manager or designee when the PS plan is activated and/or when the local emergency manager requests assistance to deal with children and families affected by the emergency.

B. Chain of Command

The PS chain of command is similar, but not identical, to the standard lines of authority in the service area. Primary responsibility rests with the Director, with the Administrative Deputy Director and at least one other manager serving as back-up. The Director will designate a staff person and two back-ups to report to the Department Emergency Coordination Center upon request. Depending on the situation, the Deputy Directors could have responsibility over any or all Regional Managers, not just those they normally supervise.

Each PS County Office will designate a chain of command, including at least one back-up for each key position. Each County Office has identified a liaison to local emergency management, and that liaison will report to the local emergency operations center if requested by the local emergency manager. (A list of PS county liaisons is included in Attachment 1.)

C. Emergency Coordination Center

If necessary, during an emergency PS central office will move its operations to the Department Emergency Coordination Center (DECC), which will be located in a centralized area within Administrative Services in the basement of the PERA Building in Santa Fe. If an alternate site is needed, the Santa Fe County Office will be the first option, with the Bernalillo PS County Office on Lamberton in Albuquerque as the second option.
D. Essential Functions

1. Locating & Ensuring the Safety of Children in CYFD Custody

It is imperative that CYFD Protective Services be able to locate and ensure the safety of each child in PS custody in any area of the state affected by an emergency, especially any event requiring evacuation of the population. The emphasis is on those children placed in out-of-home care, as it may be assumed that children in custody but living at home will be protected by their parents or other relative caretakers.

Locating and ensuring the safety of children in out-of-home placements will require ongoing planning and preparedness on the part of substitute care providers as well as PS placement staff and the staff of private child placement agencies. In advance of an emergency, substitute care providers will be expected to develop family readiness plans and to notify their placement worker where they would relocate in the event of an emergency requiring evacuation. Placement staff (both CYFD and private agency staff) will develop and maintain a database (both electronic and paper copies) of the potential evacuation sites for all families. If possible, existing databases such as the one developed by the National Resource Center following Hurricane Katrina will be adapted and downloaded into FACTS.

At the time of an emergency, if the substitute care provider relocates to one of the locations they’ve pre-identified, they must contact CYFD within 72 hours to confirm their location and contact information. If they relocate to a different, unplanned location, they must contact CYFD as soon as possible as emergency circumstances allow. In either case, they must provide the names and ages all children in CYFD custody who are with them. If their location changes, they must contact CYFD immediately. Foster parents will be expected to contact CYFD weekly as long as the emergency situation continues. CYFD staff will use a master list of children in care and check off the names of the children as they are accounted for.

2. Providing Care for Unaccompanied Children Not in CYFD Custody

CYFD PS may be expected to provide short-time care for unaccompanied children separated from their parents or other caretakers during an emergency. Ideally, the local PS emergency representative (the COM or the liaison to the local EOC) would be notified through the incident command structure of unaccompanied children, with law enforcement officially responsible for the referral. However, those referrals could also come from schools, day care centers, Red Cross shelters, hospitals, volunteers on the scene, and so on. Each PS County Office should have a relationship established with local law enforcement identifying emergency procedures for giving temporary custody of these children to PS.

Unaccompanied children will not be accepted at shelters established by the American Red Cross and other volunteer organizations, so it will fall to PS County Office personnel to find shelter and care for those children until they can be reunited with their families. The specific plan for the provision of this care will be developed by each County Office, using existing foster parents and, if necessary, setting up and staffing an “Unaccompanied Children’s Center”.

PS Regional Managers and Central Office personnel will provide support and linkages to substitute care resources in other counties, including volunteer care providers included in regional registries developed and maintained by Placement Supervisor 2s.
PS staff must attempt to obtain as much identifying information as possible from the referral source about the children coming into agency care. They also must maintain careful documentation (electronic and paper) of where the child is placed, the duration of the placement, and all costs involved. When the emergency situation is over, PS staff will work with other community resources to attempt to reunite the children with their families.

3. Locating, Communicating With, and Supporting Agency Staff

Each County Office will have in place a system for notifying all staff when an emergency occurs and it is necessary for staff to report to the office or the off-site emergency operations center. Directories of staff home and cell phone numbers must be created and maintained, both electronically and on paper. In addition, staff members must provide contact information for at least two sites (including one out-of-town site) where they would relocate in the event of an emergency requiring evacuation. This information will also be maintained in the staff directory. Back-up copies of the directories must be provided to the Regional Manager in the event the County Office is inaccessible.

At the time of an emergency, through a phone tree (or some other notification system to be defined), each staff member would be located and his or her current status (including the safety and health of the staff member and his/her family) ascertained. If the staff member is needed and able to report for duty, he or she will be told when and where to report. If the staff member or his/her family needs help, he or she should be referred to the appropriate health care center, emergency shelter, or other service provider.

4. Cooperating with and Providing Information to Other Jurisdictions

If CYFD PS is asked to accept dependent children from another state for placement in New Mexico during an emergency in that other state, the PS Director will request that the sending state first obtains custody of the children that are not already in that state’s custody. The sending state will also be asked to initiate an expedited Interstate Compact process, sending the appropriate ICPC paperwork to the PS ICPC Coordinator. PS will place the out-of-state child in an approved regular or emergency foster home. If the sending state is unable to obtain custody of the child due to the magnitude of the emergency, CYFD PS will accept the child for placement if an appropriate emergency responder from the sending state makes the request.

New Mexico is a member of the Emergency Management Assistance Compact (EMAC). Through EMAC, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently. CYFD PS will work with the State EOC to provide assistance to other states through EMAC as requested. In coordination with local and state emergency operations staff, CYFD PS will provide information and other assistance to child welfare agencies in other states. CYFD PS will also assist other states, upon request, to locate children in that state’s custody whose substitute care providers may have been relocated to New Mexico during an emergency.

E. Continuity of Operations (COOP)

CYFD Information Technology Services has developed a Disaster Recovery Plan (April 2006) which provides for limited FACTS availability during a disaster and the resumption of normal operations in a short timeframe. This Plan is attached as Annex A.
Much of PS COOP preparation goes beyond this service area and involves Administrative Services, Information Technology etc. The Department-wide Emergency Response Planning Committee will be developing these procedures. Meanwhile, each County Office will be expected to develop a plan to ensure continuity of operations including maintaining records, communicating with staff and foster care providers, documenting costs of response effort, etc. This plan will ensure that accurate records are kept of hours worked, activities, numbers participating, etc. If it is necessary to record names of anyone receiving services, the plan will ensure that this information is kept confidential, stored in a locked file cabinet, and destroyed when no longer needed. In addition, County Offices will consider a process for keeping cash on hand for emergencies, including the safe keeping of this cash and procedures for expenditures.

Similarly, PS central office will ensure that procedures are in place to access records, make payments to foster parents and other providers, and communicate with staff and clients in alternate ways if phones and computers are down.

F. Recovery

When the immediate emergency situation is over, CYFD staff will continue to work with local and state emergency operations personnel to assist in recovery activities. These activities will include, but are not limited to:

- returning to normal business operations;
- reuniting children separated from their families;
- informing biological parents and other caregivers of the location and status of their children who are in CYFD PS custody;
- providing or securing psychosocial support (crisis response, short and long term counseling, etc.) for survivors, victims, and responders, including CYFD PS personnel;
- assisting foster care providers in obtaining other support needed in the aftermath of an emergency, including housing, food, clothing, medical care, etc.;
- documenting any expenses incurred during the emergency for possible reimbursement from FEMA or other agencies;
- debriefing the agency’s efforts during the emergency to identify lessons learned and revise emergency response plans as necessary.
VII. ROLES AND RESPONSIBILITIES

A. Foster Care Providers

1. Each foster care provider will be expected to develop a family readiness plan, to include:
   - evacuation procedures identifying at least three locations where the family might seek refuge in an emergency and listing the name, address, and phone number of a contact person at each location; at least one of the possible evacuation locations should be in a different community than where the foster home is located;
   - identification of a family meeting place, known to all family members, when it’s not possible to go home;
   - contact numbers of in-town and out-of-town relatives or friends the family members can contact when they’re separated at the time of an emergency;
   - identification of a safe spot in the home if sheltering in place (remaining at home during an emergency) is ordered;
   - a completed checklist of all the items the family needs to take along in the event of an emergency requiring evacuation or to have at hand if sheltering in place is ordered (New Mexico Department of Health or other standard checklists will be provided to each foster family);
   - a packet for each foster child, to be taken with them if an evacuation is necessary. This packet should include the child’s birth certificate, social security card, Medicaid card, a list of medications the child is taking, and a list of any special needs. It should also include the name and phone number of the child’s PS permanency planning worker.

2. At the time the foster care provider is licensed, they will provide to the child’s PS worker the contact information for the three alternate locations in the event of an evacuation and the in-town and out-of-town emergency phone numbers. This information will be updated and reviewed annually at relicensure. If the foster care provider is licensed by a private child placement agency, they will provide this emergency information to the private agency as well as to the child’s PS worker.

3. At the time of an emergency, if the foster care provider relocates to one of the locations they’ve pre-identified, they must contact PS within 72 hours, or as soon thereafter as emergency circumstances allow, to confirm their location and contact information. If they relocate to a different, unplanned location, they must contact PS as soon as possible. If their location changes at any point, including a return home, they must contact PS immediately. In either case, they must provide the names and ages all children in PS custody who are with them. During the course of the emergency, foster care providers will be expected to contact PS at least once a week. Contact with PS will be according to procedures determined by each County Office.

B. PS Placement Staff, Private Placement Agency Staff

1. Both PS and private agency placement staff will work with foster care providers to ensure they understand the emergency readiness requirements and are familiar with the procedures which will be implemented in the event of an emergency,
including the phone numbers to call to report their location if an evacuation is required.

2. PS Placement Supervisor 2s will develop and maintain regional registries of volunteer foster care providers:
   - The Placement Supervisor 2s will work with the Adoption and Foster Care Bureau staff to develop a list of potential volunteers. This list would include a variety of people who have had a criminal background check within the last ten years, such as formerly licensed and inactive foster parents, adoptive parents, and CYFD staff.
   - The list would be screened to eliminate individuals whose licenses were denied or discontinued by the agency. In addition, a FACTS check would be conducted on all potential volunteers.
   - Each person remaining on the list would be queried to determine if they would be interested in providing emergency care for children coming into the custody of PS temporarily as a result of a wide-scale emergency.
   - A copy of the final list, with current contact information, will be maintained by the Placement Supervisor 2 both electronically and in hard copy. Back-up copies (electronic and hard copy) will be provided to the Regional Manager, the Deputy Director, and the Adoption and Foster Care Bureau.

3. Placement staff, including Placement Supervisor 2s, will report to their normal office locations unless otherwise directed by the PS Director or representative.

C. PS County Offices

1. Each PS County Office will develop an emergency response plan which is consistent and coordinated with the local emergency operations plan. (A template for the PS County Office plan is included in Annex B.) The plan will include:
   - identification of the chain of command, with at least one back-up for each position;
   - location of the emergency coordination center within the agency and an alternate location if necessary;
   - specific plans and responsibilities for performing key essential functions during and after an emergency.

2. Provide a copy of the plan electronically and in hard copy to the Regional Manager. Ensure that all staff are familiar with the plan and their roles and responsibilities in the event of an emergency. Review and update the plan at least annually.

3. Maintain liaison with the local emergency manager’s office. Provide the emergency manager with a copy of the County’s plan. Participate in local emergency planning and preparedness activities, including participating in community wide exercises and drills as requested by the local emergency manager.

4. Develop procedures (e.g., a phone tree, a 24/7 call-in number, etc.) to notify all staff in the event of an emergency when they are needed to report to the office for assistance.

5. Maintain current emergency contact information for all staff, including:
   - the staff member’s home and cell phone numbers;
   - at least three locations where the staff member and his/her family might seek refuge in an emergency, listing the name, address, and phone number of a contact person at each
location; at least one of the possible evacuation locations should be in a different community than where the foster home is located;

- contact numbers of in-town and out-of-town relatives or friends the family members will contact if they become separated at the time of an emergency;

6. In the event of an emergency, locate and ascertain the well-being of staff.

7. Maintain a current registry (with back-up hard copies and with copies supplied to the Regional Manager) of all children in PS custody placed in out-of-home care, including the name and phone number of the foster care provider and the name and number of the biological parents or guardians. In the event an evacuation is necessary, work with placement staff to document the location and status of each child as soon as it is verified.

8. Develop procedures for foster care providers to follow in order to contact the agency in the event of an evacuation, including a phone number that can be called 24/7 (in the event phone lines are unavailable or not working, an 800-number will be established at the Statewide Central Intake; foster care providers must be provided that number).

9. Provide information to biological parents and other caretakers about the location and status of children in PS custody.

10. Working with local emergency management, develop a plan to ensure that law enforcement representatives are involved when children are turned over to PS who are not currently in PS custody. If the referral source is other than law enforcement, secure law enforcement approval in advance of accepting the child if at all possible.

11. Work with the Placement Supervisor 2s to locate emergency foster care placements for children coming into PS care as a result of the emergency.

12. In collaboration with local emergency management, identify and develop a plan to set up and staff an “unaccompanied children’s center” for children for whom other emergency foster care placements are not available. The center could be located in the County Office or in another location known to staff. Work with the local emergency manager to ensure that there are sufficient beds and/or blankets, food, safe water, and other emergency supplies if the center must be activated.

13. Assist in reuniting unaccompanied children with family members as soon as safely possible.

14. Maintain detailed documentation (including back-up hard copies) of all activities undertaken, expenses incurred, staff time required, etc.

15. Ensure that all staff are trained in the County Office plan and participate in drills and exercises regularly. Debrief drills and exercises, as well as actual responses to emergencies, to identify lessons learned and revise procedures accordingly.
D. **PS Regional Managers**

1. Maintain copies of the emergency operation plans of each County Office in the region. Review plans at least annually to ensure that the chain of command is current and contact names and phone numbers are correct.

2. Provide 24/7 contact information to County Office Managers for them to report their activities and especially in the event regional or state support is needed.

3. Report to normal office location unless otherwise directed by PS Deputy Director or PS Incident Commander.

4. As needed, coordinate staff augmentation in local offices, identifying available staff from other counties to support the affected county if possible.

5. As needed, assist placement staff in locating additional foster care resources, including foster care providers in other counties.

6. Serve as liaisons to state central office, relaying the need for additional support if the region’s resources are overwhelmed.

E. **PS Central Office**

1. **Director’s Office:**
   - Manage command and control functions.
   - Identify a staff person to serve as liaison with the Department Emergency Coordination Center.
   - Provide 24/7 contact information to Regional Managers for them to report their activities and especially in the event regional resources are overwhelmed and state support is needed.
   - As needed, coordinate staff augmentation in local offices, identifying available staff from other counties to support the affected county if possible.
   - As needed, assist placement staff in locating additional foster care resources, including foster care providers in other counties.
   - Manage communication with child welfare agencies in other states in order to secure additional resources as needed in New Mexico or to assist the other states as needed.

2. **Financial Management Staff**
   - Assure expenditures are documented and all records are backed-up.
   - Maintain financial business as usual to the extent possible.
   - Assist County Offices in meeting their financial needs during and after an emergency.
   - Implement recovery efforts as soon as possible.

3. **Research and Evaluation Bureau**
   - Assist in ongoing response planning during an emergency, including analyzing data, requests for assistance from County Offices and Regional Managers, calls to the 1-800-hot line (see Statewide Central Intake, below), information provided by the state.
EOC and other sources, etc. in order to project needs for placement and other resources, staffing considerations, and other planning issues.

- Assist with emergency abuse/neglect background checks as needed.
- Assure all critical data is backed-up and implement other responsibilities designated in the IT Disaster Recovery Plan.

4. **Foster Care & Adoption Bureau Staff**

- Assist County Offices, Placement Supervisor 2s, and Regional Managers in finding emergency placements for children coming into care.
- Oversee County and Regional efforts to locate and ascertain the safety of all current foster children.
- Assist County Offices in obtaining services needed by children in PS custody during and after an emergency, including counseling and crisis intervention.

5. **ICPC Unit**

- Develop and implement emergency procedures to accept and place children from other states.
- Develop and implement emergency procedures to place children in New Mexico custody in other states if other placement options are not available.
- Ensure that the location of children in the custody of another state currently placed in New Mexico under ICPC is known and the status of the child has been determined.
- Locate children in New Mexico PS custody placed in other states where an emergency has occurred affecting that state.
- Ensure that staff temporarily assigned to ICPC to perform these functions during an emergency are trained in the necessary procedures and record keeping.

6. **Policy, Training & Federal Reporting Bureau**

- Bureau Chief will provide training in the PS Emergency Response Plan, including exercises and drills.
- Bureau Chief will maintain the Emergency Response Plan, updating it as necessary and revising it based on lessons learned from exercises, drills, and actual events.
- IV-B unit manager will assist with queries and requests for assistance from contractors and perform other functions as assigned.
- IV-B staff will assist the ICPC unit in accepting and processing requests for placement of children from other states.
- CRC staff will assist in emergency background checks for foster care providers and other volunteers and perform other functions as assigned.
- IV-E unit manager will assist with queries and requests for assistance from tribes with IV-E JPA agreements with respect to issues relevant to those JPAs. Regional IV-E Unit Staff will report to and assist County Offices as needed.
- Other central office Policy Bureau staff will perform other emergency functions within the PS EOC as assigned.
7. **Youth Services Bureau**  
   - Locate and ascertain well-being of all youth in independent living status.  
   - Perform other emergency functions as assigned.  
   - Regional Youth Services Coordinators shall report to and assist County Offices as needed.

8. **Practice Improvement Bureau**  
   - Constituent Liaison will coordinate with the CYFD Public Information Officer in dealing with constituent questions and public information.  
   - Other Bureau personnel will report to the County Office (if that county is impacted by the emergency) and assist with emergency response as assigned.

9. **Children’s Court Attorneys**  
   - The Chief Children’s Court Attorney will report to the PS Central Office.  
   - Managing attorneys and other CCAs will report to the County Office (if that county is impacted by the emergency) and assist with emergency response as assigned, unless otherwise directed by the Chief Children’s Court Attorney or PS Director.

10. **Administrative Staff**  
    - Assist in locating central office staff and ensuring that all work assignments within the EOC are covered 24/7.  
    - Perform other emergency functions as assigned.

11. **Other Central Office Personnel**  
    - Report to the PS Central Office and assist with emergency response as assigned.

F. **PS Statewide Central Intake (SCI)**

1. Develop a plan to augment SCI capacity (in terms of both phone lines and staffing) to be able to accept incoming calls from:  
   - foster care providers reporting their locations in the event of an evacuation;  
   - biological parents or other caretakers seeking information about the location and status of their children;  
   - PS staff reporting their locations in the event of an evacuation and/or seeking information about whether or not and where to report for duty;  
   - ongoing abuse/neglect referrals as usual.

2. Develop procedures for responding to queries from clients and others, including pre-scribed messages, policies for referring to other agencies, and policies for dealing with the media. Develop and provide training for staff, including staff assigned to augment SCI staff, on procedures and policies.

3. As instructed by the PS Director or designee, expand SCI to emergency capacity. Work with the PS EOC to ensure staff report for work as needed.
4. Conduct emergency FACTS abuse/neglect background checks, as necessary.

G. Facilities Providing Residential Care for Children in PS Custody

1. Develop an evacuation plan and ensure each County Office responsible for a child in residence at the facility has a copy.

2. Notify each County Office immediately if a child in PS custody in their county has been moved to another location other than the location specified in the evacuation plan.

3. Notify each County Office immediately if a child in PS custody in their county needs special services as a result of the emergency.

VIII. TRAINING AND PLAN MAINTENANCE

By August 2008, all PS Central Office staff, as well as Regional Managers and Placement Supervisor 2s, will receive training in their roles and responsibilities in the PS All-Hazard Emergency Response Plan and participate in a drill and/or exercise of the plan. Drills or exercises will be conducted at least annually. Each drill or exercise will be debriefed and lessons learned identified. The plan will then be revised if necessary and revised copies sent to all parties on the distribution list included with this plan, as well as to PS Regional Managers and County Office Managers.

By December 2008, each County Office will train its staff in that Office’s Emergency Response Plan and coordinate at least one drill or exercise of the plan to assess its efficacy. County Office personnel will participate in drills and exercises annually. Each drill or exercise will be debriefed and lessons learned identified. The plan will then be revised if necessary and revised copies sent to the local emergency manager, the PS Regional Manager, the PS Policy Bureau Chief, and the CYFD Emergency Response Coordinator. County staff will also participate in local community-wide drills and exercises if requested by the local emergency manager.

By December 2008, all personnel emergency responsibilities will complete FEMA IS-100 and IS-700 training, available on line through the FEMA website. This includes, but is not limited to:

- PS Director
- PS Deputy Directors
- Chief Children’s Court Attorney
- PS Financial Manager
- All Administration Section Bureau Chiefs
- Regional Managers
- County Office Managers and back-up incident commanders
- County Office liaisons to local emergency management
## IX. TIME FRAME FOR IMPLEMENTATION

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<td>Specific procedures and protocols for central office and regional responsibilities developed and incorporated into plan, including:</td>
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<td>• collecting and maintaining emergency contact information for foster care providers;</td>
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<td>• expanding SCI functionality to serve as 800 hot-line;</td>
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<td>• emergency ICPC procedures for sending and receiving children;</td>
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<td>• locating NM children placed out of state and other state children placed in NM;</td>
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<td>• locating and determining status of youth in independent living status.</td>
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<td>Plan revised and finalized in accordance with feedback from Region VI and NMDHS</td>
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<td>PS Central Office exercise/drill conducted</td>
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<td>CYFD staff trained; exercise/drill conducted</td>
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<td>PS County Office plans drafted and submitted to PS Central Office and local Emergency Manager</td>
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ANNEX A

CYFD INFORMATION TECHNOLOGY SERVICES DISASTER RECOVERY PLAN
ANNEX B

PROTECTIVE SERVICES COUNTY OFFICE
EMERGENCY RESPONSE PLAN TEMPLATE
I. INTRODUCTION

In the event of a wide-scale emergency, CYFD Protective Services is not only ultimately responsible for the children in its custody, but also possibly for other children who have become separated from their caregivers because of the emergency. The federal government has recently recognized the importance of these responsibilities for child welfare agencies across the nation, as codified in the Child & Family Services Improvement Act of 2006. In response to this Act, and in acknowledgement of its responsibility to the children entrusted to its care, CYFD Protective Services has developed an All-Hazard Emergency Response Plan.

The Protective Services plan is based on the principle that “all response is local.” In New Mexico, that response begins and ends at the county level, under the command and control of the County Emergency Manager. CYFD Protective Services’ response will also primarily be local, with PS County Offices working with local emergency managers and responders. PS central office statewide response will essentially be logistical and resource oriented – providing support and coordination to local offices when their ability to respond is exceeded. PS County Offices shall each have a local response plan, which is coordinated with their respective county Emergency Operations Plan.

This plan is designed to assure that, in the event of a wide-scale emergency, this PS County Office, in coordination with local emergency managers and responders, is capable of performing the following essential functions:

- locating and ensuring the safety of children in state custody, especially those placed in out-of-home care;
- ensuring the safety of unattended children separated from their parents, custodians, or guardians during emergencies;
- locating and ensuring the safety of agency staff; maintaining ongoing communication with staff;
- cooperating with, sharing information, and assisting child welfare agencies in other jurisdictions in providing emergency response as necessary;
- ensuring continuity of operations (COOP), including maintaining records, continuing payments to providers, communicating with staff and foster care providers, documenting costs of response effort, etc.
II. PLAN DISTRIBUTION

As verified by the signature of the recipient, this plan has been provided to the following individuals:

Co. Emergency Manager ___________________ Date _________
PS Regional Manager ___________________ Date _________
PS Central Office ___________________ Date _________
CYFD Emer Resp Coord. ___________________ Date _________

III. CONCEPT OF OPERATIONS

A. Chain of Command

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>24/7 #</th>
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<tr>
<td>County Office Manager</td>
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<td>County EOC Liaison</td>
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B. Emergency Coordination Center

In the event of an emergency requiring activation of a PS emergency coordination center, the following locations will be used:

Primary Location: ___________________ ___________________
                   address                        phone

Alternate Location: ___________________ ___________________
                   address                        phone
IV. ESSENTIAL FUNCTIONS

Specific plans should be developed and included for each of the following essential functions. Responsibility for each task should be assigned to specific staff, with alternates and back-ups identified as well. Staff should be prepared to work outside their normal job descriptions if needed for the duration of the emergency as well as the immediate recovery period.

A. Locating & Ensuring the Safety of Children in CYFD Custody

1. **Task:** Develop and maintain a registry (with back-up hard copy) of all children in PS custody in this county. Include in that registry children in the custody of another state placed in New Mexico through ICPC. The registry should include the date of birth, social security number if available, and parents or guardians of each foster child (if applicable) as well as the name and phone number of the foster care provider. (The County may want to include information about medications, and special equipment needs such as oxygen in order to ensure those needs are brought to the attention of emergency response personnel.) Provide copy of registry to Regional Manager.

   Responsibility: ____________________________________________________________

2. **Task:** Identify or establish a phone number that can be called by foster parents in the event of an evacuation to notify the office of their location. Staff that phone 24/7. Consider optional means of contact from foster parents in the event phone lines are down. If necessary, and as directed by PS Central Office, a hot line will be established using SCI. As calls are received and children are located, document their location and on the registry. If the family reports any immediate needs, document those and, as soon as possible, provide or refer them for services. Report the location and status of ICPC children in another state’s custody to the ICPC Coordinator in Santa Fe.

   Responsibility: ____________________________________________________________

3. **Task:** Determine the process to be followed to provide information to biological parents and other caretakers about the location and status of their children.

   Responsibility: ____________________________________________________________

4. **Task:** If necessary, assist Placement Supervisor 2 in locating children in the event of an evacuation. Placement Sup 2s will have emergency contact information for all foster care providers in the county, and if they don’t call in as required, calls or even visits to their home or evacuation locations may be necessary.

   Responsibility: ____________________________________________________________

5. **Task:** As soon as possible during or immediately after the emergency, whether or not an evacuation is required, contact foster care providers to ascertain the safety and well-being of the children in their care. Provide or refer them for services.
B. Placing Non-Custody Children in the Event of an Emergency

1. **Task**: Work with the local emergency manager and local law enforcement to develop a protocol for accepting unaccompanied children into care immediately in the event of an emergency. (Telephone approval may be sufficient. Central Office will provide further advice on this issue.)

   Responsibility: ______________________________________________________

   ______________________________________________________

2. **Task**: Assist Placement Supervisor 2s in finding temporary foster care placements for these children and youth. In addition to the county’s regular foster care pool, Placement Sup 2s will develop and maintain regional registries of volunteers screened and willing to take emergency placements. Maintain documentation (electronically and in hard copy) of all placements (children’s names, ages, social security numbers if available, parents’ names and phone numbers if available, providers names and contact information, etc.)

   Responsibility: ______________________________________________________

   ______________________________________________________

3. **Task**: Working with local emergency management personnel and other community resources, identify and develop a plan to set up and staff an “unaccompanied children’s center(s)” for children for whom other emergency foster care placements are not available. The center could be located in the County Office or in another location known to staff. Work with the local emergency manager to ensure that there are sufficient beds and/or blankets, food, safe water, and other emergency supplies if the center must be activated. Work with other community resources to secure books and toys for the center if possible.

   Responsibility: ______________________________________________________

   ______________________________________________________

   **Unaccompanied Children’s Center:**

   Location: ______________________________________________________

   Contact Name: ____________________________ Phone: _______________________

   Location: ______________________________________________________

   Contact Name: ____________________________ Phone: _______________________

4. **Task**: Assist in reuniting unaccompanied children with family members as soon as safely possible.

   Responsibility: ______________________________________________________

   ______________________________________________________
C. Locating, Communicating With, and Supporting Agency Staff

1. **Task:** Create and maintain a directory of staff home and cell phone numbers, both electronically and on paper. In addition, for each staff member include, contact information for at least three sites (including one out-of-town site) where they would relocate in the event of an evacuation, as well as contact numbers of in-town and out-of-town relatives or friends the family members will contact if they become separated at the time of an emergency. Provide a back-up copy of the directory to the Regional Manager.

   **Responsibility:**

2. **Task:** Develop and implement a system for notifying all staff when an emergency occurs, and it is necessary for staff to report to the office or the off-site emergency operations center. At the time of an emergency, through a phone tree (or some other notification system to be defined), each staff member will be located and his or her current status (including the safety and health of the staff member and his/her family) ascertained. If the staff member is needed and able to report for duty, he or she will be told when and where to report. If the staff member or his/her family needs help, he or she should be referred to the appropriate health care center, emergency shelter, or other service provider.

   **Responsibility:**

3. **Task:** As soon as possible during or immediately after the emergency, whether or not an evacuation is required, contact all staff members to ascertain their safety and well-being. If needed, provide or refer them for services, including crisis counseling.

   **Responsibility:**

D. Cooperating with Other Jurisdictions

1. **Task:** Most interaction with other jurisdictions will occur through the PS Central Office. County Offices may be requested to provide information about the location and status of children in the custody of another state placed in New Mexico. In addition, County Offices may be required to find an emergency placement for a child in another state’s custody who needs to be placed in New Mexico during the duration of an emergency situation in the other state. The County Office should identify a staff person (and back-up) to serve as liaison to the ICPC Coordinator in Santa Fe.

   **ICPC Liaison:**

   **Back-Up:**

E. Ensuring Continuity of Operations (COOP)

1. **Task:** Develop a plan to ensure continuity of operations (COOP), including maintaining records, communicating with staff and foster care providers, documenting costs of response
effort, etc. Ensure that accurate records are kept of hours worked, activities, numbers participating, etc. If it is necessary to record names of anyone receiving services, ensure that this information is kept confidential, stored in a locked file cabinet, and destroyed when no longer needed. Responsibility: _______________________________________

2. Task: Consider maintaining a certain amount of cash on hand, in a locked location, for use in the event of an emergency. Develop procedures regarding access to that cash and the approved purposes for expenditure. Develop procedures for access to CEME funds in an emergency. Responsibility: _______________________________________

V. RECOVERY

When the immediate emergency situation is over, County Office staff will continue to work with local emergency operations personnel and other CYFD personnel statewide to assist in recovery activities. These activities will include, but are not limited to:

- returning to normal business operations;
- reuniting children separated from their families;
- informing biological parents and other caregivers of the location and status of their children who are in CYFD PS custody;
- providing or securing psychosocial support (crisis response, short and long term counseling, etc.) for survivors, victims, and responders, including CYFD PS personnel;
- assisting foster care providers in obtaining other support needed in the aftermath of an emergency, including housing, food, clothing, medical care, etc.;
- documenting any expenses incurred during the emergency for possible reimbursement from FEMA or other agencies;
- debriefing the office’s efforts during the emergency to identify lessons learned and revise emergency response plans as necessary.
VI. TRAINING AND PLAN MAINTENANCE

By December 2008, each County Office will train its staff in that Office’s Emergency Response Plan and coordinate at least one drill or exercise of the plan to assess its efficacy. County Office personnel will participate in drills and exercises annually. Each drill or exercise will be debriefed and lessons learned identified. The plan will then be revised if necessary and revised copies sent to the local emergency manager, the PS Regional Manager, the PS Policy Bureau Chief, and the CYFD Emergency Response Coordinator. County staff will also participate in local community-wide drills and exercises if requested by the local emergency manager.

By June 2008, all personnel with command and control responsibilities will complete FEMA IS-100 and IS-700 training, available on line through the FEMA website. This includes, but is not limited to:

- County Office Managers and back-up incident commanders,
- County Office liaisons to local emergency management.

NOTE: Attachment 1 is not included in this sample, to protect the privacy of the individuals in the emergency contact list.

END OF SAMPLE 3
Sample 4: Brookline Public Schools: Crisis Response Procedures
THE PUBLIC SCHOOLS OF BROOKLINE
CRISIS RESPONSE PROCEDURES

This Flip Chart is designed to give school personnel guidelines for responding to a crisis at school. Following the instructions will help to prioritize notification of emergency personnel and to minimize escalation and injury during the initial impact of the crisis. Staff members are reminded to remain calm during the incident and to communicate this to students.

9/07
911 / MEDICAL EMERGENCY

THE STAFF MEMBER ON SCENE WILL:
• Call School Nurse to the scene immediately.
• Stay with the person and maintain safety until the Nurse arrives.
• If life threatening, staff may call 9-1-1 (‘8’ may be needed to access an outside line) or your building’s Emergency Response Medical Team
• Remove all but the individual needing assistance from the area.

Life–threatening injury or illness, or death:
• Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
• If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
• Check breathing. Is the airway clear? Is the victim in a position that facilitates breathing?
• Stop bleeding.
  o Applying pressure on wound or elevating wound may help stop or slow bleeding.
  o Protect yourself from body fluids. Use gloves or cloth/gauze if no gloves available

THE SCHOOL NURSE WILL:
• Report to the scene with the emergency bag.
• Give First Aid and maintain victim safety.
• Call 9-1-1 if indicated and call EMT team if not on scene.
• Notify the Principal/Headmaster or designee.
• Document the event.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
• Direct staff/students to remain in assigned areas until further notice (Shelter-in-place.)
• Report to scene.
• Assign escort to emergency/ambulance personnel.
• Notify parent/guardian/family member.
• Copy emergency information form and send it to the scene of the emergency.
• At BHS -assign Security to report to the Nurse’s Office to maintain safety/order.
• Notify Coordinator of School Health Services for additional support/coverage if necessary.
• Notify Superintendent or designee.
ANNOUNCING A WARNING

EMERGENCY INSTRUCTIONS
Instructions are to be announced over the intercom to alert staff of an emergency, as follows:

FIRE ALARM OR “EVACUATE the BUILDING”
This indicates that a situation necessitates the orderly evacuation of the school building. A fire alarm will signal or an announcement will be made if there is a malfunction to the fire alarm system. Follow your fire drill route or take the closest and safest way out. Each interior door is to be closed after the room has been checked and found to be clear. Teachers are to keep their classes intact in a predetermined safe area (300 ft from building) and wait for further instructions. Meanwhile, staff will check for injuries, take attendance, and report missing students/staff.

“SHELTER-IN-PLACE”
Announcement indicates that a serious situation exists outside or in a particular area of a building. Move students/staff inside as quickly as possible. Principal/Headmaster may direct all students and staff to a safe area in the school or to designated classrooms.

“LOCK DOWN”
This announcement may indicate an extremely serious / dangerous situation or the necessity to clear the corridors. These procedures may be initiated in the following instances:

1. Lockdown-External – The threat is outside of the school building. The school may have been notified of a potential threat/intruder outside of the building.

2. Lockdown -Internal– The threat/intruder is inside the building.

“ALL CLEAR AND RESUME NORMAL ACTIVITIES”
Indicates the all-clear signal. Normal classroom activity and movement throughout the building may resume.

EACH BUILDING WILL USE THE ABOVE CRISIS WARNING SYSTEM
SERIOUS ASSAULTS

THE PERSON DISCOVERING THE ASSAULT WILL:

- Walk briskly to the assault – (Do Not Run) Identify yourself
  - Advise spectators to disperse immediately, at BHS -call main office for Security
  - Call out combatants’ names, identify yourself and order them to stop. Use “ladies” and “gentlemen” if names are not known
  - If you decide to physically intervene, **work as a team**, approach students from the side. Do not step between combatants. Separate all combatants and refer them to an administrator. Do not allow combatants further visual or verbal contact.
- Ask for assistance from nearby staff members.
- Bring students to the Nurse if injuries have occurred.
- Obtain the names of the students involved in altercation if unknown.
- Seal off area to preserve evidence.
- Notify the Principal/Headmaster or designee immediately or as soon as possible.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Take appropriate disciplinary action
- Notify Superintendent if appropriate
BOMB THREAT

All bomb threats will be taken seriously, recorded on the Telephone Threat Checklist, and 9-1-1 should be called immediately.

THE PERSON WHO RECEIVES THE BOMB THREAT WILL:
- Keep caller on the line as long as possible.
- NOT transfer the call or interrupt the caller.
- Refer to the Telephone Threat Checklist Tab for instructions.
- If threat is written, preserve item as evidence. Touch as little as possible.
- Notify the Principal or designee.
- Note the caller ID.

THE PRINCIPAL OR DESIGNEE WILL:
- Notify 9-1-1.
- Follow Brookline Public School Policy regarding evacuation of the building, if determined necessary (refer to Evacuation).
- The decision whether or not to evacuate rests with the school, not the responding agencies, unless a device is located.
- Notify the building custodian to be available to assist emergency responders.
- Notify the Superintendent or designee.
- Follow the specific directions of the Bomb Squad/Police.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Response Team if appropriate.
- Notify parents if necessary using Connect Ed notification system.
- Notify the School Committee if appropriate.
- Coordinate the media effort with the Police Public Information Officer.
- Police will set-up media staging area.
- Only the Superintendent/designee or the Incident Commander will communicate with the media

ADDITIONAL INFORMATION:
- Direct staff and students not to touch or move any suspicious device or object found on the premises.
- Turn off two-way radios.
- Restrict the use of cell phones.
- A search of the premises should be done under the direction of emergency personnel.
- Any decision concerning the dismissal of students is at the discretion of the Superintendent/ designee.
- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building while exiting. Keep in mind that a bomb could be placed anywhere on school property - inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.

Evacuation considerations:
- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as is. Leave room doors unlocked. Teachers take class list.
BUS ACCIDENT

THE BUS DRIVER WILL:

- Notify Transportation Department of the accident and the location.
- All drivers will use their Nextels and Dispatch will call 9-1-1.
- Driver will not leave the scene of the accident, unless instructed to do so by police or EMS.
  - The Transportation Dept will notify the Principal/Headmaster immediately and will ensure that the Superintendent/designee and the Coordinator of School Health is informed.
  - If unable to return to the school building, follow the directions of emergency personnel.
- Make a list of all students and staff who are on the bus.

THE SCHOOL NURSE / DESIGNEE WILL:

- Go to the accident site if possible or meet the school bus on arrival at the school.
- Immediately assess all students and school staff aboard for possible injuries or complaints.
- All serious injuries will be transported by EMS to the hospital.
- Act as a resource person for emergency personnel and hospital if needed.
- Dismiss students, not requiring emergency transport, to a parent or other person identified on the emergency contact form.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the Superintendent or designee.
- Report to the scene.
- Notify parents of all students involved.
- Complete an incident report and forward to the Superintendent.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Convene building and system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify parents.
- Notify the School Committee.
- Coordinate the media effort with the appropriate town departments.
- Only the Superintendent/designee will communicate with the media.
DEATH ON CAMPUS

THE PERSON MAKING THE DISCOVERY WILL: Call 9-1-1
- Secure the area (disturb as little as possible, limit access until police arrive).
- Contact School Nurse.
- Contact Principal/Headmaster or designee.

THE NURSE WILL:
- Remain at the scene, if student accompany to hospital or assign a designee.
- If student, contact Guidance Counselor and Dean at BHS.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Secure the building and direct staff and students to remain in assigned areas until further notice (consider use of lock-down procedure).
- Notify parents or family of victim
- Identify all witnesses and move them to the Main Office, if possible (witnesses should not talk with each other or anyone else).
- Document all statements made by witness(es); however, do not conduct interviews with witness(es).
- Convene the building Crisis Team as soon as possible.
- Contact the Crisis Team Coordinator to enlist the aid of additional staff.
- Ensure proper supervision in all areas.
- Notify the Superintendent or designee.
- Information will be sent home as soon as possible with the Superintendent / designee’s approval using Connect Ed if appropriate.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Coordinate the media effort with the appropriate town departments.
- Notify the School Committee.
- Only Superintendent / designee will communicate with the media.
DISRUPTIVE STUDENT

THE TEACHER WILL:

- Ask for assistance from staff until Administrator and/or Counselor arrive, at BHS notify Main Office to call Security.
- Assure the safety of other students and staff.
- Attempt to isolate the disruptive student by removing other students from the area.
- Remain calm and speak in a slow, calm voice.
- Notify the Principal/Headmaster or designee, the Guidance Counselor and at BHS notify the appropriate Dean.

GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AND/OR OTHERS.

Do Not:

- Threaten with police, legal or any other action.

After the incident:

- Complete an incident report as soon as possible.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Make certain the situation is under control and that everyone is safe and secure.
- Notify police if indicated.
- Notify parent.
- Notify Superintendent or designee if necessary.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Notify the School Committee if appropriate.
- Only the Superintendent/designee will communicate with media.
**DRUGS/ALCOHOL USE-SUSPECTED**

*Grades K-8:*

**THE PERSON SUSPECTING INSTANCES WILL:**

- Report all suspicions of drug or alcohol possession, use or distribution to the Principal or designee immediately.
- If teaching, send a sealed note to the office clearly addressed to:
  
  IMMEDIATE ATTENTION OF AN ADMINISTRATOR
- Continue to observe person until help arrives.
- If possible, confiscate contraband until an administrator arrives.
- Return to business as usual after person is removed from the area.

*At BHS:*

**THE PERSON SUSPECTING INSTANCES OF SUBSTANCE USE/ABUSE WILL:**

- Accompany the student to the Nurses office due to “the student is not prepared for learning”.

**THE ASSESSMENT PROCESS:**

- The Nurse will do a medical assessment. If alcohol or drugs use is suspected, the Nurse calls in a Substance Abuse Counselor or a Dean.
- If three adults observe symptoms that are consistent with alcohol or drug use/abuse the nurse evaluates the student to determine if medical treatment is warranted. Parents are called.

  **GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF OTHER STUDENTS AND/OR OTHERS.**

**THE PRINCIPAL/ HEADMASTER OR DESIGNEE WILL:**

- Take the appropriate disciplinary action consistent with School Policy, Education Reform and any other pertinent laws.
- Notify the police if the individual is in possession.
- Notify the parent/guardian of any involved student.
- Notify the Superintendent or designee if appropriate.

**THE SUPERINTENDENT OR DESIGNEE WILL:**

- Convene building Crisis Team if appropriate.
- Notify parents if necessary.
- Coordinate the media effort with the appropriate town departments.
- Notify the School Committee if indicated.

**ADDITIONAL INFORMATION:**

If a staff member suspects that a parent/guardian is under the influence of alcohol/drugs, they should call the office to ask for an administrator or guidance counselor. Ask the parent to wait and inform them that if they leave you are required to call the police.
EXPOSURE TO BLOOD BORNE PATHOGENS/BODY FLUIDS

THE TEACHER OR STAFF MEMBER WILL:

- Keep students away from the exposure area.
- Avoid physical contact with blood or other body fluids (use gloves).

When giving first aid, follow Standard Precautions (see Standard Precautions)

- If you come in contact with blood borne pathogens/body fluids, scrub the affected area with soap and water.
- Obtain assistance from nurse for follow-up.
- Notify office/custodian to clean area using Standard Precautions and appropriate disinfectant/bleach.
- Dispose of contaminated materials following exposure control policy

THE NURSE WILL:

- Notify Principal/Headmaster or designee if indicated
- Provide appropriate follow-up
- Notify parent/guardian of exposed student if indicated

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the Superintendent if indicated
EVACUATION PROCEDURE

Immediately on hearing the fire alarm or instructions to EVACUATE:

- Exit via the prearranged assigned evacuation route or if exit is blocked, use the next closest safe exit.
- Move to assigned predetermined location (300 ft from school).
- Last person out will close the door. Faculty should sweep their assigned areas while exiting.
- Avoid downed power lines, open gas lines and other unsafe conditions.
- Accompany students and stay with them.
- Take class lists, paper, pencil, activities, reading materials.
- Take attendance to determine if students are missing, if missing display red card.
- Report missing students to Principal/Headmaster or designee.
- Report injuries to Principal/Headmaster or designee.
- Unsupervised students should report to the nearest teacher. Teachers should note additional students and send this information to the Principal/Headmaster or designee.
- Wait for further instructions

Evacuation Sites for the Brookline Schools
(Fill in site(s) for your school in pencil)

Baker
Devotion
Driscoll
Heath
Lawrence
Lincoln
Pierce
Runkle
BHS
Winthrop
Lynch
FIELD TRIP INCIDENT

THE TEACHER WILL:
- Provide minor first aid if there are any injuries or complaints of pain.
- Notify the Police/Fire Department, call 911 if appropriate.
- Contact Principal/Headmaster or designee and provide update and actions being taken.
- Complete detailed incident report on return to school.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Contact Superintendent or designee and provide update and actions being taken.
- Send school personnel to scene if appropriate.
- Contact parents with update and actions being taken.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene building Crisis Team if appropriate.
- Notify the School Committee.
- Only the Superintendent/ designee will communicate with the media.


**FIRE / SMOKE / EXPLOSION**

**TEACHERS WILL:**
- Pull nearest fire alarm.
- Contact the Principal/Headmaster or designee immediately.
- Evacuate immediately (refer to Evacuation).
- If trapped by fire, refer to (Shelter-in-Place) procedures.
- Bring class lists, paper, pencils, reading materials.

**THE NURSE WILL:**
- Take emergency phone numbers and medical needs list.
- Take emergency medical bag with Emergency Medications.
- Take cell phone.

**THE PRINCIPAL/HEADMASTER WILL:**
- Notify Superintendent or designee.
- Attend to all student/staff safety issues.

**THE SUPERINTENDENT OR DESIGNEE WILL:**
- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify parents using Connect Ed if necessary.
- Notify the School Committee if indicated.
- Coordinate the media effort with Police Public Information Officer.
- Police will set-up media staging area.
- Only the Superintendent/designee and/or with Incident Commander will communicate with the media.

**Additional Information**
- Teachers will update and post evacuation routes in each room annually.
- Fire officials will assume command and will determine when re-entry is possible.
- If appropriate, information will be sent home as soon as possible with Superintendent’s / designee’s approval. Connect Ed may be considered.
GROUP VIOLENCE

THE PERSON DISCOVERING THE INCIDENT WILL: CALL 9-1-1 and the main office At BHS also call x 5444.

- Immediately report acts of violence to Principal/Headmaster or designee.
- Walk briskly to the assault – (Do Not Run) Identify yourself.
  - Advise spectators to disperse immediately, at BHS -call main office for Security.
  - Do not let crowds incite participants.
  - Call out combatants’ names, identify yourself and order them to stop. Use “ladies” and “gentlemen” if names are not known.
  - If you decide to physically intervene, work as a team, approach students from the side. Do not step between combatants. Separate all combatants and refer them to an administrator. Do not allow combatants further visual or verbal contact.
- Keep students in classes and away from crisis area.
- Close and lock classroom doors and windows.
- Take attendance.
- Report group identifiers (clothing, signs, colors, street names) to the Principal/Headmaster or designee.
- Report all rumors or threats of violence to the Principal/Headmaster or designee.
- Wait for further instructions.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Call 9-1-1 and the Superintendent or designee.
- Convene the building Crisis Team if appropriate.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Convene system-wide Crisis Team if appropriate.
- Notify the town- wide Emergency Response Team if appropriate.
- Notify parents if indicated.
- Notify the School Committee if appropriate.
- Coordinate the media effort with Police Public Information Officer.
- Police will set-up media staging area.
- Only the Superintendent/designee and/or with Incident Commander will speak to the media.
HAZARDOUS MATERIALS / STRANGE ODORS

IF THE INCIDENT OCCURS INSIDE THE BUILDING:

THE PERSON DISCOVERING THE INCIDENT WILL:
- Report materials leak, odors to the Principal/Headmaster or designee. Be prepared to describe the type of material (odor, color, amount, etc.)
- Avoid contact with materials.
- Remove students from the area.
- Stay upwind and uphill from affected areas.
- Seal off area of leak/spill. Close doors.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Call 9-1-1.
- Assess the situation and instruct staff/students to do the following:
  - Evacuate the building to an upwind and uphill location or initiate “shelter-in-place” procedures.
  - Direct building custodian to shut off HVAC system to reduce spread of contamination.

THE TEACHER WILL:
- Follow Principal/Headmaster’s or designee’s instructions.
- If evacuation is necessary, refer to Evacuation section and evacuate to an upwind and uphill location.
- Wait for further instruction.

THE NURSE WILL: (If building is evacuated)
- Take emergency phone numbers and medical needs list.
- Take emergency medical bag with emergency medications.
- Take cell phone.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify parents using Connect Ed.
- Notify the School Committee if indicated.
- Coordinate the media effort with the Police Public Information Officer. Police will set-up media staging area.
- Only the Superintendent/designee and/or Incident Commander will communicate with the media.

IF THE INCIDENT OCCURS NEAR THE PROPERTY (NOT INSIDE THE BUILDING):
- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire Dept Incident Commander will instruct school officials on the need for sheltering-in-place or evacuation.
- Follow procedures for sheltering-in-place or evacuation upwind and uphill.
- If evacuating, teachers take class lists and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when Fire Dept Incident Commander approves “All Clear…Resume”
KIDNAPPING

THE PERSON WHO SUSPECTS OR WITNESSES THE KIDNAPPING WILL:

- Immediately notify the Principal/Headmaster or designee. At BHS call X5444.
- Detain any witnesses for police.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the police.
- Notify the parent/guardian.
- Notify the Superintendent or designee.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Convene building Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify the School Committee.
- Coordinate the media effort with the appropriate town departments.
- **Only the Superintendent/designee will communicate with the media.**
LOCK DOWN PROCEDURES

Immediately on hearing instruction to LOCK DOWN:

- All students and staff are to remain in their classrooms or move quickly to their designated safe space when a lockdown is announced – **Remain in your safe space until further notice.**
- DO NOT RESPOND TO THE FIRE ALARM unless instructed to do so or you smell or see smoke or fire.
- All teachers should look quickly at the corridor outside their classroom to see if students are present. Direct all students into the nearest classroom and quickly sweep bathrooms in their area.
- Lock your classroom doors, shut off lights, and lower the shades. Instruct students to remain quiet and sit out of the range of sight. Remain with your class.
- If the situation calls for a **lockdown – external threat**, custodians should be directed to lock all open exterior doors.
- If staff members are in a classroom with an adjoining door to another classroom, and that classroom is empty, check and “secure”–lock doors and turn off lights in the adjoining classroom/s.
- Move students away from doors and windows.
- Every classroom will have a “Red Card” with the room number. If there is a problem in your area, first **call the main office**, and then tape the red card to an exterior window.
- Teachers must take attendance and report any missing child to the main office when able.
- No student should be allowed to leave the classroom for any reason.
- Wait for further instructions from the Principal/Headmaster/Designee.
- The instruction “**all clear and resume**” will be announced when all is cleared.
MISSING CHILD  K-8

No teacher/specialist/administrator may remove a child from his scheduled class without notifying the supervisory teacher/aide as to the student’s whereabouts. No student may leave a classroom without permission from the supervising teacher/aide.

THE PERSON WHO SUSPECTS THAT A CHILD IS MISSING WILL:
- Immediately notify the Principal/Headmaster or designee.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Check to be sure that student is not with a specialist or dismissed early by parent or guardian.
- Authorize the use of the PA system to call for the student to report to the office.
- Assign staff (consider convening Crisis Team) to begin a search of the building and grounds if the child is missing at school.
- Find out the following:
  - Child’s name and description including clothing worn that day
  - Grade/room/teacher
  - Address
  - Bus stop, bus driver and list of other students at that stop if relevant
  - Names of friends and classmates
  - Try to determine the presence of strangers around the area where the child was seen last
- Notify the student’s parent/guardian (check emergency form to determine legal guardian).
- Notify the police and assist as needed.
- Notify the Superintendent or designee.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene system-wide Crisis Team if appropriate.
- Coordinate the media effort with the appropriate town departments.
- Notify the School Committee.
- Only the Superintendent / designee will communicate with the media.
NATURAL DISASTER
(Blizzard, earthquake, flood, tornado, severe thunderstorm)

THE TEACHER WILL DIRECT STUDENTS TO:
- Remain calm.
- Stay indoors, take cover under desks and tables, against inside walls, under doorways or in interior hallways.
- Stay away from windows.

IF GAS IS SMELLED, EVACUATE IMMEDIATELY AND NOTIFY PRINCIPAL/HEADMASTER OR DESIGNEE (refer to Hazardous Materials).

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Call 9-1-1.
- Notify Superintendent or designee.
- Assess the situation and instruct students/staff to do one of the following:
  o Evacuate the building (may need to go to Evacuation sites)
  o Shelter-in-place
- Attend to all student/staff safety issues.

THE NURSE WILL:
- Take emergency phone numbers and medical needs list.
- Take emergency medical bag.
- Take cell phone.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify Parents using Connect Ed.
- Notify the School Committee if indicated.
- Coordinate the media effort with Police Public Information Officer.
- Police will set-up media staging area.
- Only the Superintendent/designee and/or Incident Commander will communicate with the media.
SEXUAL ASSAULT  (On school grounds)

THE PERSON WHO WITNESSES AN ASSAULT OR TO WHOM THE ALLEGED SEXUAL ASSAULT WAS DISCLOSED WILL:

- Immediately notify the Principal/Headmaster or designee of the alleged assault.
- Accompany the victim(s) to the School Nurse.
- Call Security/Police to locate and contain the alleged perpetrator(s).

THE SCHOOL NURSE WILL:

- Assess the person for emergency medical treatment.
- Notify Principal/Headmaster.
- Call Security/Police to locate and contain the alleged perpetrator(s).
- Call parent.
- Contact the Guidance/Counselor and/or Social Worker.
- Call Juvenile Officer (730-2247, beeper# 339-3465) and Violence Prevention Counselor (713-5156).
- Accompany victim to hospital or assign a designee and remain with victim until family arrives

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the police.
- Assist with the investigation of the alleged assault.
- Convene the Crisis Team and document the incident.
- Follow the appropriate disciplinary procedures.
- Notify the Superintendent or designee.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Notify the School Committee if appropriate.
- Coordinate the media effort with the appropriate town departments.
- Only the Superintendent/designee will speak to the media.

ADDITIONAL INFORMATION:

- A sexual assault includes such crimes as indecent assault and battery, rape, rape with force, rape and abuse, assault with intent to rape and unnatural and lascivious acts.
- Once an incident is determined to be a sexual assault, the Police Department, District Attorney’s Sexual Assault Unit and the Department of Social Services will investigate.
SHELTER-IN-PLACE PROCEDURE

Immediately on hearing instruction to SHELTER-IN-PLACE:

- Exit to the Shelter In designated space by the shortest and safest route.
- Move with your class to assigned predetermined location i.e. library, auditorium.
- Take keys, coats, food, phones unless instructed otherwise.
- Accompany students and stay with them.
- Take student lists, paper, pencils, activities, reading materials.
- Take class list to determine if students are missing.
- Report missing students to Principal/Headmaster or designee.
- Report injuries to Principal/Headmaster or designee.
- Unsupervised students should report to the nearest teacher. Teachers should note student additions and send this information to the Principal/Headmaster or designee.
- Wait for further instructions
STANDARD PRECAUTIONS* FOR SCHOOL SETTINGS

RATIONALE FOR STANDARD PRECAUTIONS - OSHA AND PUBLIC HEALTH REQUIREMENTS

The emergence of Human Immunodeficiency Virus (HIV, the virus that causes AIDS) and the increased awareness of Hepatitis B virus (HBV) infection since the 1990’s have raised the concern of workers and the public toward infection control practices.

The concept of Standard Precautions has been implemented to protect workers. Standard Precautions are based on the reality that it is impossible to determine who has infected blood and body fluids during an ordinary workday. Therefore, precautions should be used for all contact with blood or body fluids.

Standard Precautions are designed to be used when the worker may come in contact with following blood and body fluids which may transmit HIV or HBV: blood or any blood stained fluids, (which sometimes includes vomitus.) Standard Precautions are based upon the latest recommendations from the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA), as well as Massachusetts Department of Public Health.

It is expected that once trained, employees will protect themselves from the risks of infectious disease by using Standard Precautions while at work.

Standard Precautions refer to usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, as well as all other blood – borne organisms such as the Hepatitis B virus. They are standard because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be carrier. They are precautions because they require foresight and planning and should be integrated into existing safety guidelines.

PROCEDURES

1. Handle all body fluids, especially blood, with caution.
2. Gloves should be worn for all contact with body fluid spills.
3. Call the Nurse or first responder to help with the child.
4. Call the Custodian to help clean up body fluid spills promptly. Custodians have special training and special equipment.
5. Dispose of gloves and other materials used into a plastic trash bag immediately after helping the child. As an extra precaution, wash hands with soap and water.
6. Body fluid spills (urine, vomitus, feces) which are not grossly blood contaminated have less significant risk of blood – borne infection: however you should wear gloves and use these practices in ALL circumstances.

There is no evidence that either Hepatitis B or HIV is spread through casual day-to-day contact in schools i.e. sharing desks, pencils, toilet seats, etc.

Adapted from Standard Precautions for School Settings, Massachusetts Policy Guidelines. Standard Precautions for SCRev1006.doc
SUICIDE INTENT OR ATTEMPT

INTENT

THE PERSON WHO BECOMES AWARE OF THE SUICIDE INTENT WILL:

- Ensure that the student is NOT left alone.
- Accompany the student to the Guidance Counselor or Nurses Office.
- Notify the Principal/Headmaster or designee.

THE SCHOOL NURSE WILL:

- Notify Social Worker/Psychologist.
- Stay with Student.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the Guidance Counselor (K-8) at (BHS) notify the Dean.

THE PSYCHOLOGIST OR DESIGNEE WILL:

- Notify the parent/guardian.
- Refer student to the hospital (call ahead).

ATTEMPT

THE PERSON WHO BECOMES AWARE OF THE ATTEMPT WILL:

- Ensure that the student is NOT left alone.
- Immediately call the School Nurse to the scene to initiate medical care. If student is able, nurse and staff member will accompany the student to the clinic. Nurse will call 9-1-1 and will notify the School Psychologist.
- Notify the Principal/Headmaster or designee and Guidance Counselor.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify the parent/guardian.
- Notify the Superintendent or designee.
- Convene building Crisis Team if appropriate.
- Will release a staff member to accompany student to the hospital.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Notify the School Committee if appropriate.

ADDITIONAL INFORMATION:

- The student must present written authorization from a mental health professional indicating that it is safe for the student to return to school.
- A Reentry Meeting will be held with the appropriate staff and parent/guardian.
TELEPHONE THREAT CHECKLIST

If you receive a telephoned threat (bomb/chemical/other):

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: ____________________________________________

If voice is familiar, who did it sound like? __________________________________

<table>
<thead>
<tr>
<th>Caller ID information:</th>
<th>male</th>
<th>female</th>
<th>adult</th>
<th>juvenile</th>
<th>age</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Call origin:</th>
<th>local</th>
<th>long distance</th>
<th>internal</th>
<th>cell phone</th>
</tr>
</thead>
</table>

**Caller’s voice:** Note pattern of speech, type of voice, tone. Check all that apply.

<table>
<thead>
<tr>
<th>Calm</th>
<th>Excited</th>
<th>Loud</th>
<th>Soft</th>
<th>Deep</th>
<th>Nasal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raspy</td>
<td>Distinct</td>
<td>Slurred</td>
<td>Normal</td>
<td>Crying</td>
<td>Laughter</td>
</tr>
<tr>
<td>Slow</td>
<td>Rapid</td>
<td>Disguised</td>
<td>Accent</td>
<td>Lisp</td>
<td>Stutter</td>
</tr>
<tr>
<td>Drunken</td>
<td>Familiar</td>
<td>Incoherent</td>
<td>Deep breathing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Background sounds:** Check all that apply.

<table>
<thead>
<tr>
<th>Voices</th>
<th>Airplanes</th>
<th>Street noises</th>
<th>Trains</th>
<th>Quiet</th>
<th>Bells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>Static</td>
<td>Animals</td>
<td>Party</td>
<td>Vehicles</td>
<td></td>
</tr>
<tr>
<td>Horns</td>
<td>House noises</td>
<td>PA system</td>
<td>Music</td>
<td>Factory machines</td>
<td></td>
</tr>
<tr>
<td>Motor</td>
<td>Phone booth</td>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Threat language:** Check all that apply.

<table>
<thead>
<tr>
<th>Well-spoken (educated)</th>
<th>Foul</th>
<th>Taped</th>
<th>Incoherent</th>
<th>Irrational</th>
<th>Message read from script</th>
</tr>
</thead>
</table>

Did caller indicate knowledge of the building? Give specifics: _____________________________

Person receiving call: ____________ Phone number where call received: _____________

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**
UTILITIES MALFUNCTION
(gas, water, steam, electricity)

THE PERSON DISCOVERING THE MALFUNCTION WILL:
- Remove students from dangerous area.
- Report the malfunction immediately to the Principal/Headmaster or designee.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Conduct an initial investigation to ensure that there is no danger to building occupants if it can be done safely.
- Secure the area if necessary.
- Notify Custodian and/or Director of Schools Buildings (x2419) or designee.
- If danger exists:
  - Initiate evacuation procedures (see Evacuation).
  - Notify 9-1-1.
- Inform the Superintendent or designee.

THE SUPERINTENDENT WILL:
- Notify the School Committee if necessary.
- Coordinate the media effort with the Police Public Information Officer. Police will set-up media staging area.
- Only the Superintendent/designee and the Incident Commander will communicate with the media.
VIOLENCE – WEAPONS/HOSTAGE SITUATION

THE PERSON WHO WITNESSES THE SITUATION WILL:

- Move students to a safe area away from the crisis area call 9-1-1 and also at BHS call x 5444.
- Immediately report the situation to the Principal/Headmaster or designee.
- Lock doors and windows.
- Take attendance.
- Hold all students in place until instructed otherwise.
- Ignore all fire alarms unless instructed otherwise.
- Wait for instructions.

If taken hostage:

- If possible get word to the Principal/Headmaster or designee (via word or hand signals to anyone passing by).
- If possible, remove students from the area.
- Do not try to disarm intruder.
- Keep calm and follow intruder’s instructions.
- Direct students to be quiet and sit away from intruder, windows and exits.
- Be aware that police may be able to hear what is taking place and may enter the room at any time.
- Follow police instructions.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:

- Notify Police and the Superintendent or designee.
- Notify parent/guardian involved with student.
- Convene the building Crisis Team.
- Take appropriate disciplinary action consistent with School Policy, Education Reform, and any other pertinent laws.
- Send information home as soon as possible with the Superintendent’s or designee’s approval, if indicated use Connect Ed.

THE SUPERINTENDENT OR DESIGNEE WILL:

- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify the School Committee.
- Coordinate the media effort with the appropriate Town Departments.
- Only the Superintendent/designee will communicate with the media.
VISITORS/STRANGERS/INTRUDERS IN BUILDING

THE PERSON WHO SEES SOMEONE WITHOUT A VISITOR’S PASS WILL:
- Greet visitor and offer help.
- Ask visitor to report to the Main Office to sign in and obtain a visitor’s pass.
- If the visitor refuses to cooperate, break contact and notify the Principal/Headmaster or designee. At BHS call X5444.
- If it can be done safely, monitor the direction the intruder is heading.

AN INTRUDER IS DEFINED AS ANYONE IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS WHO REFUSES TO COOPERATE WITH THE VISITORS’ POLICY OR APPEARS TO POSE A POTENTIAL SAFETY THREAT.

THE PERSON WHO IDENTIFIES AN INTRUDER WILL:
- Notify the Principal/Headmaster or designee immediately by calling the office (at BHS call X5444).
- DO NOT send a student to the office to get an administrator.
- Close and lock classroom doors.
- Have all students stand against a wall, away from windows, out of sight of the intruder.
- If it can be done safely, monitor the direction the intruder is heading.

THE PRINCIPAL/HEADMASTER OR DESIGNEE WILL:
- Notify the police.
- Instruct students/staff to do one of the following:
  - Have students and staff remain where they are and lock all doors and windows and ignore any fire alarms unless instructed otherwise refer to Lockdown Procedure.
  - Evacuation-leave the building.
  - Have all students Shelter In Place and staff report to designated safe areas
- Notify Superintendent or designee.
- Send information home as soon as possible with Superintendent’s or designee’s approval if appropriate.

THE SUPERINTENDENT OR DESIGNEE WILL:
- Convene system-wide Crisis Team if appropriate.
- Notify the town-wide Emergency Management Team if appropriate.
- Notify parents.
- Notify the School Committee if indicated.
- Coordinate the media effort with the appropriate town departments, if appropriate.
- Only the Superintendent/Designee will communicate with the media.
IMPORTANT TELEPHONE NUMBERS

IF IT IS NECESSARY TO CONTACT THE POLICE OR FIRE DEPARTMENT, PLEASE NOTE:

REPORT:  WHO:  Name of the caller
WHERE:  Name of school and location of emergency
WHAT:  Explain emergency situation

ENTRANCE TO USE

ALWAYS HANG UP LAST

NOTE: When calling from a school/town phone (8) may be needed to reach an outside line

AREA CODE “617”

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY MEDICAL SERVICE</td>
<td>9-1-1</td>
</tr>
<tr>
<td>BROOKLINE POLICE –</td>
<td>EMERGENCY 9-1-1</td>
</tr>
<tr>
<td></td>
<td>BUSINESS 555-2222</td>
</tr>
<tr>
<td>BROOKLINE FIRE -</td>
<td>EMERGENCY 9-1-1</td>
</tr>
<tr>
<td></td>
<td>BUSINESS 555-2260</td>
</tr>
<tr>
<td>POISON CONTROL</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td></td>
<td>1-800-682-9211</td>
</tr>
<tr>
<td>DEPARTMENT OF SOCIAL SERVICES</td>
<td>555-2800</td>
</tr>
<tr>
<td>DIRECTOR OF TRANSPORTATION</td>
<td>555-2452</td>
</tr>
<tr>
<td>SUPERINTENDENT OF SCHOOLS</td>
<td>555-2403</td>
</tr>
<tr>
<td>CRISIS TEAM COORDINATOR</td>
<td>5151, 5078, 5080</td>
</tr>
<tr>
<td>NURSING STAFF</td>
<td></td>
</tr>
<tr>
<td>COORDINATOR</td>
<td>555-5127</td>
</tr>
<tr>
<td>BAKER SCHOOL</td>
<td>555-4500</td>
</tr>
<tr>
<td>DEVOTION SCHOOL</td>
<td>555-4400</td>
</tr>
<tr>
<td>DRISCOLL SCHOOL</td>
<td>555-4250</td>
</tr>
<tr>
<td>HEATH SCHOOL</td>
<td>555-4570</td>
</tr>
<tr>
<td>LAWRENCE SCHOOL</td>
<td>555-4300</td>
</tr>
<tr>
<td>LINCOLN SCHOOL</td>
<td>555-4600</td>
</tr>
<tr>
<td>PIERCE SCHOOL</td>
<td>555-2580</td>
</tr>
<tr>
<td>RUNKLE SCHOOL</td>
<td>555-4650</td>
</tr>
<tr>
<td>WINTHROP HOUSE</td>
<td>555-7647</td>
</tr>
<tr>
<td>BHS CLINIC</td>
<td>555-5151</td>
</tr>
</tbody>
</table>
# BUILDING EMERGENCY MEDICAL TEAM MEMBERS

(Fill in your building’s team in pencil)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

# CRISIS MANAGEMENT TEAM MEMBERS

### Primary Crisis Team Members

- Principal/Headmaster
- Vice Principal/Headmaster(s)
- School Nurse
- Guidance Counselors
- Social Worker

### Additional Crisis Team Members

- Custodian
- Head Secretary
- Food Service Director
## SCHOOL AND COMMUNITY RESOURCES

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>617-555-2401 Coordinator of School Health Services</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>617-555-2424</td>
</tr>
<tr>
<td>Assistant Supt. Of PSS</td>
<td>617-555-2444</td>
</tr>
<tr>
<td></td>
<td>617-555-5127</td>
</tr>
<tr>
<td></td>
<td>617-555-7506 (cell)</td>
</tr>
<tr>
<td><strong>Emergency Medical Response Team</strong></td>
<td></td>
</tr>
<tr>
<td>Announce on Public Address System</td>
<td></td>
</tr>
<tr>
<td>State Location of Emergency</td>
<td></td>
</tr>
<tr>
<td>**Police – Homeland Security/</td>
<td></td>
</tr>
<tr>
<td>Emergency Management Coordinator:</td>
<td></td>
</tr>
<tr>
<td>617-555-2781</td>
<td>Fire Dept:</td>
</tr>
<tr>
<td>(24 hour cell)</td>
<td>Fire Prevention</td>
</tr>
<tr>
<td></td>
<td>617-555-2266</td>
</tr>
<tr>
<td><strong>Public Health</strong></td>
<td></td>
</tr>
<tr>
<td>617-555-2419</td>
<td>School Physician Consultant</td>
</tr>
<tr>
<td></td>
<td>Notify Coordinator of School Health or any school nurse to notify/ page physician.</td>
</tr>
<tr>
<td><strong>Manager of School Buildings Services</strong></td>
<td></td>
</tr>
<tr>
<td>617-555-2300 (main)</td>
<td>Public Works</td>
</tr>
<tr>
<td></td>
<td>617-555-2166</td>
</tr>
<tr>
<td>**Director of Counseling &amp;</td>
<td></td>
</tr>
<tr>
<td>Psychological Services**</td>
<td>Director of School Buildings</td>
</tr>
<tr>
<td>617-555-5017</td>
<td>617-555-2419</td>
</tr>
<tr>
<td><strong>Director of Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>617-555-2452</td>
<td>Custodian</td>
</tr>
<tr>
<td>617-555-7503</td>
<td>617-555-5419 at BHS</td>
</tr>
<tr>
<td></td>
<td>Page at K-8</td>
</tr>
</tbody>
</table>

In any emergency, there may be a formal transfer of response authority to on-scene Incident Commander (Police, Fire, EMS, Public Health)

Main # for Police Dispatch 617-555-2222  
Main # for Fire Dispatch 617-555-2277

END OF SAMPLE 4
Sample 5: Canton Board of Education: Emergency Procedure Handbook
TOWN OF CANTON

BOARD OF EDUCATION

EMERGENCY PROCEDURE HANDBOOK

EFFECTIVE DATE: August 1, 2008

ANNEX O of the Town-Wide Emergency Plan
SPECIAL REQUIREMENTS

Annex Review and Update

This Annex may be updated as required. All changes shall be reviewed by the Superintendent and shall be forwarded to the Chief Executive Officer as they occur. At a minimum, this Annex will be reviewed and updated annually. The Chief Executive Officer shall decide whether or not an updated portion should be produced and sent to all holders prior to the completion of the annual review cycle.

PROMULGATION

This Annex will become effective upon the approval of the Superintendent. When approved, this Annex will supersede any and all previously written and approved Board of Education annexes.

SIGNATURES:

__________________________   ____________________
Kevin Case        Date
Superintendent of Schools

__________________________    ____________________
Adam B. Libros, Director of     Date
Emergency Management

__________________________    ____________________
Richard J. Barlow      Date
First Selectman/CEO
OVERVIEW of ANNEX O:

Due to a heightened National awareness brought on by incidents created by individuals and nature, a Committee was formed to review emergency responses to Canton Public School facilities for all types of incidents.

The Annex O Committee was established consisting of Public Safety Officials, Board of Education Members, School Administrators, and elected and appointed town government officials. These individuals brought all of their resources and knowledge together to provide a uniform response to all incidents.

GOAL

To collectively establish protocols and guidelines for all agencies responding to Canton School facilities so that all incidents can be handled as rapidly as possible thereby allowing an orderly return to the business of educating the children of Canton.

PLAN

This plan was developed to provide direction and control for most incidents prior to the arrival of public safety. It was developed as a guideline. Common sense and the actual incident will dictate actions. Formally this document will be known as Annex O of the Town-wide Emergency Plan. It is today, and will be, an ever changing document. Careful review, at least annually, should be conducted. All changes should be submitted to the Office of Emergency Management for formal adoption.

LEVELS OF PROTECTION

It was determined that three (3) levels of protection for the students and staff would address most incidents.

1. Evacuation: Both short and long term evacuation of the building(s) due to an incident within the building that does not allow it to be occupied.
2. CODE RED: An IMMEDIATE THREAT within the school as spelled out in this plan that requires protection(s) be put in place. All interior and exterior doors are to be locked with no movement throughout facility.
3. CODE YELLOW: A threat posed externally to the facility that requires a reduced level of protection be put in place. All exterior doors are to be locked and movement is allowed inside facility.

CONTROL

In most incidents covered by this plan, a division of Public Safety will be responding. The Town of Canton uses the Incident Command System for emergency responses. An Incident Commander will be established based on the type of incident. See attached blue organizational chart. Within the school(s), the building-level organizational plan remains in place.
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Section 1: Bomb Threat

1. Obtain information from the caller using the Bomb Threat Report (attached on next page).
2. Call 911. Give the dispatcher all information received from the caller.
3. Do not use cellular phones or radios.
4. Evacuate the building under the direction of the School Administrator and the Police. If the decision is made to evacuate, use the PA system to announce evacuation. **DO NOT USE THE FIRE ALARM.** Do not announce there is a bomb threat. Take the bomb report with you for the Police, if evacuating.
5. Contact Superintendant’s Office at 693-7704.
6. If evacuating the building, move students and staff at least 1,000 feet away from the building. Take attendance.
7. Have staff assist the Police in searching the building.
8. If a suspicious package/device is found, refer to section 1A.

WHEN AN ADMINISTRATOR IS NOT PRESENT TO MAKE EVACUATION DECISIONS, THEN HIS/HER DESIGNEE OR ADMINISTRATIVE ASSISTANT SHALL MAKE THIS DECISION. REMEMBER, WHEN IN DOUBT EVACUATE.
CANTON POLICE DEPARTMENT

BOMB THREAT REPORT FORM

DATE: ___________  TIME: ___________  NAME: (Person Receiving Call): ________________

PHONE NUMBER: (Phone Number Call Was Received On) _________ NUMBER OF CALLS: ____

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What does it look like?

What will cause it to explode?

Did you place the bomb?

What is your name?

Write exact wording of the threat:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

DESCRIBE THE CALLER:

Male / Female  Age? ________  Race / Ethnicity? _______________________________

Is The Voice Familiar? Who Did It Sound Like? _____________________________________________

CALLERS VOICE:  Calm / Angry / Excited / Slow / Soft / Loud / Laughter / Crying / Slurred / Deep /

Stutter / Raspy / Clearing Throat / Disguised / Accent / Familiar / Other _______

BACKGROUND SOUNDS:  Street Noises / Voices / PA System / Music / House Noises / Motor /

Office / Factory / Animal / Clear / Static / Other ___________________

THREAT LANGUAGE:  Well Spoken / Incoherent / Foul / Irrational / Taped / Message Read By

Threat Maker / Other _________________________________________

REMARKS:  ________________________________________________________________________
Section 1A: Suspicious Package/Device

1. Do not move, touch, or handle the suspicious package/device.

2. Call 911. Give the dispatcher all information received from the person reporting device.

3. Do not cellular phones or radios.

4. Evacuate the building under the direction of the School Administrator and the Police. If the decision is made to evacuate, use the PA system to announce. DO NOT USE THE FIRE ALARM. Do not announce there is a bomb threat.

5. If evacuating the building, move students and staff at least 1,000 feet away from the building. Take attendance.

6. Contact Superintendant’s Office at 555-7704.

7. People who have come in contact with a suspicious substance shall not eat, drink, and rub their eyes, nose, ears, or mouth to limit the spread. Those who have been affected shall be isolated in the immediate area and shall not move through the building without direction from emergency personnel.

8. The School Administrator shall meet with emergency personnel to give them pertinent information.

9. Make sure the person who discovered the suspicious package/device is available to emergency personnel for interview.

10. If the emergency involves prolonged evacuation, students and staff shall be moved to an alternate location.
Section 2: Suspicious Person/Intruder

1. A suspicious person/intruder is defined as a person known or not known to staff and students who is displaying signs of hostility, who makes threats, or refuses to follow security procedures.

2. Call 911.

3. If a suspicious person/ intruder is in the building, refer to the CODE RED Safety Lockdown sheet.

4. Contact Superintendent’s Office at 693-7704.

5. Do not confront the person.

6. Identify the person, if possible, and his/her location in the building.

7. Obtain a physical appearance and clothing description of the person.

8. If the intruder is known (i.e. a family member of a student or staff member), obtain personal information, if possible.
Section 3: Smoke/Fire/Explosion

1. Activate the Fire Alarm to evacuate the building.
2. Call 911 from outside the building.
3. Move students and staff at least 1,000 feet away from the building. Take attendance.
4. Have a custodian with building keys available to assist emergency personnel.
5. The School Administrator shall report to the emergency personnel.
Section 4: Suicide, Injury, or Death of a Student or Co-Worker

1. **Call 911 to request Police and Ambulance.**
2. Notify the School Nurse.
3. Immediately isolate and secure the area of the incident.
4. Turn off bells/tones to limit movement of students within the building.
5. Notify, as applicable:
   a. Superintendent’s Office at 693-7704
   b. Family members of the injured person
   c. Crisis Team
   d. Guidance Counselors
6. Inform staff of incident through email.
7. The Superintendent will:
   a. Make determination to continue or cancel school
   b. Act as the only spokesperson to the media
   c. Contact neighboring school districts to inform them of the incident, if applicable
Section 5: School Bus Incident/Accident On/Off Campus

1. CALL 911
2. Confirm to the dispatchers where the incident/accident is located.
3. Contact the Superintendent’s Office at 693-7704.
4. The Superintendent will designate a person to respond to the accident scene.
5. DO NOT LET STUDENTS LEAVE SCHOOL TO GO TO AN ACCIDENT SCENE.
6. The Superintendent will:
   a. Notify parents of students involved in accident.
   b. Act as the only spokesperson to the media.
Section 6: Medical Emergency

1. **CALL 911. Give pertinent information to dispatcher.**
2. If a nurse is at the facility he/she should assist until medical personnel arrive on the scene.
3. Consult list of staff that have CPR training (attach school’s list behind this sheet).
Section 7: Severe Weather

The Town of Canton’s Office of Emergency Management (OEM) will monitor any severe weather forecasted to affect the Canton area. If severe weather is anticipated, the OEM will relay pertinent information to the Superintendant’s office.

1. School Administrators shall be aware of severe weather potential during the day, especially when students are attending outdoor activities.

2. If a severe weather warning (Severe Thunderstorm, Tornado, Hurricane) is broadcasted for the area, students shall not leave the building. If the warning is during school dismissal, students shall be held back until the severe weather passes.

3. All students and staff shall stay away from windows during severe weather.

4. After the storm passes, designated staff check for damage to building and grounds. Report any damage to Superintendant’s office.

5. Keep away from all downed wires. Notify the Canton Emergency Communications Center at 555-0221 for non-emergency notification.

6. **Call 911 for emergencies only (fire, smell of gas, injuries, etc.).**
Section 8: Missing Child

1. **CALL 911.**
2. Place school in a **“CODE YELLOW”**.
3. Take attendance of all students.
4. Assign staff with radios to sweep all unoccupied areas of the building and grounds (i.e., storage rooms, bathrooms, furnace areas, kitchens, etc.).
5. Contact Superintendent’s office at 555-7704.
6. Notify other schools to go into **“CODE YELLOW”** and take attendance at their buildings. Provide them with the family name of the child.
7. Collect student’s file with recent photo if available.
8. Coordinate contacting parents with Canton Police.
Appendix A: Floor Plans

TO BE INCLUDED HERE BY ADMINISTRATOR WITH THE PLAN AND COPIES GIVEN TO THE EMERGENCY SERVICE PERSONNEL.
## Appendix B: Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EMERGENCY #</th>
<th>ROUTINE #</th>
<th>FAX#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>911</td>
<td>555-0221</td>
<td>555-8493</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
<td>555-0221</td>
<td>555-8493</td>
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<tr>
<td>Ambulance</td>
<td>911</td>
<td>555-0221</td>
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<tr>
<td>Office of Emergency Mgmt</td>
<td>911</td>
<td>555-7857</td>
<td>555-7884</td>
</tr>
<tr>
<td>School Superintendent</td>
<td>555-7704</td>
<td></td>
<td>555-7706</td>
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<tr>
<td>School Business Office</td>
<td>555-7701</td>
<td></td>
<td>555-7706</td>
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<tr>
<td>Cherry Brook Primary School</td>
<td>555-7721</td>
<td></td>
<td>555-7647</td>
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<tr>
<td>Canton Intermediate School</td>
<td>555-7717</td>
<td></td>
<td>555-7814</td>
</tr>
<tr>
<td>Canton High School</td>
<td>555-7707</td>
<td></td>
<td>555-7812</td>
</tr>
</tbody>
</table>
Appendix C: Alternate Relocation Sites

Cherry Brook School:

Site A: Canton High School   (860) 555-7707
Site B: Canton Library/CC     (860) 555-5800/5808

Canton Intermediate School:

Site A: Canton Library/CC     (860) 555-5800/5808
Site B: Canton High School    (860) 555-7707

Canton Middle School / High School:

Site A: Canton Intermediate School (860) 555-7717
Site B: Canton Library/CC       (860) 555-5800/5808
CODE RED PROCEDURES

There will be a Code Red announced on the public address system 3 times: “ATTENTION. CODE RED SAFETY LOCKDOWN [area of incident].” For example, “Code Red Safety Lockdown, Room 204.”

If the public address system is not functional, hand held radios will be utilized to inform staff of the lockdown. Central Office will make the AlertNow call to homes. When the signal is initiated for emergency lockdown, students and staff need to know the following:

1. All bells with be turned off and all communication will be via Security Room chat (or possibly PA/phone).
2. Teachers will usher students from the hallways into the nearest classroom away from the incident. Conduct sweep of hallways and bathrooms. The Principal will determine whether to bring students/staff from the exterior of facility or to relocate to alternate site.
3. Teachers will lock doors and move students out of sight and away from doors and windows. Do not close outside window shades unless necessary or told to do so.
4. Teachers will log-in to First Class, click on the Faculty Room, and then the Security Room. Take attendance and report it succinctly in the Security Room chat. Teachers will monitor the chat room and use it to report significant, emergency information. (Refer to “Security Room Procedures.”)
5. Teachers should continue to monitor the First Class Security Chat Room, unless they feel insecure at their desks, in which case, they may move to the back of the classroom.
6. No one is to be released except by direction from administration. No restroom breaks.
7. No television, radios, or Internet. Discourage the use of cell phones in secure areas.
8. Students and staff need to be prepared to stay in “Lockdown” for an extensive period.
9. If directed by staff to exit the building, students will not be allowed to go to their lockers to get belongings.
10. If fire alarm sounds, do not exit the building unless fire is obvious in your area.

FOLLOW DIRECTIONS OF THE POLICE/PUBLIC SAFETY OFFICIALS AT ALL TIMES.
BE CALM. DON’T SPECULATE.
TEACHERS: IF POSSIBLE, KEEP TEACHING OR TALKING!
KEEP THE SITUATION AS NORMAL AS POSSIBLE.

CODE GREEN will be announced when the lockdown is over. An announcement will state the following: “Attention: CODE GREEN, please remain in your rooms until the door has been unlocked with a key by the Principal or his/her designee.” Central Office will initiate all Alert Now messages to homes. A letter will be prepared and sent home with students to inform parents. A debriefing will take place after any incident that activates this plan.

Revised: July 1, 2008
CODE YELLOW PROCEDURES

There will be a Code Yellow announced on the public address system 3 times.

1. Code Yellow begins with announcement over the P.A. System that a Code Yellow Safety Lockdown is now in effect. Administrators notify Superintendent’s Office at 555-7704 that your school is in Code Yellow.

2. All students who are outside the school will be brought into their respective classrooms.

3. All doors to the outside will be locked. No one will enter or leave the school.

4. There will be no Code Red Security Chat Room. Check your regular email for information.

5. Teachers will take attendance and report only missing students to office.

6. Teachers will continue with class instruction. All normal activities will continue within the facility; however, no one will be allowed to leave or enter the school building until Code Green is declared.

7. Code Yellow status will end only after an announcement is made which states, “Attention: CODE GREEN. Code Yellow is now over.”
CANTON PUBLIC SCHOOLS CODE RED

EMERGENCY RESPONSE PROTOCOL

CENTRAL OFFICE [CO] RESPONSE TO CODE RED

1. All schools will be contacted and informed of the Code Red that exists and at which specific school. The designated CO person for the Code Red School will immediately log-in to First Class and begin monitoring the school’s Security Chat Room. The designated person will report all significant details to the Superintendent or emergency personnel.

2. All other schools will automatically go into Code Yellow Safety Lockdown. This Code Yellow status will be announced to the staff, and all CODE YELLOW procedures will be followed.

3. All doors to the outside will be locked at all the schools.

4. The Superintendent or his designee will go directly to the Code Red School to assist emergency personnel.

5. The Central Office will be designated as the command post for receiving and transmitting information to the public.

6. If the Central Office is the Code Red location, then Canton High School will become the command post.

7. Martel’s Bus Company (555-8941) will be contacted immediately upon notification of the emergency, so that drivers can be summoned in case removal from a building is necessary.

8. All schools will remain in Code Red/Yellow and follow Code Red or Code Yellow procedures until receiving further instructions from the Superintendent or emergency personnel.

9. The Code Red/Code Yellow status will end only after the announcement is made which says Code Green: The Code Red/Yellow is Now Over.
CANTON PUBLIC SCHOOLS
EMERGENCY RESPONSE PROTOCOL

IMMEDIATE ACTION BY STAFF FOR CODE RED INCIDENT

1. Instantly notify school office of emergency condition, i.e. Hostage, Hostile Intruder, Suspicious Intruder, Weapon(s).

2. State your name and location to school office/principal/designee. Do not disconnect. Remain in contact with the front office.

3. Provide pertinent information concerning the incident, including description of the person(s) involved.

4. Remain in the area, if the area is secure, and direct students to the safest location you find. Unless threat is outside, do NOT pull blinds.

5. Common sense prevails. For example, if the threat is inside and you can safely exit students from the building, do so.
IMMEDIATE ACTION BY SCHOOL OFFICE: PRINCIPAL / DESIGNEE

1. **From a hardwired phone instantly dial 911** and notify dispatcher of the Canton Police Department that a Code Red exists at the school, i.e., Hostage, Hostile Intruder, Suspicious Intruder, Weapon(s).

   **If hardwired phone is not working, from a cell phone call 555-0221** and notify that of the Canton Police Department that a Code Red Safety Lockdown exists at the school.

2. State your name, telephone number, location of the incident, and known information.

3. Provide additional information as requested including the telephone number of the reporting teacher/staff personnel. Remain on the line until instructed to hang up.


5. Immediately notify the superintendent of schools or his designee of the emergency condition and confirm that you have notified the Canton Police Department.

6. Initiate or have an office designee initiate the Security Chat Rooms: first, to Superintendent; second, to staff.

END OF SAMPLE 5
Sample 6: Jackson Area School District, Fairview Elementary School

This sample contains procedures for the following circumstances:

- Bomb Threat
- Lock Down
- Indoor Severe Weather Drill (Shelter in Place)
- Emergency Dismissal
BOMB THREAT PROCEDURES
FAIRVIEW ELEMENTARY SCHOOL

In the event that a bomb threat is received, either verbally or in writing, the following procedures should be adhered to:

1. Follow procedures listed in your First 30 Minutes handbook when receiving a bomb threat via telephone.
2. If a written threat is discovered/received, notify building principal(s) immediately. (Do this in person and avoid electronic communications.)
3. If written threat is discovered after school hours, contact Carol Smith at 555-5477.
4. Principal/Designee will notify Head Custodian and Emergency Team members to respond to a specified location to establish a command center.
5. Floor Plans of the building are to be ready for inspection by Police and/or Fire Personnel.
6. Confer with District Administration to hold classes or to begin evacuation.

Students To Remain in School:

1. Students are to gather in the area(s) of the building designated safe by the Jackson Police. Teaching assistants will assist the grades with whom they work with the most. If classes are to remain in the classroom and parents come to pick up their child/children, teaching assistants will be used to escort child/children to the designated pick up area.
2. The following personnel will report to the office.
   - Emergency Team:
     - John Huffman
     - Judy Stanley
     - Molly Burkman
     - Karla Somerset
     - Cheryl Jones
     - Sam Winters
     - Shayna Johnson
     - Bob Eastman
     - Sharon Brunley
     - Loni Akins
     - Steve Valcarcel
     - Ken Morris

Emergency Team Assignments/Responsibilities:

The following team members will manage parent sign out stations:

- Molly Burkman and Judy Stanley: Kindergarten
- Bob Eastman and Sharon Brunley: 1st and 2nd grades
- Shayna Johnson and John Huffman: 3rd and 4th grades
- Karla Somerset and Loni Akins: 5th and 6th grades

The following team members will retrieve students from the gym/cafeteria area:

- Cheryl Jones (grades 2 & 3)
- Steve Valcarcel (grade 6)
- Ken Morris (grades K & 1)
- Sam Winters (grades 4 & 5)
3. For safety purposes, no walkie-talkies are to be used. All electronic communications should be avoided.

4. Students are to report to their teacher before being signed out by a parent. For example, if a bomb threat is made prior to school beginning and the Jackson Police determine a safe place in which to gather the students, all students must enter the building and check in with their teacher for attendance purposes before being signed out by a parent.

5. The Command Center (office) responsibilities will be as follows:

**School Commander:** Dana Everest  
Duties: Works with district superintendent and local police to determine safest approach to dealing with the alleged threat. Directs the procedures needed to fulfill safety plan and communicates with Information Officer, Safety Officer, and Liaison Officer.

**Information Officer:** Bailey Mendez  
Duties: Communicates with staff the chosen approach to ensure the safety of staff and students. Directs the duties of the Emergency Team. Communicates with Planning Officer and Situation Analysis Officer. Reports information as needed to School Commander.

**Liaison Officer:** Kendra Bueller  
Duties: Answers phone calls and transmits messages to appropriate personnel via Planning Officer. Deals with non-parent inquiries as necessary, and refers media calls to District Superintendent. Prints out classroom lists, two per teacher, and distributes one set to Situation Analysis Officer, Shayna Johnson, and another set to Information Officer, Bailey Mendez to be given to teachers for attendance purposes.

**Safety Officer:** Pam Beckett  
Duties: Secures the front door and only allows parents, Jackson Police and Fire personnel, and designated staff to enter the building. Answers telephone calls and relays messages regarding students being picked up by parents to the Planning Officer. Reports directly to either School Commander or Information Officer as needed.

**Planning Officer:** Rob Strauss  
Duties: Communicates information received by the Safety Officer, Pam Beckett, or the Liaison Officer, Kendra Bueller, to the Emergency Team members who are responsible for releasing students to their parents. Directs parents who enter the building to their correct grade level sign out station.

**Situation Analysis Officer:** Shayna Johnson  
Duties: Oversees the needs and questions from the Emergency Team. Secures class lists, emergency cards, pens, and clipboards to be distributed to Emergency Team. Reports concerns/questions to Information Officer or Planning Officer as needed.

**Medical Care:** Sadie Bogle

**Crisis Response:** Lena Radcliff

**Student Care:** Pete Holman
Security: James Ross
Duties: Assists Building Commander in securing the building. Sets up tables/carts in hallway closest to office for Emergency Team. Directs other custodians in the building to direct traffic as needed.

Students To Evacuate School:

1. In the event that the District superintendent and Jackson police have decreed it unsafe for staff and students to remain on school campus, an evacuation of the building will take place. All students and staff will evacuate to the Fairview Avenue Church of Christ, at 2152 Fairview Boulevard.
2. If students are in their classrooms when the evacuation takes place, they will exit the building following their designated fire evacuation routes. Those classes that exit out to the back playground will cross Third Street at the crosswalk at the north end of the parking lot and enter the church building from the back. Those classes that exit to the front of the school will cross Third Street at the crosswalk at the corner and enter the church building from the front.
3. If evacuating from the classrooms, teachers must take their “Go” buckets with them, including class lists and personal information. Do not turn off lights or electrical equipment. Before leaving room, teachers should take a count, scan the room for anything out of the ordinary and, if possible, open the windows but do NOT lock classrooms. If evacuating from the gym/cafeteria area and teachers are not able to return to their classrooms to obtain their “Go” buckets, class lists will be provided to them by the Information Officer, Mrs. Mendez.
4. Upon arrival at the Fairview Avenue Church of Christ, a command center will be set up for the purpose of assisting parents in signing out their student(s). Responsibilities for these procedures will be the same as listed above.
5. Once students and staff reach the assembly area, attendance should be taken again. Missing student(s), and anything noted during the scan of the room, should be reported to either Planning Officer or Information Officer.
6. Students and staff will not return to the building until it has been declared safe by local law enforcement.
7. If an evacuation is necessary during lunchtime and you do not have a class of students to evacuate, report to the cafeteria to assist.
8. If an evacuation is necessary during an assembly, follow the directions of the School Commander on how students will be dismissed. Once in the assembly area, take roll and report any missing students.

Please be patient. Necessary information regarding the threat will be shared when appropriate. If media personnel approach anyone, please refer them to the District Superintendent.
JACKSON AREA SCHOOL DISTRICT
FAIRVIEW ELEMENTARY

LOCK DOWN PROCEDURES

The office will say either
“Crisis Lock Down” or “Basic Lock Down”

Primary Command Center - The Office
Alternate Command Center - Rob Strauss’s Office

Classrooms
A clipboard needs to be posted in all classrooms with the following Items:
(1) a classroom roster listing names, addresses and phone numbers of students,
(2) a school map. (3) lock down procedures, (4) fire drill and, (5) severe weather
procedures. The teachers in each pod need to decide who will get the walkie-talkie
during a lock down. Make sure you turn the walkie-talkie on to frequency 6.

Do not use the building telephones during a lock down unless there is an emergency.
In the event of an emergency, the intercom numbers to use are #000 (all call inside and
outside) or #007 (hallways only). Be aware that, as described in the following section, a
class or students in transit may need to enter your classroom.

All lock downs will be preceded by this public announcement: “This is a basic
lock down or this is a crisis lock down.” All students in the hallways report
immediately to the closest classroom. All students must be silent during this
time until the office calls the “all clear”.

Basic Lock down (Outside threat has been made.)
♦ Lock your door from the outside and close it.
♦ Notify office immediately concerning students whose whereabouts are unknown.
♦ Continue normal classroom activities.

Crisis Lock Down (There is a crisis on site.)
♦ Lock your door from the outside and close it. Do not open the door.
♦ If perpetrator is outside the building, sit away from the windows. If the
perpetrator is inside the building, sit away from the door.
♦ All students and teachers are to:
♦ Turn out lights
- Close all blinds
- Sit, crouch, or lie on floor
- Office staff will contact each classroom to take status after the crisis is over.
- Ignore dismissal bells until the administrator ends the lock down over the intercom system.

**Classes That Are Outside**

It is the responsibility of the teachers to make sure that there is a walkie-talkie with them at recess. The walkie-talkie needs to be placed in a central location in the pod. The walkie-talkie will be used to communicate with the office in the event of an emergency.

**During a basic lock down,** teachers are to bring their students back into the building and return to their classrooms. **During a crisis lock down,** teachers will direct their students to the Fairview Church of Christ. Mrs. Akins will be issued a key to the Fairview Church of Christ and will have it on her person at all times. The office will also have a key. If time permits, a phone call should be made to the church at 555-3079. It is recommended that you use the crosswalk at the top of the rear parking lot and the alley running north off of Third Street.

**Teaching Assistants and Specialists**

Report to the nearest classroom.

- **Other Area**
  - **Gym Class:** Go to the shower/storage area behind the “inside” door (behind the stage area.) Proceed to the warehouse area in the basement, by way of the stairs in the loading dock, that is adjacent to the rest of the kitchen.

- **Media Center:** Go to the Emotional Support classroom. Enter through the Media Specialist’s office.

- **Cafeteria:** Pull down the overhead wooden doors at the end of the cafeteria. Proceed to the warehouse area in the basement, by way of the stairs in the loading dock, that is adjacent to the rest of the kitchen.

- **Office Area:** As needed, use the office conference room first and then the computer room that is adjacent to the nurse’s office.

- **Computer Labs:** Stay in the computer lab and lock the door. (Key is in Mary’s desk)

- **R.E.A.C.H. Room:** Stay in the room and lock the door.
Individuals with their own office - (IST, Guidance, Reading Specialists, Speech and Title I Reading): Remain in your office if there is a lock down called and keep any students you may have with you. At the end of the lock down, specialist teachers are to notify the office of any students that are currently with you.

THE TEACHERS IN ROOMS 1 AND 6 OF EACH POD NEED TO CHECK THE RESTROOMS AT THE CONCLUSION OF THE LOCK DOWN.

TEACHERS/NURSE
Fairness Pod (Harrison) - Lonnie Eckels and Jamie Bishop
Citizenship Pod (Grant) - Ada Sullivan and Rachel DeLaney
Caring Pod (Washington) – Karla Somerset and Kayla Jones
Respect Pod (Lincoln) - Ryan Clooney and Michael High
Trustworthiness Pod (Cleveland) - Lori St. Clair and Holly Greenhill
Responsibility Pod (Madison) – Steve Valcarcel and Clarice Shatzer
Office – Sadie Bogle

Revised June 2009
INDOOR SEVERE WEATHER DRILL
FAIRVIEW ELEMENTARY SCHOOL
(Teachers, please highlight applicable areas.)

State Law requires an annual exercise of our emergency plans.
PLAN Consulted with Jackson County Emergency Management and Agency.

GENERAL INSTRUCTIONS
Procedure: Each room moves to the designated area and all students and
teachers will sit with legs crossed, heads down, and with hands protecting heads.
Teacher should close all doors. We will use the following plan. We will stay out of
the library, auditorium, gym and any location with wide open areas or high
ceilings. Nobody will be allowed near exterior windows.

For indoor drills:
A. Roll is taken to ensure the presence of all students
B. Teachers and teaching assistants in hallways will report to
   Rob Strauss, IST, (in lower level hallways) and
   Bailey Mendez (upstairs)
C. Head custodian will account for all custodial staff
D. Ensure that a member of the pod secures a walkie talkie

CARING POD (WASHINGTON) (Kindergarten, Southcraft, Music)
Teachers and specialists will immediately, upon hearing the announcement, move their
students to the designated area of the building.

Location: Both corridor walls around the bend between kindergarten hallways
bordering library. Do not sit in “open” divided area housing our library. (Close hallway
doors)
Procedure: Each room moves to corridor and sits facing wall.

CITIZENSHIP POD (GRANT) (1st grade)
Teachers and specialists will immediately, upon hearing the announcement, move their
students to the designated area of the building.

Location: Both corridor walls along the ocean mural hallway.
Procedure: Each room moves to corridor and sits facing wall.

FAIRNESS POD (HARRISON) (2nd grade, Goodman, Hennepin)
Teachers and specialists will immediately, upon hearing the announcement, move their
students to the designated area of the building.

Location: Both corridor walls around the bend between second grade hallways
bordering the library. Do not sit in open area housing our library.
Procedure: Each room moves to the corridor and sits facing the wall. If both sides of the corridor are filled, then proceed to the center of the corridor, making another line.

RESPONSIBILITY POD (MADISON) (Art, 4th grade)
Teachers and specialists will immediately, upon hearing the announcement, move their students to the designated area of the building.

Location: Remain in the classroom.
Procedures: Sit under desks or tables. Stay away from window area.

RESPECT POD (LINCOLN) (5th grade, Forrester)
Teachers and specialists will immediately, upon hearing the announcement, move their students to the designated area of the building.

Location: Remain in the classroom.
Procedures: Sit under desks or tables. Stay away from window area.

TRUSTWORTHINESS POD (CLEVELAND) (6th grade, Hugh, Greenhill)
Teachers and specialists will immediately, upon hearing the announcement, move their students to the designated area of the building.

Location: Remain in the classroom.
Procedures: Sit under desks or tables. Stay away from window area.

GYM CLASS/INSTRUMENTAL MUSIC - (stay in room)
Location: Students in gym go to basement under gym
Instrumental students stay in instrumental music room

Procedure: Class will move directly, in single file, through the hallway between the kitchen area and instrumental (music) practice room and proceed down the set of stairs at the left end of the hallway. When exiting the stairs, turn directly to the left and proceed to the far end of the room (warehouse).

LIBRARY CLASS AND EMOTIONAL SUPPORT
Location/Procedure: The class in the library at the time of the drill/alarm will proceed to the Emotional Support classroom, by way of the library office area, and sit under the tables. The Emotional Support classes will remain in their classroom.

ART CLASS
Location/Procedure: Follow Madison Pod instructions.

MUSIC CLASS
Location/Procedure: Follow Washington Pod instructions.
COMPUTER ROOM
Location/Procedure: Stay in the computer room and sit under the tables.

CAFETERIA, R.E.A.C.H., SPEECH, GUIDANCE
Location/Procedure: Remain in area. Sit under tables. Stay away from window areas.

MAIN OFFICE AND NURSE’S OFFICE
Location/Procedure: Remain in area. Sit under tables or desks. Stay away from window areas.

Revised June 2009
## FIRE DRILL PROCEDURE

1. Exit quickly and quietly.
2. Move directly to designated place on playground.
3. It is important to remain quiet to assure directions are heard.
4. Teachers should have class lists and take roll.
5. The last person to exit the room will turn out the lights, close windows and shut the door.
6. Take walkie-talkie and go bucket (blue bucket next to door) and clipboard with information.

### CARING POD
W1, W2, W3, remain on the left side and exit through the pod door onto the playground.
W4, W5, W6, remain on the right side and exit through the pod door onto the playground.

### CITIZENSHIP
G1, G2, G3, remain on the left side and exit through the pod door onto the playground.
G4, G5, G6, remain on the right side and exit through the pod door onto the playground.

### FAIRNESS
H1, H2, H3, remain on the left side and exit through the pod door onto the playground.
H4, H5, H6, remain on the right side and exit through the pod door onto the playground.

### RESPONSIBILITY
M1, M2, M3, M4, M5, M6, go to the main hallway, turn left and go past the cafeteria and exit to the front playground.

### RESPECT
L1, L2, go to main hallway, turn right and go down the corner stairs to the playground.
L5, L6, go to main hallway, turn left and go down the corner stairs to the playground.
L3 and L4 will exit rear pod doors.

### TRUSTWORTHINESS
C1, C2, go to the main hallway and turn right and proceed up the right side of the hallway, past the office and out the front door.
C3, C4, go to the main hallway, turn right and proceed up the left side of the hallway, past the office and out the front door.
C5, C6, go to the main hallway, turn left and go down the corner stairs to the playground.

### CAFETERIA
Each side goes to nearest exit. The dividing line is the centerfold doors. The north side goes to the front playground area. The south side goes to the small parking area away from the building.
COMPUTER LAB  Exit via nearest corner stairway.

MEDIA CENTER  Follow Washington Pod through the kindergarten area to the main playground. Make a line ext to W6, at the end.

GYMNASIUM  Exit through the kitchen end of the gym and turn right. Go to the playground area. Line up facing the school.

ES CLASSROOM  Exit the room to the main hallway, turn left and go down the corner stairs to the playground.

R.E.A.C.H.  Exit the room, turn left and exit at the office entrance.

SPEECH  Exit to the main hallway, turn right and go down the corner stairs to the playground.

ALL SPECIALISTS/CAFETERIA STAFF MEET OUTSIDE.

THE DESIGNATED TEACHERS OF EACH POD NEED TO CHECK THE RESTROOMS UPON EXITING THE BUILDING. TEACHING ASSISTANTS ASSIST AS REQUIRED.
EMERGENCY DISMISSAL PLAN
FAIRVIEW ELEMENTARY SCHOOL

Updated: June, 2009

All Disasters
All staff will remain in the building until dismissed by the principal.

Emergency Dismissal Within School Day
The following personnel should report to the office to assist with student dismissal: Mary Reiner, Lena Radcliff, Debbie Smyth, Kenny Levitz, Martina Solito, Sadie Bogle, Trina Blalock and Tracy Snow.
Custodial staff should report to the gym to assist with the setting up of sign-out tables.

Student Release to Parents
Few requests - As parents arrive for their children, the parents should report to the office to sign-out their children. The office will call for the students.

Large number of requests - All support staff should report to cafe/gym area. Parents/emergency contacts will be directed to the gymnasium and/or west side hallway to sign out students. Tables will be set up by grade level to verify emergency information. Support staff manning the tables will “walkie talkie” the pod support staff who will release the child to the cafeteria to meet the parent/emergency contact. Once the child has been retrieved, parents will be instructed to leave the building promptly with their children.

*Mrs. Everest and Mrs. Mendez will be available in the gymnasium/cafeteria area for concerns that may arise.

Emergency Housing of Students Beyond School Day
- Superintendent designates one administrator as coordinator.
- Provisions for feeding students should be made with Matt Embry, Food Services Supervisor.
- Activities should be provided to entertain students (examples): videos, reading material, games, limited sports activities, etc.
- If students are not housed in their home schools, emergency forms must be brought with them. Attempts should be made to contact parents and arrange for students to be picked up as soon as possible.
- Arrangements for sleeping should be provided through contact with the fire department, hospital, Red Cross, etc.
Sample 7: Bright Beginnings Child Care: Emergency Operations Plan
BRIGHT BEGINNINGS
CHILD CARE

DAY CARE
EMERGENCY OPERATIONS
PLAN

Part 1
Basic Emergency Plan

April 29, 2004

Copy Number ____________
FOREWORD

This Emergency Operations Plan describes the procedures that will be used by Bright Beginnings Child Care, to provide for the care and the well being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection of persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan will be sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts: the “Basic Emergency Plan,” a series of checklists and a series of supporting documents. The basic emergency plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists are arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year).

Public safety officials will review this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting our facility. The responsibility of the day care facility is to maintain and implement the plan. A current copy of the plan will be provided to local and county emergency management agencies.
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Basic Emergency Plan

1. PURPOSE

a. To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
b. To assure coordination and cooperation with municipal and county government and emergency services.

2. SITUATION AND ASSUMPTIONS

a. The Bright Beginnings Child Care is located at 410 Hamilton Avenue, Jackson, and normally has 70 to 124 children and 25 staff. Normal operating hours for the facility are 6:30 a.m. to 6:30 p.m. Monday through Friday and closed on Saturdays and Sundays. The facility assumes responsibility for the health and safety of the children attending the facility.
b. The facility is located in the City of Jackson whose emergency management agency will be the primary source of government assistance during an emergency.
c. Assistance during emergencies will be dispatched through Jackson County 9-1-1 and be coordinated by the Jackson County Emergency Management Agency.
d. The facility may be subject to the following disasters and emergencies:
   i. Natural Disasters: winter storms, severe thunderstorms, high winds and tornadoes.
   ii. Technological Disasters: hazardous material fixed facility, hazardous material transportation, power outage.
   iii. Security Emergencies or Disasters: terrorism, domestic violence, intruder.

3. CONCEPT OF OPERATIONS

a. General:
   i. Direction and Control—The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel.
   ii. The facility director will gather and record information necessary to determine appropriate emergency actions.
iii. In an emergency, day care staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well being of children and staff.

b. In the absence of the facility director, the following facility persons will take charge:
   i. Mitchell Hayfield
   ii. Katie Juarez

c. Regular drills on emergency plans, procedures and duties will be conducted to:
   i. Provide training for staff, including substitutes;
   ii. Orient children on emergency procedures and responsibilities; and
   iii. Develop skills needed for a real emergency.

d. Accountability
   i. Children will be released to adult(s) designated by the parent;
   ii. In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES

a. Day care facility director will:
   i. Be familiar with emergency plans for the municipality (City, Township, and County).
   ii. Ensure Agreements of Assistance are current with Relocation Facilities and transportation providers (if applicable).
   iii. Determine course of action to be taken during an emergency.
   iv. Maintain this plan in a current and usable state.
   v. Notify parents to tune to designated local media for information during the emergency.
   vi. Ensure that parents are aware of what is happening to their children.
   vii. Keep staff aware of the status of the emergency.
   viii. Determine the number and types of transportation needed if evacuation or relocation is required.
   ix. Take children’s emergency records to the evacuation/relocation site.
b. Staff will:
   i. Review and assist in keeping plans and checklists current.
   ii. Maintain supervision of children until they are released to parents or guardians.
   iii. Perform special assignments as specified in the plan checklists (Part II).

c. Parents are requested to:
   i. Be familiar with plans and procedures for ensuring safety of the children.
   ii. Tune to designated local media for information and instructions during an emergency.

5. AUTHORITY AND REFERENCES

   See attached DPW Bulletin 9/03.

6. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

   a. The legal entity/owner/operator of the day care facility is responsible for:
      i. The development, execution and maintenance of the emergency plan.
      ii. Annual review and update of the plan.
   b. Distribute the Emergency Operations Plan to:
      i. City of Jackson Emergency Management Agency
      ii. Jackson County Emergency Management Agency
      iii. Other related organizations

7. CONCURRENCE WITH OUTSIDE RESOURCES

   We have examined this plan and are aware of requirements.

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8. RECORD OF CHANGES

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<td>2/7/06</td>
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</tbody>
</table>

This plan supersedes all previously developed emergency plans.

______________________________  ____________________________
Signature of facility owner/operator  Date
EMERGENCY PLAN

AWAY FROM THE FACILITY:

- If necessary telephone the ambulance—call 911 and ask for help.
- Call Center Director @ (555) 555-5555 with information regarding the emergency.
- Second staff person should return to the center with the children.
- Center Director will notify the parents.
- If Emergency Room treatment is not required, the senior staff member should return the child/children to the center immediately upon release by the Emergency Medical Team.

AT THE FACILITY:

- Immediately notify the Director of Emergency.
- Separate any injured child/children from the group.
- Director will call for emergency help, if necessary.
- One staff person will stay with the injured child/children at all times.

END OF SAMPLE 7
Sample 8: Connecticut Department of Public Health: Emergency Procedures Flipbook
Emergency preparedness is especially important for child care providers because of the added responsibility of caring for the children of others. Personal preparedness and emergency planning can reduce the impact of a disaster and help to maintain a calm and safe environment for children under your care during emergencies. The purpose of this Emergency Flipchart is to give child care providers step-by-step procedures on how to respond to a variety of crisis situations during the initial 30 minutes of occurrence. Following the listed instructions will help you to maintain a calm, safe environment for children and effectively handle an emergency during the initial impact of the situation.

Licensed family day care providers must have a written plan for evacuation in the event of fire or other emergency. All staff must practice an emergency evacuation drill at least quarterly. Licensed child care centers are required to have emergency plans written and posted in a place accessible to the public.

After reading this guide, put it somewhere that is easily accessible to you, so you will always be able to find it. For more information on how to prepare for emergencies, please visit www.ct.gov/dph or www.dph.state.ct.us/ready.htm.

Development and funding to produce this emergency response tool was provided by the State of CT Department of Public Health Virtual Children’s Health Bureau, the Community Based Regulation Section, the Family Health Section, the Department of Emergency Management and Homeland Security and the CT Child Safety and Crisis Response Committee.

**CALL 911 if...**
- There is a medical emergency
- You see a suspicious person or vehicle loitering in or near your home or facility
- An unauthorized individual enters your home or facility
- There is an assault on a child or staff person
- An individual brings a weapon into your home or facility
- There is an accidental death or homicide
- You are concerned about a fire or safety hazard during a power outage
- There is a hazardous material accident
- You suspect a parent/guardian who arrives at your facility to pick-up a child may be under the influence of alcohol or drugs, and you are incapable of preventing their exit
- There is any situation which puts a child in danger

**PERSONAL EMERGENCY PREPAREDNESS**

Emergencies can range from inconvenient to devastating. However, you can take some simple preparedness steps to minimize their impact on you and your own family. Being prepared means being ready for any kind of emergency, be it hurricane, extreme heat, winter storms and extreme cold, a utility disruption or manmade disaster.

Ready is a national public service advertising campaign designed to educate and empower Americans to prepare for and respond to emergencies including natural disasters and potential terrorist attacks. The goal of the campaign is to get the public involved and ultimately to increase the level of basic preparedness across the nation. To learn more about the Ready campaign, to increase your awareness about the importance of preparing for emergencies including natural disasters and potential terrorist attacks, and to take action to prepare yourself and your family, visit www.Ready.gov.
Estar preparados para las emergencias es especialmente importante para el personal de las guarderías, debido a la responsabilidad adicional de cuidar a los hijos de otras personas. La preparación personal y la planificación para emergencias pueden reducir el impacto de un desastre y ayudar a mantener un ambiente tranquilo y seguro para los niños bajo su atención. Proporcionar al personal de las guarderías procedimientos escalonados para responder a diversas situaciones de crisis durante los primeros 30 minutos en que ocurren, es el propósito de este Rotafolio para Emergencias. Seguir las instrucciones enumeradas les ayudará a mantener un ambiente tranquilo y seguro para los niños y manejar eficazmente una emergencia durante el impacto inicial de la situación.

El personal de las guarderías autorizadas tiene que tener un plan escrito para la evacuación en caso de incendio u otra emergencia. Todo el personal debe hacer un simulacro de una evacuación de emergencia por lo menos trimestralmente. Tener planes escritos para emergencias, fijados en un lugar accesible al público, es un requisito para las guarderías infantiles autorizadas.


El desarrollo y financiamiento para producir esta herramienta de respuesta a las emergencias fue proporcionado por el Departamento de Salud Pública del Estado de CT, Oficina de Salud Infantil Virtual, Sector de Reglamentación con base en la Sección de Regulación Basada en la Comunidad, la Sección de Salud Familiar, el Departamento de Manejo de Emergencias y Seguridad de la Patria y el Comité de Seguridad Infantil y Respuesta a las Crisis de Connecticut.

**LLAME A 911 si...**
- Existe una urgencia médica
- Usted observa una persona o un vehículo sospechoso merodeando por su casa o sus instalaciones
- Entra en su casa o en su plantel un individuo no autorizado
- Hay alguna agresión contra un niño o un empleado
- Un individuo introduce un arma en su casa o en su plantel
- Hay una muerte por accidente o un homicidio
- Le preocupa el riesgo de incendio o un riesgo de seguridad en caso de una falla eléctrica
- Ocurre un accidente con materiales peligrosos
- Usted sospecha que está bajo la influencia del alcohol o droga el padre, la madre o un tutor que llega a sus instalaciones para recoger a un niño y usted no puede evitar que salga
- Existe cualquier situación que ponga en peligro a un niño

**PREPARACIÓN PERSONAL PARA EMERGENCIAS**

Las emergencias van desde inconvenientes hasta desastres. Sin embargo, usted puede tomar algunos pasos sencillos de preparación para minimizar el impacto para usted y para su propia familia. Estar preparado significa estar listo para cualquier tipo de emergencia, ya sea un huracán, el calor extremo, tormentas de invierno y el frío extremo, la interrupción de algún servicio o un desastre causado por el hombre.

Ready (Preparado) es una campaña promocional de servicio público nacional diseñada para educar y habilitar a los estadounidenses para prepararse para las emergencias y responder a ellas, incluyendo los desastres naturales y posibles ataques terroristas. La meta del programa es involucrar al público y finalmente aumentar el nivel de preparación básica en toda la nación. Para conocer más acerca de la campaña Ready (Preparado), para aumentar su conocimiento respecto a la importancia de prepararse para las emergencias incluyendo los desastres naturales y posibles ataques terroristas, y para tomar medidas para prepararse y preparar a su familia, visite [www.Ready.gov](http://www.Ready.gov)
SEVERE WEATHER
Weather forecasts often provide us with ample warning of approaching storms, blizzards, hurricanes and flooding. The best defense for severe weather is preparation. It is best not to operate child care during very bad weather, but if caught during a storm:

1. Be sure to have adequate supplies
2. Monitor TV, radio and Internet for OFFICIAL instructions on actions to take
3. SHELTER IN PLACE (see below) or EVACUATE (See Hazardous Materials & Evacuation)

SHELTER IN PLACE
Emergencies may require you to Shelter in Place (use of any room or interior space for the purpose of providing temporary shelter from a hazard). If this is the case, the following procedures should be followed:

1. Gather all children inside
2. Close and lock all windows and doors; locked windows seal better
3. If there is a danger of explosion, close blinds, shades or curtains and keep children away from windows
4. Turn off heating, cooling, fans or ventilation systems - anything that can ignite and cause a spark
5. Do not allow anyone to enter or leave the building until emergency personnel determine the area is "all clear"
6. Notify parents/guardians not to pick children up until incident is over

The following is a list of recommended supplies to always have available in the event you must shelter children in your facility or to take with you to an alternate facility to which you are being evacuated:

- Emergency contact and medical information for all children enrolled
- Emergency contact information for all staff
- 1 Gallon of water per child
- Disposable cups
- One or more changes of clothing for each child
- Disposable diapers and pull-ups
- Wet wipes and tissues
- Powdered or canned infant formula for each infant
- Powdered or canned milk
- Non-perishable food items
- Non-electric can opener
- Supplies of critical medications for children and staff (insulin, epi-pens, etc)
- Disposable cups, plates, eating utensils
- Hand sanitizer and cleaning wipes
- Baby food
- Books and other materials to keep children occupied
- Battery operated radio with extra batteries
- Flashlights with long life batteries
- First aid kit
- A cell phone
- Wrench or pliers to turn off utilities if directed
- Garbage bags
- Blankets
CONDICIONES CLIMÁTICAS SEVERAS

Los pronósticos meteorológicos con frecuencia nos proporcionan suficiente aviso de tormentas que se acercan, tempestades de nieve, huracanes e inundaciones. La preparación es la mejor defensa ante condiciones climáticas extremas. Es mejor no ofrecer servicio de guardería en caso de muy mal tiempo, pero si le sorprende una tormenta:

1. Asegúrese de tener abastecimiento adecuado
2. Monitoree la televisión, el radio y el Internet para instrucciones OFICIALES respecto a qué acciones tomar
3. PROTEGERSE EN EL LUGAR (véase abajo) o EVACUAR (véase Materiales Peligrosos y la Evacuación)

PROTEGERSE EN EL LUGAR

Las emergencias pueden requerir Protección en el Lugar (usar cualquier habitación o espacio interior con la finalidad de proporcionar protección provisional contra un peligro). En este caso, se debe seguir los siguientes procedimientos:

1. Reunir adentro a todos los niños
2. Cerrar todas las ventanas y cerrar las puertas con llave; el cerrar las ventanas con cerrojo proporciona un mejor cierre hermético
3. Si existe peligro de explosión, cierre las persianas o cortinas y mantenga alejados de las ventanas a los niños
4. Apagar los sistemas de calefacción, aire acondicionado, ventiladores o de ventilación – cualquier cosa que pueda incendiarse o producir una chispa
5. No permitir que nadie entre ni salga del edificio hasta que el personal de emergencia determine el fin de la alerta
6. Avisar a los padres/tutores no recoger a los niños hasta que se haya terminado el incidente

A continuación hay una lista de provisiones que se recomienda tener siempre disponibles en caso de tener que albergar a los niños en sus instalaciones o para llevar consigo a otras instalaciones donde están siendo evacuados:

- Información del contacto en caso de emergencia e información médica para todos los niños inscritos
- Información de contacto de emergencia para todo el personal
- Un galón de agua por cada niño
- Tazas desechables
- Una o más mudas de ropa para cada niño
- Pañales desechables y “pull-ups”
- Toallitas húmedas y pañuelos desechables
- Fórmula infantil en polvo o enlatada para cada infante
- Leche en polvo o enlatada
- Alimentos imperecederos
- Abrelatas no-eléctricas
- Abasto de medicamentos críticos para niños y personal (insulina, epi-pens, etc.)
- Tazas, platos, cubiertos desechables
- Desinfectante para manos y toallitas de limpieza
- Alimentos para bebé
- Libros y otros materiales para mantener ocupados a los niños
- Radio de pilas con pilas adicionales
- Lámparas de mano con pilas de larga duración
- Botiquín de primeros auxilios
- Teléfono celular
- Llave o alicates para cerrar o apagar servicios si se ordena
- Bolsas para basura
- Cobijas
HAZARDOUS MATERIAL
If a hazardous material is released inside your child care facility:
1. EVACUATE (see below)
2. Call 911 once safe

Upon notification of a hazardous material release outside of your facility:
1. Monitor TV, radio and Internet for OFFICIAL State or Local government instructions
2. EVACUATE (see below) or SHELTER IN PLACE (see Natural Disasters & Shelter in Place) as directed

FIRE, SMOKE OR EXPLOSION
If a fire, smoke or explosion occurs in your child care facility:
1. EVACUATE (see below)
   a. Drop and crawl if necessary to avoid smoke
2. Call 911 once safe

GAS LEAK
If a gas odor is detected in your child care facility:
1. EVACUATE (see below)
2. Call 911 once safe

SUSPICIOUS MAIL OR PACKAGE
Should you receive any suspicious mail or packages at your child care facility:
1. Do not touch, smell or taste unknown substance
2. Do not handle or open suspicious mail or packages
3. EVACUATE (see below)
4. Call 911 when safe

EVACUATION
Emergencies may require for you to evacuate (remove) children from your facility as quickly as possible. If this is the case, the following steps should be followed:
1. Make a quick assessment of the situation and of any injuries to children or staff
2. Make sure the evacuation route is clear of obstructions
3. Take attendance sheet, children’s emergency medical and contact information and supplies
4. Take a cell phone
5. If possible and time allows, have children take jackets/coats
6. Assemble all the children to ensure all are accounted for
7. Keep everyone calm for an orderly exit
8. If possible, one adult should lead and one follow the children out of the building
9. Re-assemble outside at a predetermined site
10. If safe to return, re-assemble children inside and take attendance
11. Notify parents immediately of evacuation and any alternate site location

Long term evacuations may result in children needing to be sheltered in place. If this action is required, refer to the SHELTER IN PLACE page (see Natural Disasters & Shelter in Place)
MATERIALES PELIGROSOS
Si se suelta algún material peligroso dentro de su guardería infantil:
1. EVACUAR (véase abajo)
2. Llame al 911 una vez que estén a salvo

Al recibir notificación de la emisión de algún material peligroso afuera de sus instalaciones:
1. Monitoree la televisión, el radio y el Internet para instrucciones OFICIALES del gobierno del estado o local
2. EVACUAR (véase abajo) o PROTEGERSE EN EL LUGAR (véase Desastres Naturales y Protección en el Lugar) según se ordene.

INCENDIO, HUMO O EXPLOSIÓN
Si ocurre un incendio, humo o una explosión en su guardería:
1. EVACUAR (véase abajo)
a. bajarse al piso y gatear si es necesario para evitar el humo
2. Llame al 911 una vez que estén a salvo

FUGA DE GAS
Si se detecta olor a gas en su guardería:
1. EVACUAR (véase abajo)
2. Llame al 911 una vez que estén a salvo

CORREO O PAQUETE SOSPECHOSO
Si usted recibe cualquier correo o paquete sospechoso en su guardería:
1. No toque, huela o pruebe una sustancia desconocida
2. No maneje ni abra correo o paquetes sospechosos
3. EVACUAR (véase abajo)
4. Llame al 911 una vez que estén a salvo

LA EVACUACIÓN
Las emergencias pueden requerir la evacuación (el desalojo) de los niños de sus instalaciones tan pronto como sea posible. Si es el caso, se debe seguir los siguientes pasos:

1. Evalúe rápidamente la situación y cualquier lesión de los niños o al personal
2. Asegúrese de que la ruta de evacuación esté libre de obstrucciones
3. Lleve la lista de asistencia, el abasto de medicina e información médica y de contacto para emergencias de los niños
4. Lleve un teléfono celular
5. Si es posible y el tiempo lo permite, haga que los niños lleven chamarras/abrigos
6. Reunir a todos los niños para asegurar que todos estén presentes
7. Mantenga tranquilos a todos para una salida ordenada
8. Si es posible, un adulto debe encabecer y otro debe seguir a los niños al salir del edificio
9. Reunirse afuera en un lugar predeterminado
10. Si es seguro regresar, reunir a los niños adentro y pase lista
11. Avise inmediatamente a los padres de la evacuación y cualquier ubicación alterna

Las evacuaciones de larga duración pueden resultar en la necesidad de proteger a los niños en el lugar. Si se requiere esta acción, consulte la página de PROTECCIÓN EN EL LUGAR (véase Desastres Naturales y Protección en el Lugar).
FIELD TRIP INCIDENT

1. Before leaving on a field trip, have the following information:
   a. Child list by assigned vehicle
   b. Supervisor/chaperone list by assigned vehicle
   c. Map of intended route
   d. Child’s emergency and medical information and supplies
   e. Name and license number of vehicles and drivers
   f. List of important phone numbers including child emergency contacts and chaperone cell numbers
   g. First aid kit

2. Attend to any medical needs if there are injuries or complaints of pain
3. Call 911 if medical treatment or police are required
4. Contact parents/guardians, give update and steps being taken; indicate meeting locations or pick-up times at the child care facility

PANDEMIC: An influenza (flu) pandemic is a global disease outbreak that occurs when a new flu virus appears that can spread easily from person to person. Child care programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during a flu pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system.

Persons with flu symptoms should:
• Stay at home
• Cover nose and mouth when coughing or sneezing
• Wash hands with soap and water or use alcohol-based hand sanitizers frequently
• Try to maintain spatial separation of at least three feet from others if possible

Hand, Cough and Sneeze Hygiene:
• When sneezing or coughing, cover the nose and mouth with a tissue or upper arm if a tissue is not available
• Dispose of used tissues in a wastebasket and wash hands after coughing, sneezing, or blowing nose
• Use warm water and soap or alcohol-based hand sanitizers to clean hands
• Wash hands before eating or touching eyes, nose, or mouth

Social distancing
In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures such as day care and school closure, telecommuting or staggered shifts for the workforce, and cancellation of public gatherings may be effective in reducing transmission risks.

More information on pandemic flu for child care providers is available at www.pandemicflu.gov
INCIDENTE EN UNA EXCURSIÓN

1. Antes de salir de excursión, tenga la siguiente información:
   a. Lista de los niños por vehículo asignado
   b. Lista de supervisor/acompañante por vehículo asignado
   c. Mapa de la ruta planificada
   d. Información y abasto médico y de emergencia de los niños
   e. Nombre y número de placa de los vehículos y los conductores
   f. Lista de números telefónicos importantes, incluyendo los contactos de emergencia
      para los niños y números de celulares de los acompañantes
   g. Botiquín de primeros auxilios

2. Atender cualquier necesidad médica si hay lesiones o quejas de dolor
3. Llame al 911 si se requiere atención médica o de la policía
4. Contacte a los padres/tutores, proporcióneles información actualizada y acerca de las medidas que se están
tomando; indique los lugares de reunión o los tiempos para recoger a los niños en la guardería

PANDEMIA: Una pandemia de influenza es un brote generalizado de enfermedad que ocurre cuando
aparece un nuevo virus de gripe que pueda extenderse rápidamente de persona en persona. Los programas de
las guarderías pueden ayudar a proteger la salud de su personal y de los niños y las familias que atiendan. La
interrupción de los servicios de guardería durante una pandemia de gripe puede ocasionar conflictos para los
padres que trabajan que resulten en alto ausentismo en los lugares de trabajo. Se puede esperar que alguna
parte de tal ausentismo afecte al personal y los lugares de trabajo que son críticos para el sistema de respuesta
a emergencias.

Las personas con síntomas de gripe deben:
• Quedarse en casa
• Cubrir la nariz y la boca cuando al toser o estornudar
• Lavar las manos con agua y jabón o usar frecuentemente toallitas de mano con alcohol
• Tratar de mantenerse a una distancia de por lo menos tres pies (un metro) de otras personas
  si es posible

Higiene para las manos, la tos y los estornudos:
• Al toser o estornudar, cubra la nariz y la boca con un pañuelo o la parte de arriba del brazo, si no
  dispone de pañuelo
• Tirar pañuelos usados a la basura y lavar las manos después de toser, estornudar o sonar la nariz
• Usar agua caliente y jabón o toallitas de mano con alcohol para limpiar las manos
• Lavar las manos antes de comer o de tocar los ojos, la nariz o la boca

Distanciamiento social
Durante una pandemia, el riesgo de contraer la gripe es mayor cuando se tiene contacto cercano con una persona
contagiada. Medidas para el distanciamiento social, tales como el cierre de escuelas o guarderías, trabajo a distancia
o turnos escalonados para la fuerza de trabajo, y la cancelación de reuniones públicas pueden ser eficaces para
reducir el riesgo de contagio.

Más información sobre la influenza pandémica para el personal de las guarderías está disponible en
www.pandemicflu.gov
DRIVE BY SHOOTING/SNIPER ATTACK
1. Upon hearing shots, yell to children to “drop to the ground” or “drop to the floor”
2. If outside, tell children to “run into the building” as soon as it is safe
3. SHELTER IN PLACE (See Natural Disasters & Shelter in Place)
4. Call 911

MISSING CHILD
If a child is discovered missing from your child care facility:
1. Check with staff and friends of the child to determine if they know of the child’s whereabouts
2. Call 911 immediately and provide the following information:
   a. Child’s name and age
   b. Child’s address
   c. Physical and clothing description, including any distinguishing marks such as scars or birthmarks
   d. Medical status, if appropriate
   e. Time and location child was last seen
   f. Person with whom the child was last seen
3. Notify parents of missing child and attempt confirmation that the child is not with family; if not, advise parents of situation and steps taken
4. Have the child’s information and photo, if possible, available for police
5. Report incident to Connecticut Department of Public Health (1-800-282-6063) and Department of Children and Families (1-800-842-2288)
6. Complete a written incident report at the earliest opportunity

KIDNAPPING OR UNAUTHORIZED REMOVAL OF CHILD
Be aware of custodial issues or concerns involving the child and pay attention to times when abduction may be likely.
If a child is kidnapped or removed without authorization from your facility:
1. Call 911 immediately and provide the following information:
   a. Child’s name and age
   b. Address
   c. Physical and clothing description, including any distinguishing marks such as scars or birthmarks
   d. Medical status if appropriate
   e. Time and location child was last seen
   f. Physical and clothing description of the suspect
   g. Vehicle description and direction of travel
2. Notify parents of missing child and advise parents of situation and steps taken
3. Have the child’s information and photo, if possible, available for police
4. Report incident to Connecticut Department of Public Health (1-800-282-6063) and Department of Children and Families (1-800-842-2288)
DISPAROS DESDE UN COCHE/ATAQUE DE UN FRANCOTIRADOR

1. Al escuchar disparos, grite a los niños “¡al suelo!” o “¡al piso!”
2. Si están afuera, digales a los niños que “corran al edificio” tan pronto como sea seguro
3. PROTEGERSE EN EL LUGAR (Véase Desastres Naturales y Resguardo en el Lugar)
4. Llame al 911

NIÑO DESAPARECIDO

Si se descubre que se ha desaparecido un niño de su guardería:
1. Investigue con el personal y los amigos del niño para determinar si saben dónde está
2. Llame a 911 inmediatamente y proporcione la siguiente información:
   a. El nombre y la edad del niño
   b. La dirección del niño
   c. Una descripción física y de la ropa, incluyendo cualquier marca distintiva, como cicatrices o mancha de nacimiento
   d. Estado médico, si es apropiado
   e. Hora y lugar en que el niño fue visto por última vez
   f. La persona con que fue visto el niño por última vez
3. Avise a los padres del niño desaparecido e intente investigar si está con algún familiar; si no, avise a los padres de la situación y las medidas tomadas
4. Tenga disponible la información del niño y una foto, si es posible, para la policía
5. Reporte el incidente al Departamento de Salud Pública de Connecticut (1-800-282-6063) y al Departamento de los Niños y las Familias (1-800-842-2288)
6. Haga un reporte por escrito del incidente lo más pronto posible

SECUESTRO O TRASLADO NO-AUTORIZADO DE UN NIÑO

Tenga conciencia de problemas o preocupaciones sobre la custodia del niño y preste atención en los momentos cuando pudiera ocurrir un rapto.

Si un niño es secuestrado o trasladado sin autorización de sus instalaciones:
1. Llame al 911 inmediatamente y proporcione la siguiente información:
   a. El nombre y la edad del niño
   b. La dirección del niño
   c. Una descripción física y de la ropa, incluyendo cualquier marca distintiva, como cicatrices o manchas de nacimiento
   d. Estado médico, si es apropiado
   e. Hora y lugar en donde fue visto por última vez
   f. Descripción física y de la ropa del sospechoso
   g. Descripción del vehículo y la dirección en que viajaba
2. Notifique a los padres del niño desaparecido y avíseles de la situación y las medidas tomadas
3. Tenga disponible la información y una foto del niño, si es posible, para la policía
4. Reporte el incidente al Departamento de Salud Pública de Connecticut (1-800-282-6063) y al Departamento de los Niños y las Familias (1-800-842-2288)
CHILD ABUSE
Licensed providers are mandated by law to report any suspicion that a child is being abused, neglected or is at risk.

1. Call the Department of Children and Families (DCF) (open 24 hours a day) at 1-800-842-2288 or your law enforcement agency within 12 hours of suspecting that a child has been abused, neglected or placed at imminent risk or serious harm.
2. You may ask for your name to be kept confidential.
3. You may be asked for the following information when reporting:
   a. Name of the child
   b. Age and birth date of child
   c. Address of the child
   d. Phone number of the child
   e. Name of parents or guardians
   f. Address of parents or guardians
   g. Phone number of parents or guardians
   h. Information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
   i. Exact description of what the reporter has observed
   j. Time and date of incident
   k. Information about previous injuries, if any
   l. Circumstances under which reporter learned of abuse
   m. Name of any person suspected of causing injury
   n. Any information reporter believes would be helpful
   o. Any action taken to help or treat the child
4. Within 24 hours of making a verbal report, submit a written report (DCF-136) to DCF
5. Document all phone calls to DCF and keep a copy of all DCF-136 forms
ABUSO DE MENORES
La ley le da instrucciones al personal de las guarderías autorizadas de informar acerca de cualquier sospecha de que un niño haya sufrido el abuso, la negligencia o que esté en peligro.
1. Llame al Departamento de los Niños y las Familias (DCF, por sus siglas en inglés) (abierto las 24 horas del día) al 1-800-842-2288 o a su departamento de policía dentro de 12 horas de la sospecha de que un niño haya sufrido el abuso, la negligencia o haya sido puesto en peligro inminente o a riesgo de daño serio.
2. Puede pedir que su identidad se mantenga reservada.
3. Al informar, pueden pedirle la siguiente información:
   a. Nombre y apellido del niño
   b. Edad y fecha de nacimiento del niño
   c. Dirección del niño
   d. Número telefónico del niño
   e. Nombres y apellidos de los padres o los tutores
   f. Dirección de los padres o los tutores
   g. Número telefónico de los padres o los tutores
   h. Información como: indicadores físicos o de comportamiento, la naturaleza y el alcance de la lesión, el maltrato o la negligencia
   i. Descripción exacta de lo que ha observado el informante
   j. Hora y fecha del incidente
   k. Información sobre lesiones previas, si existen
   l. Circunstancias en que el informante supo del abuso
   m. El nombre y apellido de cualquier persona sospechosa de haber causado la lesión
   n. Cualquier información que el informante considere útil
   o. Cualquier acción tomada para ayudar o atender al niño
4. Dentro de 24 horas de hacer un informe verbal, entregue un informe por escrito (DCF-136) al DCF (Departamento de los Niños y las Familias)
5. Documente todas las llamadas telefónicas al DCF y guarde una copia de todas las formas DCF-136
Nuclear Power Plant Emergency Preparedness for Child Care Providers in the Millstone Emergency Planning Zone (EPZ)

The 10-mile Millstone EPZ consists of the following towns: East Lyme, Fishers Island, Groton City, Groton Town, New London, Old Lyme and Waterford and portions of Ledyard, Lyme and Montville. Child care providers in the EPZ need to consider what to do with children in their care in the event of an emergency at Millstone. You are encouraged to contact your local Emergency Management Director in advance for assistance to incorporate these considerations into your emergency plan.

Child care providers will be notified of an emergency at Millstone by the State Department of Public Health.

If there is a problem at Millstone requiring people to take action, public safety officials would sound sirens. These sirens are located throughout the EPZ. Sirens signal people to turn on their radio or TV for an Emergency Alert System (EAS) message. Instructions may be to:

- **Just remain alert and ready** to respond (your area may not be directly affected by the emergency).
- **Stay indoors and take shelter** (see Natural Disasters & Shelter in Place).
- **Evacuate** (see Hazardous Materials and Evacuation) to Host Communities (see box).

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**EPZ Towns**

<table>
<thead>
<tr>
<th>EPZ Towns</th>
<th>Host Community</th>
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<tr>
<td>East Lyme</td>
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<td>125 Wintergreen Avenue</td>
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<td>Norwich</td>
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<td></td>
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<td>25 Mahan Drive</td>
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**Potassium Iodide (KI)**

Under CGS 19a-131K, child care providers are allowed to administer KI in an emergency if directed by the CT Department of Public Health. KI might be recommended in addition to taking shelter or evacuation during a Millstone event. Child care providers who do not have an adequate supply of KI or have any questions on KI should contact 1-800-397-8876.

For more detailed information on emergency preparedness for Millstone communities please refer to the “Safety Planning Information for Neighbors of Millstone Station” brochure that is mailed every year. If you did not receive a copy of this brochure in the mail please call 1-800-397-8876 or go to the Department of Emergency Management and Homeland Security website www.ct.gov/demhs.
Preparación de Personal de Guarderías para Emergencias de la Central Nuclear en la Zona de Planeación para Emergencias (EPZ) de Millstone

La EPZ de Millstone de 10 millas consiste de las siguientes poblaciones: East Lyme, Fishers Island, Groton City, Groton Town, New London, Old Lyme y Waterford y partes de Ledyard, Lyme y Montville. El personal de las guarderías en la EPZ necesita tomar en consideración qué hacer con los niños bajo su responsabilidad en el caso de una emergencia en Millstone. Se recomienda que usted contacte con anticipación a su Director de Dirección de Emergencias local para ayuda con la incorporación de estas consideraciones en su plan de emergencia.

El Departamento de Salud Pública del Estado notificará al personal de las guarderías en caso de una emergencia en Millstone.

De existir un problema en Millstone que requiera que la gente tome medidas, los oficiales de salud pública harían sonar las sirenas. Estas sirenas están ubicadas por toda la EPZ. Las sirenas indican que la gente debe encender su radio o televisión para un mensaje del Sistema de Advertencia de Emergencia (EAS). Las instrucciones pueden incluir:

- **Sólo mantenerse atento y listo** para responder (es posible que la emergencia no afecte su área directamente).
- **Mantenerse en el interior del edificio y protegerse** (véase Desastres Naturales y Protección en el Lugar).
- **Evacuar** (véase Materiales Peligrosos y Evacuación) a un lugar anfitrión.

Yoduro de Potasio (KI)

De acuerdo con CGS 19a-131K, se permite que el personal de las guarderías administre KI en una emergencia si el Departamento de Salud Pública de CT así lo determina. En el caso de un evento en Millstone, es posible que se recomiende KI, además de protegerse o evacuarse. El personal de las guarderías que no tenga un suministro adecuado de KI o que tenga preguntas acerca de KI debería llamar al 1-800-397-8876.

Para información más detallada acerca de la preparación para emergencias en Millstone, favor de consultar “Información de planeación para emergencias para los vecinos de la Estación de Millstone”, que es un folleto que se envía por correo todos los años. Si usted no recibió por correo su ejemplar de este folleto, favor de llamar al 1-800-397-8876 o ir al sitio Web del Departamento de Dirección de Emergencias y Seguridad de la Patria: [www.ct.gov/demhs](http://www.ct.gov/demhs).
MILLSTONE EMERGENCY PLANNING ZONE
EVACUATION ROUTES TO HOST COMMUNITIES

- **Waterford to East Hartford**
  RT 85 North to RT 82 West to RT 11 North to RT 2 West to Exit 5A (Main St.). Right at light onto Brewer St. to intersection with Forbes St. Left onto Forbes St. to East Hartford High School.
  —OR
  I-95 South to RT 9 North to I-91 North to Exit 25, cross over Putnam Bridge to RT 2 West to Exit 5A (Main St.). Right at light onto Brewer St. to intersection with Forbes St. Left onto Forbes St. to East Hartford High School.

- **Montville to East Hartford**
  RT 85 North to RT 82 West to RT 11 North to RT 2 West to Exit 5A (Main St.). Right at light onto Brewer St. to intersection with Forbes St. Left onto Forbes St. to East Hartford High School.
  —OR
  I-395 North to RT 2 West to Exit 5A (Main St.). Right at light onto Brewer St. to intersection with Forbes St. Left onto Forbes St. to East Hartford High School.

- **New London to Windham**
  RT 32 North to Frog Bridge, RT 66. Right over bridge, stay straight on Jackson St. to left on Valley St. Turn right onto High St. up hill to Windham High School.

- **Groton City & Groton Town to Norwich**
  RT 12 North to RT 2A West to I-395 North to Exit 81 East (RT 2E) to RT 169 North (Harland Rd.). Right on Ox Hill Rd. to Three Rivers CC and Kelly Middle School.
  —OR
  RT 349 North (CB Sharp Hwy) to I-95 North to RT 117 North to RT 2 West to RT 169 North (Harland Rd.). Right on Ox Hill Rd. Take next right onto Mahan Dr. to Three Rivers CC and Kelly Middle School.
  —OR
  RT 184 East to RT 201 North to RT 2 West to RT 169 North (Harland Rd.). Right onto Mahan Dr. to Three Rivers CC and Kelly Middle School.

- **East Lyme, Lyme & Old Lyme to New Haven**
  I-95 South to Exit 45 to RT 10 North to Southern Connecticut State University Field House.

- **Ledyard to UCONN**
  RT 12 North to RT 2A West to I-395 North to Exit 89. Take RT 14 West to 203 North to RT 14 West to RT 195 North to UCONN Field House.

- **Fishers Island to Windham**
  To New London or Stonington Harbor, State provided bus transportation to Windham High School.

LOCAL EMERGENCY MANAGEMENT OFFICE

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>East Lyme</td>
<td>(860) 739-4434</td>
</tr>
<tr>
<td>Groton City</td>
<td>(860) 445-2451</td>
</tr>
<tr>
<td>Montville</td>
<td>(860) 848-1417</td>
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<tr>
<td>Old Lyme</td>
<td>(860) 434-1605 X212</td>
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<tr>
<td>Waterford</td>
<td>(860) 442-9585</td>
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<tr>
<td>Fishers Island</td>
<td>(631) 765-2600</td>
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<td>Groton Town</td>
<td>(860) 445-2000</td>
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<td>Lyme</td>
<td>(860) 434-7733</td>
</tr>
<tr>
<td>New London</td>
<td>(860) 442-4444</td>
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RUTAS DE EVACUACIÓN DE ZONA DE PLANEACIÓN PARA EMERGENCIA DE MILLSTONE A COMUNIDADES ANFITRIONAS

De Waterford a East Hartford
RT. 85 Norte a RT. 82 Oeste a RT. 11 Norte a RT. 2 Oeste hasta la Salida 5A (Main St.). A la derecha en el semáforo de Brewer St. y continuando hasta East Hartford High School.
— O
I-95 sur a RT. 9 Norte a la Salida 25, cruzar el puente Putnam a RT. 2 Oeste hasta la Salida 5A (Main St.). A la derecha en el semáforo de Brewer St. y continuando hasta East Hartford High School.

De Montville a East Hartford
RT. 85 Norte a RT. 82 Oeste a RT. 11 Norte a RT. 2 Oeste hasta la Salida 5A (Main St.). A la derecha en el semáforo de Brewer St. y continuando hasta East Hartford High School.

De New London a Windham
RT. 32 a Frog Bridge, RT. 66. Dar vuelta a la derecha, cruzar el puente, continuar sobre Jackson St. a la izquierda en Valley St. Dar vuelta a la derecha en High St. y sube hasta Windham High School.

De Groton City y Groton Town a Norwich
RT. 12 Norte a RT. 2A Oeste a RT. 169 Norte (Harland Rd.). A la derecha en Ox Hill Rd. hasta Three Rivers CC y Kelly Middle School.
— O
RT. 349 Norte (CB Sharp Hwy) a I-95 N a RT. 117 Norte a RT. 2 Oeste a RT. 169 Norte (Harland Rd.). A la derecha en Ox Hill Rd. Dar vuelta a la derecha en la siguiente calle, Mahan Dr., y continuar hasta Three Rivers CC y Kelly Middle School.
— O
RT. 184 Este a R. 201 Norte a RT. 2 Oeste a RT. 169 Norte (Harland Rd.). A la derecha en Mahan Dr. hasta Three Rivers CC y Kelly Middle School.

De East Lyme, Lyme y Old Lyme a New Haven
I-95 Sur hasta la Salida 45 a RT. 10 Norte hasta Southern Connecticut State University Field House

De Ledyard a UCONN:
RT. 12 Norte a RT. 2A Oeste a I-395 Norte hasta la Salida 89. Tomar RT. 14 Oeste a RT. 195 Norte hasta UCONN Field House.

De Fishers Island a Windham
A New London o Stoningham Harbor, transporte en autobús proporcionado por el Estadio a Windham High School.

EPZ de Montville Todas las áreas al sur de Grassy Hill Rd., Chesterfield Rd., RT. 163 y Depot Rd. hasta los límites de los poblados de Waterford y East Lyme, incluyendo las áreas entre Glendale Rd. y Chapel Hill Rd. en Oakdale Heights.

EPZ de Lyme Todas las áreas al este de RT. 156 y al sur de Beaver Brook Rd.

EPZ de Ledyard Todas las áreas al sur de Hurlbutt Rd., Whalehead Rd. y Sandy Hollow Rd. hasta RT. 117.

OFICINA DE DIRECCIÓN DE EMERGENCIAS LOCAL

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<tr>
<th>East Lyme (860) 739-4434</th>
<th>Fishers Island (631) 765-2600</th>
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<tr>
<td>Groton City (860) 445-2451</td>
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