

## Emergency Procedures

What are your plans in the event of a:

### ***Blizzard***

Monitor the local radio station or television for closure information.  
Notify parents to pick up children in the event the facility will be closing.  
Ensure walkways are cleared of snow for parents leaving the facility.  
Follow the power outage plan if needed.

### ***Bomb Threat***

Check caller ID if available.  
Signal to another staff member to call 9-1-1.  
**Before you hang up**, get as much information as you can and write it down  
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?  
When did you place the bomb?

### **Note the following:**

Exact time of call  
Exact words of the caller  
Caller's voice characteristics (tone, male/female, young/old, etc.)  
Background noise  
Avoid touching any suspicious packages or objects. (pipes, propane tanks, etc.)  
Avoid running or anything that would cause vibrations in the building.  
Avoid use of cell phones and 2-way radios.  
Evacuate if necessary for the safety of staff, children, volunteers, and visitors.  
Calmly exit the building to the bank.

### ***Chemical Spills/Hazardous Materials***

Contact Emergency Management or the Fire Department to find out what is already planned for the community.  
Listen to the radio or television for information.

### **In-place sheltering:**

To reduce air drawn in from outside, close the windows, vents, and fireplace dampers and turn off the A/C or heat and fans.  
Keep a radio with you at all times.  
Move to a sealed room. Close off all non-essential rooms such as storage areas, laundry rooms and unused rooms.  
Seal gaps under doorways and windows with wet towels or plastic and duct tape.  
Evacuate if told to do so.

### **Outdoors:**

Stay upwind and uphill from the disaster.  
Move at least a ½ a mile away or as far away as possible.

### **In a vehicle:**

Get away from the accident site.  
Close your windows and shut off vents.

### ***Earthquake***

### **In-place sheltering:**

Quickly move away from windows, unsecured tall furniture, and heavy appliances.

Everyone DUCK, COVER, and HOLD.

**DUCK** to the floor

**COVER** your head and neck with arms and take cover under heavy furniture or against an internal wall.

**HOLD ON** to furniture if under it and hold position until shaking stops.

Keep talking to the children in a calm manner until it is safe to move.

Do not attempt to run or attempt to leave the building while the shaking is occurring.

**Outdoors:**

Move to a clear area, far away from glass, brick and power lines.

**DUCK AND COVER.**

**After the earthquake**

Account for all children, staff, and visitors.

Check for injuries and administer first aid as necessary.

Call 9-1-1 for life-threatening emergencies.

Expect aftershocks.

Determine if an evacuation is necessary and if the outside areas are safe.

Escort the children to a designated meeting spot outside and account for all children, staff, and visitors.

If you smell gas or hear a hissing sound, shut off the main gas valve at the meter outside of the building.

(This might require a tool like a wrench to shut the valve off.)

Monitor the radio for information and emergency instructions.

Do not use the phone except for emergency needs.

Remain outside of the building until it has been inspected for re-entry.

***Emergency Medical Conditions***

Below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a healthcare professional. Call an ambulance and then notify the child's parent immediately for any of the following:

Semi consciousness (able to arouse but extremely lethargic) or unusual confusion

Breathing difficulties including:

Rapid, noisy breathing (barking, gurgling or severe wheezing)

Labored breathing (takes so much effort that the child cannot talk, cry, drink, or play)

Severe bleeding (cannot be controlled with direct pressure)

Unequal pupils

First-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder

Injury that causes loss of consciousness

Neck or back injury

Continuous clear drainage from the nose or ears after a blow to the head

Non-injury related severe headache, stiff neck or neck pain when the head is moved

Hives that appear quickly and involves the face, lips, tongue, and/or neck

An ill child that continues to get worse quickly

An infant under the age of four months that has repeated forceful vomiting

Severe abdominal pain that causes the child to double up and scream

Abdominal pain without vomiting or diarrhea after a recent blow to the abdomen or hard fall

Possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or immobilized for transport by the parent.

***Evacuation***

Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.

Follow the routes recommended by the authorities- shortcuts may not be safe. Leave at once.

Move children to the safe location, taking:

Attendance sheets with emergency contact information

First Aid Kit

Emergency Medical release forms

Additional items:

Necessary medications

Cell phone

Food, water, diapers

If safe to do so, search all areas of the building to ensure that no one was left behind.

Conduct a head-count for all children, staff, volunteers, and visitors.

### ***Fire***

Staff should be alerted to the emergency.

Evacuate the building to the post office in Burns, the Commerce Building in Pine Bluffs, northwest corner of the playground in Cheyenne.

Take the attendance sheets and emergency contact information.

If caught in smoke, have everyone crawl to the exit.

Pull clothing over your nose and mouth to reduce the amount of smoke you may inhale.

If clothes catch fire, **STOP, DROP, AND ROLL.**

Account for all staff and children immediately.

Call 9-1-1 from outside the building.

Do Not re-enter the building until cleared by the Fire Department.

### ***Intruder/Dangerous Person***

If a suspicious person or vehicle is at or near the center, monitor the situation carefully, communicate to other staff, and be ready to take action.

Immediately notify staff of the potentially dangerous individual.

Initiate the **LOCKDOWN** procedure.

Call 9-1-1 from a safe location.

### ***If the person is in the building:***

Try to isolate the person from the children and staff or try to keep the individual in one area.

Do not try to physically restrain or block the person.

Remain calm and polite; avoid confrontation.

### ***If the children are outside:***

And the dangerous person is outside; quickly gather the children, return to the center and initiate lockdown procedures. If this is not possible, evacuate to sheriff's office.

And the dangerous person is in the center: Quickly gather children and evacuate.

### ***If the children are inside:***

Keep the children in the center and initiate the **LOCKDOWN** procedures.

### ***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 the floor.

Account for all children, read books to the children or provide comforting items to keep them calm and as quiet as possible.

Call 9-1-1.

Remain in lockdown until the situation has been resolved.

Notify parents of the lockdown procedures and any drills that are performed.

### ***Missing or Abducted Child***

**Missing Child:**

Search the program site, including all places a child may hide and nearby bodies of water.

Contact the parents to determine if the child is with the family.

Have the parent bring a current photo of the child.

**Call 9-1-1 with:**

Child's name and age.

Address of the program.

Physical description of the child.

Description of the child's clothing.

Any medical condition the child may have.

Time and location of when the child was last seen.

Person whom the child was last seen with.

Continue to search the site and surrounding area for the child.

Contact Licensing.

**Abducted Child:****CALL 9-1-1 with:**

Child's name and age.

Address of the program.

Physical description of the child. (including a photo)

Description of the child's clothing.

Any medical condition the child may have.

Time and location of when the child was last seen.

Person whom the child was last seen with.

Parent's contact information.

Contact the parents.

Contact Licensing.

**Preventing child abductions:**

Do not release a child to anyone without parental permission and photo ID.

Call 9-1-1 and report any suspicious individual.

Encourage parents to advise you of any custody disputes and provide you a copy of court documents stating restraining orders. Include the facility on the court order for additional protection.

***Power Outage*****Determine why the power is out.**

If there is an electrical problem in the facility, take out the flashlights and prepare to contact parents if power does not return promptly.

**If severe weather caused the outage:**

Take out flashlights. (Avoid using candles or any light source that has a flame.) Account for all children and staff.

Report the power outage to the power company.

DO NOT call 9-1-1 unless there is an emergency.

Turn off or disconnect any appliances, electrical equipment, or electronics that were in use at the time of the outage.

Leave one light on to indicate when the power returns.

Keep the refrigerator and freezer doors closed.

DO NOT use gas generators inside the facility or near open windows and doors.

**If the weather is cold:**

Ensure everyone is wearing several layers of warm clothing.

Have everyone move around to generate some heat.

NEVER use a heating source that requires a blower fan or exhaust fan to circulate heat.

**If the weather is hot:**

Move to the lower floors.

Remove excess layers of clothes.

Ensure everyone is receiving plenty of fluids.

***Severe Storm/Tornado/Shelter-in-Place***

Be aware of any watches or warnings:

**Storm watch:** when a severe storm is possible.

**Storm warning:** when a severe storm is occurring, expected to occur within a matter of minutes.

**Tornado watch:** means that conditions are favorable for severe thunderstorms that could produce a tornado.

**Tornado warning:** means a tornado has been sighted or is imminent based on radar indications.

**Shelter-in-place:** the vault in Burns, designated bathrooms in Pine Bluffs, and designated bathrooms in Cheyenne.

Gather everyone inside, account for all children, staff and visitors.

Close doors and close and lock windows.

Gather all children and staff in room(s) with the fewest doors and windows towards the center of the building.

Bring attendance sheets, first aid kits, and emergency supplies to the room.

Close off all non-essential rooms.

Monitor the radio for information and emergency instructions.

***Windstorm/Microbursts/Strong Winds***

***Microburst:*** means a strong downdraft which induces an outburst of damaging winds on or near the ground. Microburst winds can cause tornado-like damage without warning.

**Be aware of any Air Quality Alerts.**

**Air Quality Alerts advise** that young children and adults with respiratory concerns should have minimized outdoor activities and avoid prolonged exposure to the poor air quality conditions.

**In-place sheltering:**

Move away from windows. Cover windows with shades or blinds.

Consider moving to interior rooms, halls, or lower floors.

**Outdoors:**

Move indoors if possible.

Stay clear of power lines or trees.