

# **Umatilla-Morrow Head Start, Inc.**



# **Emergency Preparedness Manual**

# SECURED ROOM

## Background

**WHAT:** **Secured Room** protects staff and children from a threat inside the building when it may be more dangerous to leave the building by directed evacuation than to stay in a secured room.

**WHEN:** **Secured Room** is used when:

- It is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered.
- There is no possibility of uncontrolled fire or explosion.

**EXAMPLE:** An armed intruder is in the building.

### **A LOCK DOWN**

Is a building-wide secured room called by the administrative authority.

Remain in your secured room until notified that the lock down has ended.

# SECURED ROOM

## Teacher or Supervising Adult

- 1) Lock classroom doors and windows and close blinds immediately.
- 2) Keep children away from doors and windows.
- 3) Maintain a calm environment by remaining calm yourself and reassuring children everything possible is being done to return the situation to normal.
- 4) If gunshot or an explosion is heard, get everyone on the floor.
- 5) Contact the office immediately if you have an emergency in your room.
- 6) Remain in secured classroom until further notice.

Keep children out  
of sight from  
anyone outside  
the room.

**SECURED ROOM DRILL DATES: PRACTICED MONTHLY**

**Teacher or Supervising Adult:** \_\_\_\_\_

Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			April		
May			June			July		

# DIRECTED EVACUATION

## Background

**WHAT:** **Directed Evacuation** is used to get children and staff out of the building by a route previously designed to avoid contact with a potential threat, such as a suspicious package in the hall or a bomb threat.

**WHEN:** **Directed Evacuation** is used when the location of a potential threat is known, allowing:

- An evacuation route **away** from the threat.
- A gathering point outside the building that is as far as possible from the threat.

**EXAMPLE:** A hazardous spill has contaminated one part of the building.

# DIRECTED EVACUATION

## Teacher or Supervising Adult

- 1) Leave building immediately, in a calm, orderly manner, using only the exit and directions given.
- 2) Get (and remain) at least 300 feet from the building.
- 3) Stay with children keeping them in a group.
- 4) Account for all the children and remain on the same side of the building to which you were evacuated.
- 5) Wait to be contacted. Do not return to or move to another side of the building unless told to do so.
- 6) Refer all media who want to speak with you to the Main Office (541) 564-6878

Take your emergency notification forms for each child, attendance sheet and this emergency manual.

The transportation manager will arrange transportation if weather is a problem.

# DANGEROUS PERSON ON CAMPUS

**WHAT:** A dangerous person could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized visitor. To reduce the possibility of dangerous persons on campus:

- Direct all strangers or visitors who are not wearing the required Visitor's Badge to the office for registration. (if applicable)
- Notify the office immediately of suspicious persons or behavior.
- Report suspected or actual weapons or serious altercations to the Main Office immediately (541) 564-6878.

## SECURED ROOM PLAN

Staff Responsibilities	AM Classroom	PM Classroom
Lock Doors and Windows		
Close Blinds		
Bring Attendance account for all Children		
Call 911 or Local Emergency Number		
Call Operations Director/Central Office:		
Call Parents/Emergency Contacts:		

**SECURED ROOM PLAN:** (Describe secured procedures including route to primary and alternate meeting locations): \_\_\_\_\_

Primary Meeting Location:

Alternate Meeting Location:

# DANGEROUS PERSON ON CAMPUS

## Teacher or Supervising Adult

- 1) Report immediately to designated safe areas.
- 2) Notify office immediately of dangerous or suspected dangerous persons. If a dangerous or suspected dangerous person enters your classroom, the teacher would ask the teacher assistant/classroom helper, parent, etc. if they would go to the office and get the yellow file. This would alert the office or other staff in the building that there is a problem and police may need to be notified.
- 3) If a dangerous person is not in your room, stay in room, lock door, close blinds and have children stay away from doors and windows.
- 4) Stay with the children keeping them together and quiet.
- 5) Account for all children and remain in the area.
- 6) Remain in secured classroom until further notice.

When outside the building, go immediately to the closest safe cover. In the event of a sniper, do not lie down in open areas. Run to the closest safe cover.

## Administrative and Support Staff:

- 1) Issue appropriate emergency procedure.
- 2) Call 911, and the Main Office at (541) 564-6878.
- 3) Consider locking all outside doors.
- 4) Provide police with a floor plan and follow their instructions for moving children.
- 5) Refer all media inquiries to the Main Office (541) 564-6878.

The Main Office will contact any other support required.

# INJURY REPORT POLICY

## What to do if you are injured on-the-job

If you are injured on the job or suffer a disease caused by your job, you have an obligation to immediately report the injury or illness to your immediate supervisor. Any injury that REASONABLY could need medical attention, now or in the future, should be reported even if you choose not to seek medical attention at the time of the injury.

You have the right to seek medical attention from the doctor of your choice, and you have the right to file a claim for compensation.

If you are injured on the job, you should follow these steps:

- 1) Report the injury/illness to your supervisor and to the Human Resources Director in the Hermiston administrative office by the end of the work day.
- 2) Complete an Incident Report Form as soon as possible and submit it to your supervisor within 4 hours of the injury/incident.
- 3) If the injury could potentially need medical attention, you must follow these steps:
  - a. Assist your supervisor in completing an Employer's Report of Injury (SAIF Form 801). The Human Resources Director **MUST** submit this form to SAIF within 2 days of the injury/incident.
  - b. Notify your supervisor **AND** the Human Resources Director within 24 hours of your decision to seek medical attention.
  - c. See the doctor of your choice to have the injury/illness evaluated and/or treated. Have the doctor complete a Doctor's Report/Work Release Form and return the form to the Human Resources Director immediately after the examination.
  - d. Ask your doctor to complete the Physician's Initial Report of Injury (SAIF Form 827) as soon as possible.



# **Serious Injury or Medical Condition**

## **Teacher or Supervising Adult**

- 1) Notify Main Office immediately at (541)564-6878.
- 2) Issue appropriate emergency procedure to ensure that children are not unnecessarily exposed to trauma (e.g., **Room Clear** if in the classroom).
- 3) Remain calm and reassure children that all possible actions are being taken to care for the injured or ill person and to protect others.
- 4) Account for all children and remain with them until contacted.

## **Administrative and Support Staff:**

- 1) Call 911, and the Main Office (541) 564-6878,
- 2) Call family members of the injured child or staff member.
- 3) Ensure that children have adult supervision.
- 4) Refer all media inquiries to the Main Office (541) 564-6878.

# FIRE OR EXPLOSION

BUILDING EVACUATION & FIRE ESCAPE PLAN								
Staff Evacuation Responsibilities			AM Classroom			PM Classroom		
Check Rooms and Remove Children:								
Bring Class Roster/Take Attendance:								
Close Windows & Doors:								
Turn Off Lights/Electricity:								
Call 911 or Local Emergency Number:								
Call Operations Director/Central Office:								
Call Parents/Emergency Contacts:								
<b>BUILDING EVACUATION PLAN:</b> (Describe building evacuation procedures including route to primary and alternate meeting locations for parents to pick-up their children). _____ _____ _____ _____								
Primary Meeting Location:				Alternate Meeting Location:				
FIRE DRILL DATES: (Practiced Monthly)								
Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			March			April		
May			June			July		

# FIRE OR EXPLOSION

## Fire or Explosion

- 1) If a student or staff member's clothing catches on fire, do not allow him or her to run. Running will fan the fire.
- 2) Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc.) and rolling the person on the ground.
- 3) If fabric is not available roll individual on the ground.
- 4) To escape from a burning building or room, always crawl when smoke is present to avoid asphyxiation.

## **STAFF SHOULD REMEMBER:**

- 1) Stay Calm and Remain with Students.
- 2) If the fire or explosion is in your area, evacuate students and report incident to the main office.
- 3) Take attendance records.
- 4) Always get at least 300 feet from the building when evacuating.
- 5) Account for all children and remain in designated area until contacted.
- 6) Close doors to fire or explosion area as soon as all students and staff are safely out of the area.
- 7) Do not allow reentry to building until authorized by fire/safety officials.

**\* Fire or Explosion \***

# HAZARDOUS MATERIAL INCIDENT

**Procedures:** When hazardous materials contaminate the environment, whether in our classrooms or in the surrounding community, two options are feasible:

<b>Shelter in place:</b> Protect Students and Staff by sealing them off from the contaminant.	<b>Evacuate:</b> Protect students and staff by removing them from building and campus area with waiting transportation
In the event of a hazardous spill or release, you will be contacted by the Fire Department, Police Department or Hermiston or Hawthorne Main Office. Follow their recommendations to shelter in place or evacuate.	

- Time is important when airborne contaminants are involved. All staff should know how to turn off the ventilation system(s). Keep appropriate tools handy.

**Shelter in Place Plan & Location:**  
\_\_\_\_\_

**\*Centers that have Mobile Shelter Units (MSU's) will shelter in place.**

**Evacuation Plan & Location:**  
\_\_\_\_\_

## DRILL DATES: (Practiced Once Every Four Months)

Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			Apr.		
May			Jun.			Jul.		

### Shelter in Place Tips:

- Close all Door and Windows
- Shut Off Ventilation/air conditioning system.
- Cover and seal all openings to outdoors, (vents, windows, etc) with plastic & tape.
- Seal gaps around doors.

## CHEMICAL EMERGENCY/HAZARDOUS MATERIAL INCIDENT

Is your facility located within the geographic area around the Umatilla Chemical Depot where risk of exposure to unauthorized release of chemical and/or biological weapons is considered greatest?     Yes     No  
**UMATILLA CHEMICAL STOCKPILE EMERGENCY PLAN:** (Must include route to Mobile Shelter Unit, nearest School where sheltering in place will occur or location and mode of transportation to Evacuation Meeting Location.) \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Shelter in Place Location: \_\_\_\_\_ Evacuation Meeting Location: \_\_\_\_\_

### DRILL DATES: (Practiced Once Every Four Months)

Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			Apr.		
May			Jun.			Jul.		

## Public Warning System

Emergency management officials will activate five public warning systems in the event of a chemical emergency at the Umatilla Chemical Depot. Three would notify people who were outside, or driving on area highways. Two would notify people who were inside.

- Sirens
- Highway Message Reader Boards
- Highway Advisory Radio
- Tone Alert Radios
- Emergency Alert System (EAS)

# BOMB OR SUSPICIOUS DEVICE

If you notice a bomb or suspicious device you will need to get Children at least 300 ft. away from the source.

**BOMB OR SUSPICIOUS DEVICE PLAN:** (Must include route to Evacuation location inside the building and Evacuation location outside the building.) \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Inside Evacuation Location:

Outside Evacuation Meeting Location:

### DRILL DATES: (Practiced twice a year)

Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			Apr.		
May			Jun.			Jul.		

# **BOMB OR SUSPICIOUS DEVICE**

## **Teacher or Supervising Adult:**

- 1) Do not touch or approach a bomb or suspicious device.
- 2) Notify office immediately.
- 3) Avoid use of two-way radios and cell phones.
- 4) Avoid causing noise and vibrations (e.g., from running and other movement) since they can detonate some devices. Calm orderly Directed Evacuations, Directed Responses and Room Clears are essential.
- 5) Notify the office of the device's location. Be specific (e.g.; in the wastepaper basket to the right of the fire alarm outside room 101).
- 6) Get children at least 300 ft. away from the source.
- 7) Account for all children and remain in designated area until contacted.

## **Administrative and Support Staff:**

- 1) Issue appropriate emergency procedure.
- 2) Call 911, and if applicable for phone use, Main Office (541) 564-6878.
- 3) Send support staff to areas of the building or grounds to notify all students and staff of the potential danger.
- 4) Work with police and fire to determine nature of the device.
- 5) Refer all media inquiries to the Main Office (541) 564-6878.

**The Main  
Office will  
contact any  
other support  
required.**

# BOMB THREAT

## Bomb Threat Checklist

- 1) Write down the time of the call.
- 2) Write down the time the call was terminated.
- 3) Write down exact words of the caller if possible.

**Use this checklist page to record information if a notepad is not available.**

## Questions to Ask

- 1) What time is the bomb set to explode?
- 2) Where is the bomb located? Floor? Area?
- 3) Is it in the open? Concealed? Disguised?
- 4) What kind of a bomb is it?
- 5) What does it look like?
- 6) Why was it placed in the school?
- 7) How did it get in the school?

## Description of Caller

- 1) Is the caller
  - Male or Female?
  - Calm?
  - Frightened?
  - Young?
  - Middle-aged?
  - Old?
- 2) Does the caller speak with an accent? What type?
- 3) Does the caller use slang expressions? If so, what are they?
- 4) Does the caller sound educated?
- 5) Is there background noise? What does it sound like?
- 6) Note any other clues.



# BOMB THREAT

## Recipient of the Threat

- 1) Try to engage the caller or person making the bomb threat to get possible clues about the bomb's location and characteristics of the person making the threat (age, sex, mental state, etc.)
- 2) Contact the office immediately.
- 3) Remain calm and try to get answers to the "Bomb Threat Checklist" above.
- 4) Tell the caller to contact 911 to report the bomb. This may allow a trace.

## Teacher or Supervising Adult

- 1) Follow instructions for appropriate emergency procedure.
- 2) Keep noise and vibrations to a minimum.
- 3) Leave everything unchanged in the room (lights, doors, etc.).

## Administrative and Support Staff

- 1) Issue appropriate emergency procedure if threat appears to be serious.
- 2) Call 911 and the Main Office (541) 564-6878.
- 3) Work with police and fire officials to determine the seriousness of the threat.
- 4) Refer all media inquires to the Main Office (541) 564-6878.

The Main Office will contact any other support required.

## Possible Administrative Actions

### Consider:

- Having children remain in classrooms while a reasonable search is made.
- Clearing children from the building until all or part of the building can be searched.
- Sending children home if an explosive device is found or a more thorough search is necessary.

# EARTHQUAKES

- Earthquakes strike without warning, so you must be prepared to begin appropriate protective action immediately.
- Since structural damage caused by the earthquake may mean that communications systems will stop working, be prepared to take actions (such as evacuating the building after the ground stops moving) without instructions from authorized personnel.

## **WHEN INDOORS**

- If you feel the signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves):
- Tell children to take cover immediately under tables or heavy furniture.
- Turn away from the windows. Stay away from windows and swaying objects.
- If heavy furniture is not available stand in interior doorways or narrow halls.
- Remain calm; give instructions in a firm, calm voice.
- When earthquake is over, evacuate the building as quickly as possible in a calm orderly fashion.
- Go to designated area.
- Account for all students and remain there until authorized personnel have declared it safe.

## **WHEN OUTDOORS**

- Move away from the building if you see or feel any signs of an earthquake.
- Go to a clear, open space if possible.
- Avoid Utility poles, trees and overhead wires.
- Remain Calm; give instructions in a firm, calm voice.
- Account for all children. Remain outside the building until authorized to re-enter.

# EARTHQUAKES

**EARTHQUAKE EMERGENCY PLAN:** (Must Include "Duck, Cover and Hold" practice with children and staff, and must include Staff Responsibilities and route to primary and alternate meeting location(s) if different than Building Evacuation Plan.) \_\_\_\_\_

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**Primary Meeting Location:**

**Alternate Meeting Location:**

### EARTHQUAKE DRILL DATES: (Practiced Once Every Four Months)

Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			Apr.		
May			Jun.			Jul.		

Staff Earthquake Responsibilities	AM Classroom	PM Classroom
Check Rooms and Remove Children:		
Bring Class Roster/Take Attendance:		
Close Windows & Doors:		
Turn Off Lights/Electricity:		
Call 911 or Local Emergency Number:		
Call Operations Dir./Central Office:		
Call Parents/Emergency Contacts:		

# FLOODING EMERGENCY

## The National Weather Service will use specific words to alert you

- A "**FLASH FLOOD WATCH**" means there may be flooding. Stay alert. Watch for thunderstorms. Keep an eye on rivers and streams. If they rise don't wait, get to high ground **FAST!**
- A "**FLASH FLOOD WARNING**" means there is flooding. Go to a safe area on high ground!

## What to do in case of a flash flood

- In town, keep away from storm drains and streams.
- In the suburbs and rural areas, don't let children play in irrigation ditches, dry stream beds or other waterways.
- Shallow water can get deep and dangerous fast.
- If you are camping, whenever it rains and whenever there is thunder and lightning, keep a battery-powered radio tuned to the news.
- If you learn a flood is coming or even suspect one is on the way, **ACT FAST**. Move to high ground immediately.
- Know where there is high ground and how to get there. Make plans. Be ready to go. Seconds count! When authorities tell you to leave, don't wait, **GO!**
- If you are in a car, watch for flooding at bridges and dips in the road.
- At night you can't see the dangers of flooding. Don't drive through running water.

# FLOODING EMERGENCY

<b>FLOODING EMERGENCY PLAN:</b> (Must include Staff Responsibilities and route to primary and alternate meeting location(s) if different than Building Evacuation Plan.) _____ _____ _____ _____ _____								
Primary Meeting Location:				Alternative Meeting Location:				
<b>FLOODING DRILL DATES: (Practiced Once Every Four Months)</b>								
Date	Time	Duration	Date	Time	Duration	Date	Time	Duration
Aug.			Sept.			Oct.		
Nov.			Dec.			Jan.		
Feb.			Mar.			Apr.		
May			Jun.			Jul.		
<b>Staff Flooding Responsibilities</b>			<b>AM Classroom</b>			<b>PM Classroom</b>		
Check Rooms and Remove Children:								
Bring Class Roster/Take Attendance:								
Close Windows & Doors:								
Turn Off Lights/Electricity:								
Call 911 or Local Emergency Number:								
Call Operations Dir./Central Office:								
Call Parents/Emergency Contacts:								

# SEVERE WEATHER CONDITIONS EMERGENCY CLOSURE PROCEDURES

As we head into the inclement weather season, it may occasionally be necessary to cancel school sessions. If bad weather requires us to do so, we will announce this on the radio as soon as possible. We try to make the decision by 5:30 a.m. so that we can contact the radio stations and, in turn, they can get the school closure information on the 6:00 a.m. news broadcast. Please carefully listen to your radios on days you suspect may be difficult due to weather.

If you do not hear school closure information on the radio, assume that school is open and in session.

We contact the following radio stations, so please turn to the station below that is in your area to find out about school closures:

- KOHU AM Station 1360--Hermiston-Umatilla-Irrigon-Stanfield-Boardman
- KUMA AM Station 1290--Pendleton-Milton-Freewater
- KWHT FM Station 103.5--Pendleton-Milton-Freewater
- KTIK AM Station 1240--Pendleton
- KJDY AM Station 1400--John Day

If the public school is closed due to heating failures or any thing related to their building and our school is not located in that building we will have school.

If you have other questions about emergency school closures, please call your local Head Start center. However, please know that phone lines on bad weather days are sometimes jammed with several phone calls, so it is always more effective to listen to your radio for instructions.

You should also be aware that in closing schools, the State Police, City Police, the Highway Department and the Bus Company are contacted before a decision is reached. This is all done between 5:00 and 6:00 a.m. in the morning.

# SEVERE WEATHER CONDITIONS

## Administrative and Support Staff

- The Main Office or a designee will notify you if it is unsafe for children:
  - a. To remain in school until the normal dismissal time.
  - b. To go home at the usual dismissal time.
- If early dismissal is involved, the Transportation Manager will begin a special pickup program.
- If there is an early dismissal, parents will be contacted.
- Keep staff up to date on weather conditions and transportation arrangements.

If staff identify a weather problem that may require early dismissal, he or she must consult with the Main Office (541) 564-6878.

## Considerations for Early Dismissal

- 1) Determine that the method each child will use to get home is safe and reliable (school bus, pick up by parent).
- 2) If students are being picked up by parents, keep them with you until the parent arrives.
- 3) Account for all children, keeping a record of how and when they left school.

## Considerations When Students Must Remain in School

- 1) Begin making arrangements for any special requirements, such as serving meals, or snacks, providing sleeping arrangements or planning recreational activities.
- 2) Direct staff and children to a safe place in the building if necessary.
- 3) During severe wind storms the safest places to be are interior halls, lower floors and basements.
- 4) During windstorms avoid gymnasiums, auditoriums, proximity to windows and areas exposed to the windward force of the storm.

# SCHOOL BUS EMERGENCY

## HEAD START EMERGENCY PROCEDURE

Each emergency will be unique and the order of the steps below may change accordingly. Drivers must decide

1) What to do 2) How to do it and 3) When to do it.

1. In case of an accident with children onboard: driver must remain with the children at all times.

**REMAIN CALM** - Your response affects child's ability to cooperate. All incidents should be handled quietly and calmly, a panicked child is likely to create problems for treatment and may cause further trauma. Take the time to think about what to do first.

2. Stop and secure vehicle; set emergency brake, turn off ignition, remove seat belt, remove keys.
3. Determine if evacuation is necessary. Is it safer in the vehicle or elsewhere?
4. If evacuation necessary: Evacuate out doors away from traffic to safe spot. Keep all children together and account for all. Check for injuries. Apply First Aid if needed. Do NOT move severely injured or ill child except in a life threatening environment. Do NOT release children to anyone other than approved guardians.
5. Volunteer or other staff member should call appropriate number listed below and/or elicit emergency services (if nearby) for instructions on how to safely intervene.
6. Be ready to provide all information requested about children and incident. Provide intervention as instructed.

Call Main Office **564-6878** if emergency assistance is not required right away.

Call **911** for situations requiring Emergency Services – Ambulance, Fire, and Police

**If any child has life-threatening conditions, call 911 or the local emergency services telephone number immediately and continue to provide care.**

Call **1-800-452-7165 Poison Control** for suspected contact with a poisonous substance.

Call local hospital emergency room if uncertain situation calls for emergency intervention.

CITY \_\_\_\_\_ HOSPITAL & PHONE # \_\_\_\_\_



# SCHOOL BUS EMERGENCY

- 1) Protect the scene. Complete seating chart if necessary. Do not allow vehicles to be moved if possible. Use emergency flashers and reflective triangles. Watch for smokers around fuel spills, etc. Get names of witnesses, insurance information, etc. Do not volunteer information to anyone other than authorities. Don't admit fault and refer news reporters to Main Office.
- 2) Obtain "Parent Release Form" and "Emergency Notification Form" from emergency notebook to be taken with child into emergency room. **The Bus Monitor or other staff member will accompany child to emergency room.**
- 3) Call Classroom – Teacher/Child and Family Advocate or a designated alternate
- 4) staff member will call parent/guardian or alternate contact person, if parent/guardian is unreachable. Staff member will briefly explain situation and ask that child be met at the emergency room. For a nonemergent situations, bus drivers will transport child in the bus to the Emergency Room for treatment only if it is determined by a health care professional that emergency transport is unnecessary and parent/guardian is unreachable.
- 5) **REPORT** incident to Health Services Manager and Human Resources Director at **564-6878**. If medical intervention is required or anticipated, Human Resources Director must be notified. Incident Reports: Complete before end of regular duty shift. White copy goes in the child's file, yellow copy goes to parents and pink copy to the Human Resources Director for review.  
  
Accident reports: DMV requires Accident reports to be completed and turned in to the DMV if there are any injuries, damage is greater than \$1500 to any vehicle, or if any vehicle is towed from the scene.

# Spilled Body Fluids

**PURPOSE:** TO PREVENT THE TRANSMISSION OF DISEASES THAT SPREAD THROUGH CONTACT WITH BLOOD AND CERTAIN OTHER BODY FLUIDS.

**POLICY:** Staff members will use Blood/Body Fluid Cleanup Kits to clean blood and blood-contaminated fluid spills within the center and on field trips.

Each Blood/Body Fluid Cleanup Kit will contain the following items:

**Disposable gloves:** To be worn by staff member when handling body fluids to which universal precautions apply.

**Disposable diaper:** To use for absorbing body fluid spill.

**Gauze pads:** To use for covering wounds.

**Sanitizing solution:** To sanitize environmental surfaces contaminated with blood/body fluid spill.

**Antiseptic wipes:** To use for washing staff member's hands after disposal of contaminated materials, if soap and water are not readily available. Hands should be washed with running water and soap as soon as possible.

# SPILLED BODY FLUIDS

## PROCEDURES:

Staff members will use disposable gloves and blood/body fluid cleanup kits when handling body fluid to which universal precaution apply.

Staff members should also use disposable gloves when cleaning up feces and wash their hands with soap and warm running water after removing the gloves. If a child with diarrhea (abnormally loose, watery stool), soils themselves at school, the soiled clothing will be placed in plastic garbage bag and sent with the child's parent/guardian when they come to pick the child up. Clothing soiled with diarrhea should not be sent home on the bus.

Staff members should avoid direct exposure of his /her mouth, eyes, or other mucous membrane areas to blood or other body fluids from other persons. If such exposure occurs, the affected region should be washed thoroughly with water.

Hands and other skin surfaces should be washed immediately and thoroughly with soap and water if they come into contact with blood or other body fluids to which universal precautions apply.

Persons with cuts, scratches, or other lesions on the hands or other exposed areas, should wear covering bandages and/or gloves to prevent blood/body fluid contamination of their surroundings, of themselves, or of another person.

An incident in which a staff person's mucous membranes or broken skin comes into contact with another person's blood, or other body fluids to which universal precautions apply, should be reported immediately to the staff person's supervisor and the Health Services Manager.

### WHAT:

**All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses.**

# HAZARDS & EMERGENCY SITUATIONS AT LICENSED FACILITIES

## PROTECTION FROM HAZARDS

- 1) Always use safety glass and mark at child's eye level with a decal, etc.
- 2) Place protective caps over electrical outlets.
- 3) Stairways with more than two steps require handrails.
- 4) Movable barriers at top and bottom of stairways/infants & toddlers.
- 5) Adequate lighting to include covers or shields on lights.
- 6) Floors to be free from splinters and sliding rugs.
- 7) Poisonous materials shall be labeled, secured by a child proof lock or latch and not stored near food items or equipment.
- 8) No lead-based paint
- 9) Possession and/or storage of firearms or ammunition is prohibited.
- 10) Telephone service must be available in the center.

## Preparation for Emergencies

- 1) A portable emergency light source needs to be available.
- 2) Center must have a system in place allowing parents contact with facility at all times.
- 3) Numbers posted by the phone for: emergency medical care and poison control (portable phones must have emergency numbers on them) ***Poison Control 1-800-222-1222 and 911***
- 4) Room temperature shall be ***at least 68 degrees*** and not so warm to be dangerous or unhealthy.

The centers water supply shall be continuous in quantity and not to exceed 110 degrees. *If running water source is unavailable for more than two hours, the site will close and parents will be contacted to pick up their children. The child care director will be notified immediately.*

*Child Care Division Certification Specialist will be notified by the Child Care Director any time the center is closed during normal hours of operation.*

## **HAZARDS & EMERGENCY SITUATIONS AT LICENSED FACILITIES**

<b>WHAT:</b>	Each licensed center must have a written plan in place to protect staff and children from hazards or emergencies.
<b>WHEN:</b>	At all times the center is in operation or staff, parents and children may be present.
<b>EXAMPLE:</b>	A plan for handling emergencies, including, but not limited to fire, acute illness of a child or staff, floods, earthquakes, and evacuations of the facility

**Emergency Contact: On-Site Director or**

**Main Office/Child Care Director at: 541-564-6878**



## Missing and/or Runaway Children

What: To ensure that all children are present, safe and accounted for, center teams must develop a plan for addressing possible emergency situations.

- the child is out of sight (hiding) within the classroom/building environment
- the child is out of sight (hiding) within the outdoor area of the facility (playground area or yard)
- the child is threatening to or has run away (leave the facility property)

**Include in the plan a coded message** that all staff know which signals an emergency (in a calm manner) and initiates the action plan. Below are guidelines to include within individualized center plans:

When a child is not in plain sight (but may still be present (hiding), the signal is given and the following steps are followed:

- 1) A team member is identified to help cover the class while the Teacher/CFA begins a search
- 2) When a team member is not available on site, contact a member of management (Ed Manager, Operations Director and/or Education/Disabilities Director) of the situation.
- 3) The Teacher/CFA will begin looking within the classroom and out on playground area, specifically in spaces and locations which are out of direct site (closets, cupboards, restrooms, offices, behind buildings or around corners, etc)
- 4) After an initial canvas of the area, if the child is not found, the Teacher/CFA will return to the classroom, contact the parents/guardians and the local police
- 5) The Teacher/CFA or other designated staff person will continue to canvas the area until the police/parents arrive and the child is found.
- 6) Once the child is safe, communicate with child and parent to help determine any possible concerns (fears, abuse, trauma, depression, etc.) that might have lead to the child to hide or runaway. Refer to appropriate component staff or community services for assistance for the child and family where appropriate.

If a student threatens, or begins to run away, try to persuade him or her to stay.

- 1) Point out the possible consequences of running away.
- 2) Contact team member, if possible, to alert Management (Ed Manager, Operations Director and/or Education/Disabilities Director) of the situation.
- 3) Make every effort to keep a runaway child in view. Follow if necessary, but do not chase.
- 4) If the student leaves school grounds, contact Management immediately and report the problem.
- 5) After an initial canvas of the area, if the child is not found, the Teacher/CFA will return to the classroom, contact the parents/guardians and the local police
- 6) Note the direction the child was last seen headed.
- 7) Make a note of any comments he or she made that might assist in locating the child.
- 8) Be prepared to describe the child, especially the clothing that they were wearing.
- 9) Once the child is safe, communicate with child and parent to help determine any possible concerns (fears, abuse, trauma, depression, etc.) that might have lead to the child to hide or runaway. Refer to appropriate component staff or community services for assistance for the child and family where appropriate.

*When dealing with a potential runaway child, be sure to conspicuously wear your Head Start identification (especially if you leave school grounds) so that other people don't mistake you for a potential child abductor or molester.*

# EMERGENCY COMMUNICATION WITH PARENTS AND THE MEDIA

## Communicating with the Media

While the Main Office will handle media inquiries, there may be time when speaking with a reporter is necessary or cannot be avoided.

Designate a building spokesperson who can be interviewed by the media. Using the following guidelines will be helpful:

- Provide accurate information. Share only what you know to be true.
- If you do not know the answer, say something like, "I don't know, but I'll find out." Then find out or let someone in the Main Office know.
- If the information is known but you cannot supply it, say so and explain why (e.g., an injured child's parents have not been contacted yet and you do not want to release the name).
- Speak clearly and briefly. Don't change or elaborate your answer. Take time to think about your answer before responding so it is accurate and concise.
- If a reporter asks more than one question at a time, ask which you should answer first. This will help you avoid sounding confused.
- If a reporter asks you a personal question, share only what you feel comfortable sharing. It's OK to say, "I don't feel comfortable talking about that."

### IF CONTACTED WHEN NO ONE IS AVAILABLE TO SPEAK WITH THE MEDIA:

#### If contacted by phone:

I'm sorry; I can't talk to you right now. (or, I'm sorry, the director can't talk to you right now). We're busy making sure students and staff are taken care of. Please call the Main Office at (541) 564-6878. They'll be able to help you. You can also tune to your local radio station for continuous updates.

#### If the Media Come to Your school

I'm sorry; I can't talk to you right now. (or, I'm sorry, the director can't talk to you right now). We're busy making sure students and staff are taken care of. We really can't have any distractions in the building, so I'll have to ask you to wait outside. Someone from the Main Office will be here to help you shortly. You can also tune to your local radio station for continuous updates. Thanks for your understanding.

### Outgoing Phone Script:

Hello, this is (school name). We currently have an emergency and our staff is busy making sure students are safe. We understand that you may have concerns and questions, so please call the Main Office at (541)564-6878 for more information. The number again is (541) 564-6878. Thank you for your understanding.

**Consider recording this message as your alternate message so it can be quickly used during an emergency.**



# EMERGENCY COMMUNICATION

## FOR USE IN EXTREME EMERGENCIES

- 1) General Procedures for All Staff

The Main Office will handle all media and parent communication. All inquiries should be referred to them (541) 564-6878.

- 2) Do not use telephone for outgoing calls.

**This prevents lines needed for emergency communication from being tied up and ensures that information leaving the school is correct and consistent.**

## Administrative and Support Staff

- 1) Contact the Main Office (541) 564-6878 who will handle all media inquiries (press releases, meeting with media at your site).
- 2) Designate one person to communicate with the Main Office. (The Main Office will communicate with Radio Station, which will broadcast updates to the community).

**This person must be available to collect and provide information and updates so the Main Office can provide correct and current information for parents and the media. This includes post-emergency information.**

We contact the following radio stations, so please turn to the station below that is in your area.

- KOHU AM Station 1360 --Hermiston-Umatilla-Irrigon-Stanfield-Boardman
- KUMA AM Station 1290 --Pendleton-Milton-Freewater
- KWHT FM Station 103.5 --Pendleton-Milton-Freewater
- KTIX AM Station 1240 --Pendleton
- KJDY AM Station 1400 --John Day



## CENTER ADDRESSES & TELEPHONE NUMBERS

### ARLINGTON DAY CARE CENTER

1340 East 2<sup>nd</sup> Street  
Arlington, OR 97812  
(541) 454-2206

### HERMISTON MAIN/ADMIN/WIC OFFICES

110 N.E. 4<sup>th</sup> Street  
Hermiston, OR 97838  
(541) 564-6878  
WIC: (541) 667-2545  
Fax: (541) 564-6879

### NORTH CENTRAL ESD

P.O. Box 591  
114 S. Main  
Condon, OR 97823-0591  
(541) 384-3808  
Fax: (541) 384-3809

### BOARDMAN CENTER

240 N.E. Boardman Ave.  
Boardman, OR 97818  
(541) 481-3254  
(541) 481-4200 –CCR&R  
Fax: (541) 481-3255

### HIGHLAND CENTER

420 E. Highland  
Hermiston, OR 97838  
(541) 567-1925  
Fax: (541) 564-8938

### PENDLETON EARLY HEAD START CENTER

Pendleton High School  
1800 N.W. Carden Ave.  
Pendleton, OR 97801  
(541) 276-6605

### ENTERPRISE CENTER

670 N.W. 1<sup>st</sup>  
Enterprise, OR 97828  
(541) 426-4225 (HS phone #)  
Office: (541) 426-4998  
Fax: (541) 426-4135

### IRRIGON CENTER A.C. Houghton School

Rt. 2 Box 37  
330 N.E. 10<sup>th</sup> Street  
Irrigon, OR 97844  
(541) 922-5549  
Fax: (541) 922-3846

### PINE TREE CENTER HS/EHS

477 Pine Tree Ave.  
Umatilla, OR 97882  
(541) 922-3482  
Fax: (541) 922-3483

### FOSSIL CHILD CARE CENTER

505 Main Street  
Fossil, OR 97830  
(541) 763-2024

### JOHN DAY CENTER

116 N.W. Bridge  
John Day, OR 97845  
(541) 575-1429  
Fax: (541) 575-1430

### HEPPNER CENTER

Hepppner Elementary School  
235 E. Stansbury  
P.O. Box 367  
Heppner, OR 97836  
(541) 676-5842  
Fax: (541) 676-5483

### GLADYS CENTER

191 East Gladys Ave.  
Hermiston, OR 97838  
(541) 564-6882  
Fax: (541) 564-6883

### JOHN DAY OFFICE

835 S. Canyon Blvd.  
John Day, OR 97845  
(541) 575-1349  
Fax: (541) 575-2920

### SO. MORROW HOME BASE SOCIALIZATION SITE

Creative Pre-School  
P.O. Box 301  
470 East Main  
lone, OR 97843  
(541) 422-7003

### HAWTHORNE CENTER & WIC

1308 S.W. Emigrant Ave.  
Pendleton, OR 97801  
(541) 966-3354  
Fax: (541) 966-3351

### MILTON-FREEWATER C.D.C.

403 Peabody Street  
P.O. Box 203  
Milton-Freewater, OR 97862  
(Message phone)  
(541)938-0280  
Extension: 1373

### UMATILLA CENTER

1371 3<sup>rd</sup> Street  
Umatilla, OR 97882  
(541) 922-5574  
Fax: (541) 922-3448

### HERMISTON I & II CENTERS

305 S.E. 4<sup>th</sup> Street  
Hermiston, OR 97838  
(541) 567-7630  
Fax: (541) 567-1167

### MILTON-FREEWATER CENTER

84288 East Side Rd.  
Milton-Freewater, OR 97862  
(541) 938-6129  
Fax: (541) 938-2107

### WALLOWA CENTER

P.O. Box 425  
603 Donald Street  
Wallowa, OR 97885  
(541) 886-2061

### HERMISTON C.D.C. CENTER

605 S. 1<sup>st</sup> Place  
Hermiston, OR 97838  
(541) 564-0885  
Fax: 564-5975

### MILTON-FREEWATER WIC

707 E. Broadway  
Milton-Freewater, OR 97862  
(541) 938-5595  
Fax: (541) 938-0822

### WEST PARK

West Park Elementary School  
555 S.W. 7<sup>th</sup>  
Hermiston, OR 97838  
(541) 667-6844  
Fax: (541) 667-6850