



# **Emergency Management Plan SMS**

## **Helpful Emergency Numbers:**

Non Emergencies	311 or 974-5000
Animal Control	311
Texas Dept. of Family & Protective Services (TDFPS)	1-800-252-5400
Abuse-Child / Adult	1-800-252-5400
Poison Control	1-800-222-1222
Texas Gas Co.	1-800-959-5325
Toxic Chemical Spill (National Response Center)	1-800-424-8802
Road Closings (TX travel and Road conditions)	1-800-452-9292
Texas Dept. of State Health Services (DSHS)	
Electric-Austin Energy	512-322-9100
Water Emergency Dept.	512-972-1000

**In case of fire, earthquake, flood, bomb threat, security threats, power outage, tornado, cyclone or hurricane, this POLICY AND PROCEDURE is intended to accomplish:**

1. The safe evacuation of the premises.
2. Emergency care of children following the evacuation until they are reunited with their families.
3. Emergency care of children if confined within the building during a disaster.

Always remember the following in an emergency:

## **Think Safety First!**

**\*Use common sense and remember training**

**\*Act quickly and calmly**

**\*Do not take unnecessary risks**

Responsibility:

### **A. Center**

The Center will be responsible for all children at the Center until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until all have been reunited with their families.

B. All employees will remain on the premises as service workers to perform any tasks assigned by the person or persons in charge, and may not leave the premises until the same person or persons give them official permission to do so.

## **C. Parents**

Parents should not telephone the Center. They should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions as relayed by officials via the radio. If parents are able to reach the Center without danger to themselves and without interference with disaster workers, they should pick up their children. Children will be released only to parents, guardians, or other designated persons known to Center staff.

## **D. Report Fire**

1. Dial 911.
2. Say, ***“This is Sun, Moon, and Stars Learning Center. There is a fire at 3810 or 3808 S 1st. St. We are located between Austin Regional Clinic and Seton Family Health Center on South 1st street. A designated person will be at the road side curb to meet you.”***
3. Assign one person to meet the fire officials.

**E. Use a portable fire extinguisher if it is safe to stay in the area while doing so.**

Location in the green building: Kitchen

Location in the yellow building: Wall by the sign In/ Sign Out slot in Moon Explorer's room.

To use the fire extinguisher:

1. Pull pin. Hold unit upright.
2. Free hose, aim at base of fire. Stand back 8 feet.
3. Squeeze lever and sweep from side to side.

F. Contain (slow) the spread of fire and smoke by closing all doors and windows.

Administrative and support personnel do this in all other rooms.

G. Evacuate children and adults to an area well away from the building and parking/driveway areas.

1. As soon as the fire is discovered, start the orderly evacuation of the building, as during fire drills. Using a front exit door, leave the building and proceed to the far side of the parking lot. Assemble in back of the parking lot at 3808 S 1st street.
2. Teachers take with them their class list/ student information sheets, backpack, Phone handsets.
3. If a student is in an Enrichment Class yoga or music, they should evacuate with the Enrichment teacher and be returned to their group at the evacuation area in the back parking lot

4. DO NOT stop to put on socks, shoes etc. DO keep shoes in a consistent location in your room so they are easy to collect in a hurry, (i.e. shoe bucket).

5. Administrative (Ms. Shalini/Ms. Allison or Ms. Michelle/Ms. Karen if Ms. Shalini is not present at the center) or other pre-designated personnel check toilets, isolation areas for sick children, and other areas where children might be away from their classes, and will be responsible for evacuating these children. Everyone must exit the building. No one may return to the building until the all-clear signal is given.

**Remember the EMERGENCY EVACUATION BACKPACK (located in the office)**

**6. EMERGENCY EVACUATION BACKPACK:**

Administrative personnel take with them emergency files other pertinent records that are easily transportable, flashlights, extra batteries and the first-aid kit.

7. Stay as far as possible away from the building, in the back parking lot as possible and wait for the designated personnel/fire officials for further instructions .

8. If an exit is obstructed, go to the next safest close exit. It is not necessary to go to your regular outside location. Use good judgment and line up a safe distance from the building. Avoid power lines.

9. DO NOT congregate in the center of the parking lot as this may hamper emergency vehicles.

## **H. At the Evacuation Site**

1. Once the evacuation site has been reached, account for all persons (children, teachers, administrative staff, guests), give reassurance to the children.
2. If a student is missing, do not assume that he/she is somewhere safe. Notify the office or director that the student is missing and identify where you think he/she might be. If a student appears in your group who is not in your class, notify the Office or Director and the student's teacher that they are safe.

## **I. After Evacuation**

1. When safely in the designated evacuation area, all children and adults must be accounted for.

a) Teachers take roll of their own classes.

b) Director checks with each teacher to make sure children and adult assistants are all accounted for.

Director and teachers reassure children of their safety.

3. First aid is administered if needed.

4. Building is not re-entered until fire officials give permission.

5. Once everyone has evacuated and emergency transport and escort from the program is needed, staff will follow any orders given by fire officials, or law enforcement personnel.

## **In Case of Power Blackout**

- A. Remain calm.
- B. Have children “freeze” where they are until you can obtain alternate lighting from flashlights which have been previously stored for use in case of such an occurrence.
- C. If it is daytime and weather is nice, evacuate building. Transfer activities outdoors if rooms are too dark to use.
- D. If weather is hot and electricity is off, plan for being outdoors, if possible.
- E. If it is very hot outdoors, find the coolest area possible where there is adequate shade.
- F. If it is cold or rainy, remain indoors.

## **In Case of Flooding**

- A. If it is safe to remain in the building, do so unless ordered to evacuate by city officials.
- B. Use available emergency supplies to keep children comfortable. Draw a supply of water if possible.
- C. If ordered to evacuate the building, and the grounds are flooded outdoors, wait for official assistance.
- D. If assistance isn't forthcoming, get the children to the highest possible location.

## **In Case of Hurricane**

- A. Normally there will be warnings far enough in advance so that appropriate preparations may be taken, in accordance with advice of local authorities. Close all blinds and draperies and draw a supply of water if possible.
- B. An administrative or appointed person will listen to a radio (battery-operated if power is off) to keep all staff informed of the progress of the hurricane and to receive instructions from local authorities.

## **In Case of Tornado or Large Hail**

A. If there is sufficient warning, children can be picked up by their parents.

B. Children who are at school during the tornado warnings should be kept indoors.

These steps should be taken:

- Close blinds and draw a supply of water if possible.
- Take mats for the children to cover themselves. If time permits, take a book bin, puppets, etc.
- Teachers take with them their class list, purses, keys, and shoe bucket. Turn off room lights. Take any major, daily medications needed by staff or children, e.g. insulin, inhalers
- Go into the designated hallway for your class. If there is no such hallway, the children should “drop”, get under furniture, and cover.
- Cover the children with the mats.
- Care must be taken to stay out of the path of debris blowing through.

## **In Case of Power Outage:**

Get flashlights (at each emergency first aid kit).

A portable radio is located in all the classrooms. Use it to keep informed of the progress of the tornado, of weather predictions, and of any special instructions from local officials.

Once children are in a protected area, your biggest problem will be one of morale. Children need much more reassurance in times of disaster.

## **Bomb Threat:**

- A. When a bomb threat is received, encourage the caller to give as much information as possible. Do not hang up on phone threats; try to keep the caller on the line as long as possible for identification.
- B. Record call if possible, add others to the line or put on speakerphone if these can be done without placing caller on hold.
- C. Take notes during the call; note possible location and timing of device.
- D. Note the caller's identity (sex, accent, unusual words, phrases or mixed metaphors), emotional state, approximate age, names of others used by caller, any discernible sounds in background.

## **E. Steps to Take:**

1. Call 911 immediately.
2. Notify the Director.
3. The director will initiate the evacuation plan through alarm or word of mouth.
4. All staff must take Emergency Kits and escort students as far away from the building as possible.
5. Wait for police/fire department personnel to give all-clear.
6. Do not search for a possible bomb or explosive.

Do not, under any circumstance, use light switches.  
If lights are on, leave them on.  
If lights are off, leave them off.

## **F. Suspected Device Located**

If a suspected device is located, give this information to director and police/fire department personnel.

1. Do not touch any suspected device
2. Move all persons at least 300 feet away from suspected device
3. Notify director and other staff

## **G. Detecting Suspicious Packages, Letters**

Remember: The item does not have to be delivered by a carrier. Bombs and explosives in packages are often set up and delivered by the bomber. Warning Signs

1. Handwritten addresses or labels from companies.
2. Excess postage on packages or letters
3. No postage or non-cancelled postage
4. Hand-delivered packages (by non-uniformed employee)
5. Leaks, stains or protruding wires, string, tape, powders
6. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received

If you have a suspicious letter or package, call 911 immediately. Isolate the package or letter and evacuate the building.

## **Biological and Chemical Threats**

### **A. Important Things to Know**

Most known incidents of biological and chemical threats turn out to be hoaxes. Typically, these threats are received in the mail.

However, all threats should be taken seriously and investigated thoroughly. Any threat or use of a chemical or biological agent as a weapon is a federal crime and will be investigated by the police and the FBI.

## **B. What To Do If Threat Is Received By Mail**

1. Gently lay the envelope and contents down. Avoid touching it any further or disrupting contents
2. Move to an area that will minimize your exposure to others. Avoid contact with others if possible.
3. Do not let anyone else touch the envelope or its contents.
4. Keep others away from the immediate location, but do not evacuate.
5. Turn off any area fans, vents and the Heating/Ventilation/Air-conditioning system
6. Notify director
7. Instruct the office to call 911 and notify them that you have received a letter claiming to have a chemical or biological agent.
8. If some of the contents come into contact with your clothing, remove garments gently before leaving the immediate area. Place contaminated clothing in a plastic bag and leave the area.
9. If possible, move to a restroom and wash affected areas with soap and water.
10. Wait for authorities to arrive and take direction from them

## **C. What To Do If Threat Is Received By Telephone**

1. Keep the caller on the line as long as possible.
2. Call 911 and report that you have received a threat of a chemical or biological incident.

3. Notify Director.
4. Turn off the Heating Ventilating and Air Conditioning system.
5. Keep any employees who may have been exposed to an agent separated from those who have not been exposed.
6. Wait for authorities to arrive and take direction from them.

## **Toxic Fumes**

### **A. Establishing a “shelter-in-place”**

In the event of an airborne release of toxic fumes or other hazardous chemicals, it is usually best to stay inside and take steps to protect the children. Quick work is important, but don't panic.

1. Turn off air conditioning/heating and all ventilation systems.
2. Move to the most protected part of the building (an area with the fewest doors and windows).
3. Close all doors.
4. Seal all doors with wet towels or sheets or duct tape. If these are not available, use clean diapers.
5. Turn a radio to the frequency of an emergency radio network. Provide damp towels for all staff and children to breathe through, if breathing becomes difficult. Use clothes, sheets, blankets, etc.
6. Put several infants in the same crib. Wet a blanket and place over the crib to filter the air.
7. Administrative staff will move the following items to the shelter area: stored water and snacks

## **General Campus Evacuation:**

As discussed in the event of a gas leak, chemical spill, bomb threat or other natural disaster it may be necessary to evacuate the entire campus. Once the decision has been made to evacuate the campus you will be told to do so by word of mouth.

\*Follow the procedures specified for building evacuation in case of toxic fumes..

## **In Case of Campus Evacuation:**

Meeting destination will either be identified by Emergency Management Personnel or Staff will congregate with children at Seton Family Health Center or Lifeworks both located down the street on S 1st Street

## **Missing Students:**

If a student is missing, do not assume that he/she is somewhere safe. Notify the Office or Director that the student is missing and identify where you think he/she might be. If a student appears in your group who is not in your class, notify the Office or Director and the student's teacher that they are safe.

## **Building Security:**

The ability of an institution to deal with emergencies is based largely on staff planning and training as well as contact with police, fire, bomb squads and medical professionals. Relationships must be established and maintained during times prior to an emergency. These groups must get to know you, the staff and the building.

## **Staff Training:**

To ensure that emergency planning, equipment and training will work effectively for the facility, training will include:

- \*Annual reviews of emergency procedures
- \*Annual First Aid and CPR training
- \*Assignments to maintain equipment and supplies for each classroom
- \*Responsibilities for relationships with emergency personnel
- \*Awareness of building security issues and traffic flow

## **Unauthorized People in the Building:**

Every staff member has the responsibility to scan the environment for potential problems in the building and on the grounds. Be aware of who is around and what is happening.

When, in the course of routine activity, you notice an individual who does not belong in the building, take the following steps:

- \*If the person is approachable, direct them to the office and ask if you can be of assistance.
- \*If the person is not approachable, contact the office and report what you have seen.
- \*If theft, assault or property destruction is imminent: contact 911 or the office so they can call 911.

## **Threatening Person on Campus**

If a threatening person on campus is reported, follow these steps:

- \*Intercom/telephone announcement: Staff uses a code (not to be disclosed) to put other staff on alert
- \*Authorized staff to Call 911.
- \*Staff should move children into classrooms. If children are attending Enrichment Classes (music/ yoga) or if the class is on the playground, they should be returned to their classrooms.
- \*Lock down the building
- \*Teachers should instruct children to sit on the floor with lights off, out of sight
- \*If shots are heard, staff and children should lie flat on the ground.
- \*Do not move until notified by Director or law enforcement officials

When the staff says the code it means:

- \*Close your doors, blinds, turn lights off, children gather all together in one place with the class teacher.

Do not:

- \*open the door
- \*Stay with your class until you receive further direction by the Director and you get an all clear signal.