

Emergency & Disaster Response

For The After School Club LLC

at Awbrey Park Elementary School

Our Address: 158 Springcreek Drive, Eugene 97404

Cross Street(s): River Road

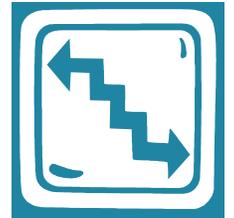
Our Phone: 541-554-2890

- **Keep calm** - children take their cues from the adults around them.
- **Assess the situation.**
- **Take action to ensure the safety of children and staff.**

**In case of emergency,
call 911**

PLAN AHEAD FOR EMERGENCIES & DISASTERS

EVACUATION



On-site: ◀ Escort children to designated meeting spot, **playground near east wall ball** taking:

↳ Attendance sheets

↳ Emergency contact information*

✓ First aid kit*

✓ Rescue medications (including EpiPens and asthma inhalers) and necessary paperwork

✓ Cell phone

✓ Food, water, and diapers*.

- ◀ Search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- ◀ Account for all children, staff, and visitors.

Off site: ◀ Escort children to designated meeting spot, **River Road Santa Clara Fire Station South Corner.**

- ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.

- ◀ Account for all children, staff, and visitors.

- ◀ Leave note at program site indicating where you are going.

- ◀ EVACUATE to safe location, taking:

✓ Attendance sheets

✓ Emergency contact information*

✓ First aid kit*

✓ Critical and rescue* medications (including EpiPens and asthma inhalers) and necessary paperwork

✓ Cell phone

✓ Food, water, and diapers* ✓ Battery-operated radio.

- ◀ Once out of danger, contact parents/guardians &/or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

CHEMICAL OR RADIATION EXPOSURE

- ◀ If emergency is widespread, monitor radio for information and emergency instructions.
- ◀ Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- ◀ If exposed to chemical or radiation outside:
 - ✓ Remove outer clothing, place in a plastic bag, and seal. *(Be sure to tell emergency responders about bag so it can be removed.)* ✓ Take shelter indoors.
 - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.



SHELTER-IN-PLACE

- ◀ Gather everyone inside.
- ◀ Shut down ventilation system, fans, clothes dryer.
- ◀ Close doors and close and lock windows.
- ◀ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ◀ Bring attendance sheets, first aid kits, and emergency supplies.
- ◀ Account for all children, staff, and visitors.
- ◀ Close off non-essential rooms. Close as many interior doors as possible.
- ◀ Seal off windows, doors, and vents as much as possible.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Phone out-of-area emergency contact.

EARTHQUAKE

- If indoors:**
- ◀ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
 - ◀ Everyone **DROP, COVER, & HOLD**.

↳ **DROP** to floor

↳ **COVER** head and neck with arms and take cover under sturdy furniture or against internal wall

↳ **HOLD** on to furniture if under it and hold position until shaking stops

- ◀ Keep talking to children in calm manner until safe to move.
- ◀ Do not attempt to run or attempt to leave building while earth is shaking.

- If outside:**
- ◀ Move to clear area, as far as possible from glass, brick, and power lines.
 - ◀ **DROP & COVER.**

After earthquake:

- ◀ Account for all children, staff, and visitors.
- ◀ Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- ◀ Expect aftershocks.
 - ◀ Determine if evacuation is necessary and if outside areas are safe. If so, **EVACUATE** building calmly and quickly.
- ◀ Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- ◀ Shut off main gas valve if you smell gas or hear hissing sound.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency.
- ◀ Remain outside of building until it has been inspected for re-entry.



FIRE

- ◀ Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- ◀ EVACUATE the building quickly and calmly:



- ✓ If caught in smoke, have everyone drop to hands and knees and crawl to exit.
- ✓ Pull clothing over nose and mouth to use as a filter for breathing.
- ✓ If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- ✓ Take attendance sheets and emergency forms, if immediately available.
- ✓ Have (designated) staff person check areas where children may be located or hiding before leaving building.

- ◀ Gather in meeting spot outside and account for all children, staff, and visitors.
- ◀ Call 911 from outside of building.
- ◀ Do not re-enter building until cleared by fire department.

Have a fire plan and make sure everyone is familiar with it.

Practice fire drills every month!

DANGEROUS PERSON

DANGEROUS PERSON

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- ◀ Immediately let staff know of dangerous or potentially dangerous person.
- ◀ Initiate **LOCKDOWN**.
- ◀ Call 911 from a safe place.
- ◀ **If the person is in building:**
 - ✓ Try to isolate the person from children and staff.
 - ✓ Do not try to physically restrain or block the person.
 - ✓ Remain calm and polite; avoid direct confrontation.
- If children are outside:**
 - ✓ and dangerous person is outside: quickly gather children, return to classrooms, and initiate lockdown procedures. If this is not possible, go to off-site evacuation location.
 - ✓ and dangerous person is in the building: quickly gather children and go to off-site evacuation location.
- If children are inside:**
 - ✓ keep children in classrooms and initiate **LOCKDOWN**.

LOCKDOWN



- ◀ Lock outside doors and windows.
- ◀ Close and secure interior doors.
- ◀ Close any curtains or blinds.
- ◀ Turn off lights.
- ◀ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- ◀ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- ◀ Maintain calm atmosphere in room by reading or talking quietly to children.
- ◀ If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- ◀ Remain in lockdown until situation resolved.
- ◀ Notify parents/guardians about any lockdown, whether practice or real.

HEAT WAVE

- ◀ Limit outdoor play when heat index is at or above 90°F.



- ◀ Ensure everyone drinks plenty of water.
- ◀ Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- ◀ Keep movement to a minimum.



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◀ **Be alert for signs of:**

Heat Exhaustion:

- cool, moist, pale, or flushed skin
- heavy sweating
- headache
- nausea
- dizziness
- exhaustion
- normal or below normal body temperature

Administer first aid – take steps to cool person down – and call for help, if necessary.

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising, and have a lower sweating capacity.

Heat Stroke:

- very** high body temperature (>102°F axillary)
- hot, red skin either dry or moist from exercise
- changes in consciousness weak
- rapid pulse rapid, shallow
- breathing vomiting

Call 911 immediately and take steps to cool person down.

CONTAGIOUS DISEASE/PANDEMIC FLU

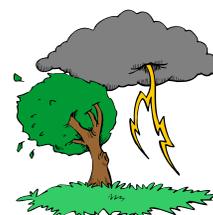
- ◀ Wash hands well and often.
- ◀ Remind parents/guardians that emergency contact information must be current and complete.
- ◀ Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◀ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◀ Reinforce teaching about good respiratory etiquette:
 - ✓ Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 - ✓ Throw used tissues into a hands-free trash can.
 - ✓ Wash your hands after using a tissue or helping a sick child.
- ◀ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.



Wash hands well and often

SEVERE STORM

- ◀ Be aware of any
 - STORM WATCH:** storm may affect area
 - STORM WARNING:** storm will soon be in or already is in area
- ◀ Determine if program should be closed.
- ◀ Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- ◀ Monitor radio for storm updates and emergency instructions.
- ◀ Use telephone for essential communication only.



WINDSTORM

- If indoors:**
- ✓ Move away from windows. Cover windows with shades or blinds, if available.
 - ✓ Consider moving to interior rooms/hall and lower floors.
- If outside:**
- ✓ Move indoors, avoiding any downed power lines or trees.

LIGHTNING

- If indoors:**
- ✓ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
 - ✓ Move away from windows. Cover windows with shades or blinds, if available.
- If outside:**
- ✓ Seek shelter inside an enclosed building.

BOMB THREAT

- ◀ Check caller ID if available.
- ◀ Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)

- ◀ **Before you hang up**, get as much information from caller as possible.

Ask caller:

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*



Note the following:

- ✓ *Exact time of call*
- ✓ *Exact words of caller*
- ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)* ✓
- Background noise*

- ◀ Do not touch any suspicious packages or objects.
- ◀ Avoid running or anything that would cause vibrations in building.
- ◀ Avoid use of cell phones and 2-way radios.
- ◀ Confer with police regarding evacuation. If evacuation is required, follow EVACUATION procedures.

FLOOD

Be aware of any **FLOOD WATCH:**

flooding may occur in your area.

FLOOD WARNING: flooding will occur or is occurring in your area.



If flooding is in area:

- ◀ Determine if program should be closed.
 - ◀ Notify parents/guardians to pick up or to not drop off children if program is to be closed.
 - ◀ Monitor radio for storm updates and any emergency instructions.

If facility is in (imminent) danger of being flooded:

- ◀ Escort children to designated meeting spot.
- ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- ◀ Account for all children, staff, and visitors.
- ◀ Leave note at program site indicating where you are going.
- ◀ EVACUATE to safe location on higher ground, taking:

- ☞ Attendance sheets
- ☞ Emergency contact information
- ☞ First aid kit
 - ✓ Critical & rescue medications (including asthma meds, EpiPens) and forms
- ☞ Cell phone
- ☞ Food, water, and diapers ✓ Battery-operated radio.

- ◀ Do not try to walk or drive through flooded areas.
- ◀ Stay away from moving water and downed power lines.
- ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of area emergency contact or 911 to let them know of your location.
- ◀ If you have come into contact with floodwaters, wash hands well with soap and water.
- ◀ Throw away food that has come into contact with floodwaters.

Consult with health department regarding cleanup measures.

MISSING OR KIDNAPPED CHILD

MISSING CHILD

- ◀ Search program site, including all places a child may hide and nearby bodies of water.
- ◀ Contact Lori Wheeler, parent(s)/guardian(s) to determine if child is with family.



◀ Call 911 with:

- ✓ Child's name and age
- ✓ Address of program
- ✓ Physical description of child
- ✓ Description of child's clothing
- ✓ Medical condition of child, if appropriate
- ✓ Time and location child was last seen
- ✓ Person with whom child was last seen.

- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Continue to search in and around site for child.

KIDNAPPED CHILD ▶ Call 911 with:

- ✓ Child's name and age
- ✓ Address of program
- ✓ Physical description of child
- ✓ Description of child's clothing
- ✓ Medical condition of child, if appropriate
- ✓ Time and location child was last seen
- ✓ Person with whom child was last seen.

- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Contact Lori Wheeler, parent(s)/guardian(s) should be contacted by police to explain situation.

Help to prevent kidnapping:

- ◀ **Do not release child to anyone other than designated parent, guardian, or emergency contact.**
- ◀ **Call 911 if adults or children express concern about a person at or near program site.**
- ◀ **Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.**

POWER OUTAGE

Determine why power is out.

- ◀ ***If electrical problems are in building, take out flashlights and prepare to EVACUATE.***

◀ ***If severe weather caused outage:***

- ✓ Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
- ✓ Account for all children, staff, and visitors.
- ✓ Report power outage to power company on hard-wired phone.
- ✓ Do not call 911, except to report an emergency.
- ✓ Turn off or disconnect any appliances, electrical equipment, or electronics
- ✓ Leave one light on to indicate when power returns.
- ✓ Keep refrigerator and freezer doors closed.



If weather is cold:

- ✓ Ensure everyone is wearing several layers of warm, dry clothing.
- ✓ Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- ✓ Never use oven as source of heat.
- ✓ Never burn charcoal for heating or cooking indoors.
- ✓ Only use an available generator outdoors and far from open windows and vents.

If weather is hot:

- ✓ Move to lower floors, if possible.
- ✓ Remove excess layers of clothing.
- ✓ Ensure everyone drinks plenty of water.

TSUNAMI

If your program is located in a tsunami hazard area:

- ◀ Know:
 - height of your street above sea level **430 feet**
 - distance of your street from coast or other high-risk waters Approx. **115 miles**
- Evacuation orders may be based on these numbers.*



- ◀ Have a plan for rapid EVACUATION out of hazard area.
- ◀ Practice your tsunami evacuation route with staff.
- ◀ Be aware of signs that a tsunami may be approaching:
 - Noticeable rapid rise or fall in coastal waters.
 - Strong earthquake lasting 20 seconds or more near the coast.

In case of strong earthquake lasting 20 seconds or more near the coast:

 - Drop, cover, and hold.
 - When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.
- ◀ If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.

TSUNAMI WARNING: Tsunami expected. Full evacuation suggested.

TSUNAMI WATCH: Danger level not yet known. Stay alert for more information and prepare to evacuate.

A tsunami is a series of waves that may continue for hours. Wait for official notification before returning to site.

VOLCANO

- ◀ **Monitor radio for information and emergency instructions.**
- ◀ **If there is ash fall in your area, be prepared to stay indoors.**
- ◀ **EVACUATE if advised to do so by authorities.**

- ◀ **Indoors:**
 - ✓ Close all windows and doors.
 - ✓ Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
 - ✓ Ensure that infants and those with respiratory difficulties avoid contact with ash.

- ◀ **Outside:**
 - ✓ Cover nose and mouth.
 - ✓ Wear goggles to protect eyes.
 - ✓ Keep skin covered with clothing.
- ◀ Avoid driving in heavy ash_fall – driving will stir up ash and stall vehicles.
- ◀ Clear roofs of ash_fall. (Do not allow accumulation of more than 4 inches.)



Be aware that volcanoes are often accompanied by:

- Earthquakes
- Ash_fall and acid rain
- Landslides and rock_falls

LANDSLIDE OR MUDFLOW



LANDSLIDES are generally associated with heavy rainfall and rapid snowmelt.

MUDFLOWS are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

- ◀ Recognize signs of slides:
 - ✓ unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
 - ✓ new cracks appearing in building.
- ✓ fences, poles, trees tilting or moving.
- ◀ EVACUATE, if possible.
- ◀ If too late to evacuate:
 - Indoors:**
 - ◀ Take cover under sturdy furniture.
 - Outside:**
 - ◀ Get out of path of slide.
 - ◀ Run to high ground (uphill), away from slide.
 - ◀ If debris approaching, run for cover of trees or building.
 - ◀ If escape not possible, curl into ball and protect head.
- ◀ Account for all children, staff, and visitors.
- ◀ Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- ◀ Stay away from slide area – additional slides may follow.
- ◀ Be alert for flooding, which may follow slide.

