

# EMERGENCY & EVACUATIONS

For all Site and CO Staff

Updated 2/5/2021

# EMERGENCY DRILLS



Head Start for Kent County has established safety practices to ensure staff, guests and children are kept safe at all times, this includes regularly scheduled **tornado, fire and lockdown drills.**

Drills will be performed throughout the year to ensure staff and children are familiar with the emergency procedures so that in the event of a real emergency, they will be able to get to safety.

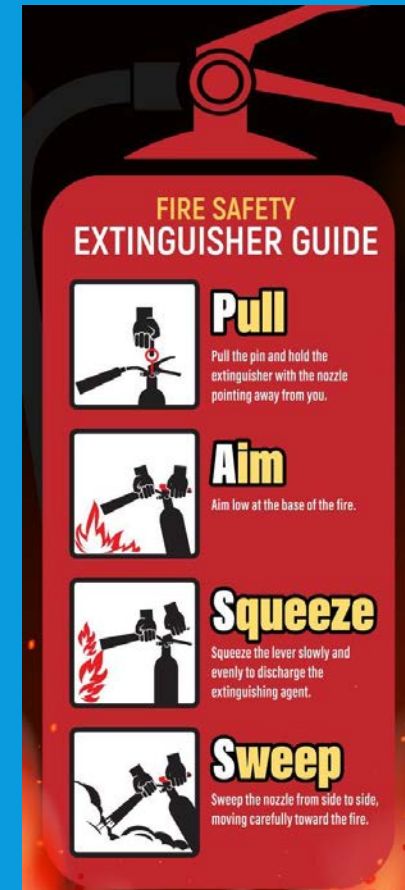


# FIRE



## • In Preparation for the Fire Drill:

- Fire drills will be practiced monthly.
- Be aware of where the pull stations and fire extinguishers are at CO and each site and how to use them.
- Central Office drills will be planned by the Springhill Supervisor and coordinated with the Human Resource Assistant.
- Site drills will be planned by their Site Supervisors and coordinated with other building staff as necessary.
- Fire Drills will NOT be shared with staff in advance as to create a real life response.
- Site Supervisor is to announce fire drill on the walkie-talkie. The Springhill Site Supervisor will activate fire alarm for both Central Office and Springhill.



- **During the Fire Drill**

- Everyone should evacuate to their designated spot as quickly as possible. Evacuation routes are posted by the main door and in each classroom.

- **If at Central Office**

- Evacuate outside and remain away from the building near the grass lines on the East/West side of the buildings.
- Human Resources Assistant will check all areas of the building to ensure building has been completely evacuated and meet other staff in designated safe place
- Return to the building only after the “All Clear” is announced and the alarm silenced.
- The Springhill Site Supervisor will give the “all clear” to site staff upon verifying the safe evacuation of all classrooms and communicate the all clear via walkie to the Human Resources Assistant
- The Human Resources Assistant will then give the “all clear” to Central Office staff; ensuring both groups on either side of the building are notified

ALL fires and unscheduled fire alarms shall be reported to law enforcement

ALL entry and exit doors are to remain free and clear of any obstructions at ALL times

## ▪ If at a Site:



- Everyone should evacuate the building as quickly as possible following the written plan. All evacuation plans are posted in the classrooms.
- Assist any children with an emergency plan and those with disabilities
- Take iPad/Parent Sign in-out sheets/ Medication Backpack/Emergency Response Guide
- Shut off lights and leave door open – Supervisor will close after checking
- Report to your designated safe place and take attendance
- Supervisor and designee if applicable will check all classrooms, bathrooms, etc. to ensure building has been completely evacuated and meet other staff in designated safe place
- Use walkie talkie to inform Supervisor the total number of children and staff in attendance
- Report missing children/staff to your Supervisor ASAP
- Supervisor will confirm that all staff and classrooms have been identified as safe
- Return to the building only after the “All Clear” is announced and alarm silenced.
- *Infant/Toddler Classrooms*
  - In addition to the steps listed in the drill procedure above, staff in the infant/toddler classrooms will ensure all non-mobile infants/toddlers are carefully placed in the wheeled cribs and pushed out of the building following the written evacuation plan. All walking toddlers will be hand held and assisted out of the building.

# TORNADO



## ▪ In Preparation for the Tornado Drill:

- Tornado drills will be practiced in October and April.
- Central Office drills will be planned by the Springhill Supervisor and coordinated with the Human Resource Assistant.
- Site drills will be planned by their Site Supervisors and coordinated with other building staff as necessary.
- Scheduled Tornado Drills will be shared with staff in advance.
- Drills will be announced by the Site Supervisor on the walkie-talkie or by the HR Assistant on the intercom system by stating "Attention (name of site) this is a Tornado Drill, please evacuate to your designated place."

- **During the Tornado Drill**

- Everyone should evacuate to their designated spot as quickly as possible. Evacuation routes are posted by the main door and in each classroom.
- Staff and children should be in a “tucked” down position with their hands placed over their head and as close to an inside wall as possible.



- **If at Central Office**

- Staff can choose to go to:
  - Meeting room next to the break room
  - Alcove between the bathrooms
  - Hallway between SPH and offices
  - Under Mezzanine – near stairs.
- Human Resources Assistant will check the offices and open areas to ensure staff have evacuated.
- Resume normal activities only after the “All Clear” is announced by the Human Resources Assistant.





- **If at a Site:**

- Assist any children with an emergency plan and those with disabilities.
- Follow the pre-determined evacuation route posted in the classroom; counting children as you exit the classroom.
- Take iPad/Parent sign in-out sheets/Medication backpack/Emergency Resource Guide.
- Shut off lights and close classroom door.
- Report to your designated place and take attendance
- Site Supervisor and designee, if applicable, will check all classrooms, bathrooms, etc. to ensure building has been completely evacuated to designated places.
- Use walkie-talkie to inform Site Supervisor the total number of children and staff in attendance
- Report missing children/staff to your Site Supervisor immediately
- Site Supervisor will confirm all staff and classroom have been identified as safe
- Return to the classroom only after the “All Clear” is announced

### *Infants/Toddler Classrooms*

Place children as low to the floor as possible, may need to hold child and cover with your body. Have older toddlers in the tornado safety position, tucked into a ball.

# LOCKDOWN



- A lockdown can be called by any staff member at anytime when an urgent threat is taking place inside or outside near the building.
- All Sites and CO are in a permanent “soft lockdown” meaning there is limited building access during session times to ensure staff and children are kept safe at all times.
- Central Office and all sites will participate in regularly scheduled Interior and Exterior Lockdown Drills. Drills are conducted a minimum of 3 times per school year
- Members of the safety committee will complete “unannounced” Lockdown Drills at CO and each site. They will hang a *Drill in Process* sign on the door indicating the drill is taking place and Lockdown Drills will be announced via the walkie-talkies or intercom system.
- All staff, visitors (already in the building), and volunteers are expected to participate in the drills.
- *No Visitors* (not already in the building) will be allowed in during a drill.



- “Internal Lockdown” means the threat is inside the building.
- “External Lockdown” means the threat is outside the building.

- If Indoors:

- Shut off lights and close window and door blinds IF you can do so safely and without being seen.
- CO staff and Site Support Staff should move to the nearest office and lock or barricade the door. Turn off cell phones and remain out of sight. If you get to a door that is locked, you should find an alternative hiding place. Once a door is locked you should not open it for anyone until the ALL CLEAR is given.
- Teaching Staff should:
  - Move Children to safe corner away from doors and windows to reduce visibility.
  - Keep children out of view and as calm as possible.
  - Be aware of children head count at all times.
  - Do not use your walkie.
- Ignore all building alarms including tornado and fire (unless visible fire or smoke).
- Do not open any doors or windows until given the “ALL CLEAR” OR “EVACUATION” instructions by supervisor or law enforcement.

- If Outside:



- If an internal lockdown is called you will remain outside and move to a safe place out of sight.
- Each site should have a designated area that you can review with your supervisor; however, in the case of an emergency it is up to you to use your common sense to keep yourself and the children safe. If the designated spot is not safe, don't go there.
- If an external lockdown is called you will want to head back towards your office or classroom if it is safe to do so and follow instructions from previous page.
- Be aware of children head counts at all times.
- Resume normal activities only after the "ALL CLEAR" is given by your supervisor or law enforcement.

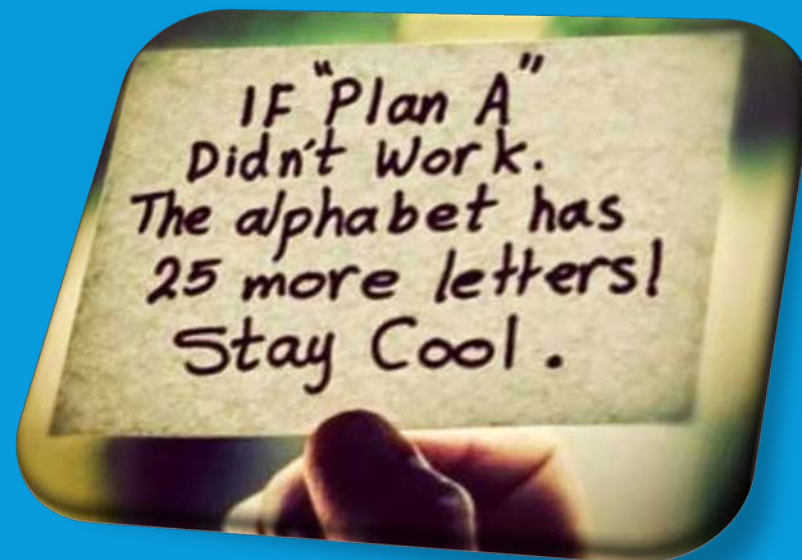
## After any Fire, Tornado, or Lockdown Drills



- Supervisors will:
  - Silence any alarms.
  - Enter the date and time of the drill on the Fire/Tornado/Lockdown Drill form.
  - Complete the corresponding evaluation form for months indicated on the Fire/Tornado/Lockdown Drill form.
  - Scan forms to Site Administrative Associate Manager.
  - Send home Parent Communication – Drill Letter to all parents.

### Reminders

As an agency we can plan and write down and practice drills all we want; but in a real emergency, it is up to you to be calm and use your instincts to keep yourself and children safe.



# SLIPS, TRIPS, AND FALLS



- We want Head Start for Kent County (HS<sub>4</sub>KC) to be a safe and healthy place to work. Our focus is on preventing the occurrence of accidents before they happen or correcting unsafe conditions before they result in an accident.
- This is accomplished by improving safety awareness at employee in-services, publishing safety articles and tips in the monthly newsletter, conducting safety inspections at the sites, encouraging safety suggestions, accident investigations and monthly Safety Committee Meetings.

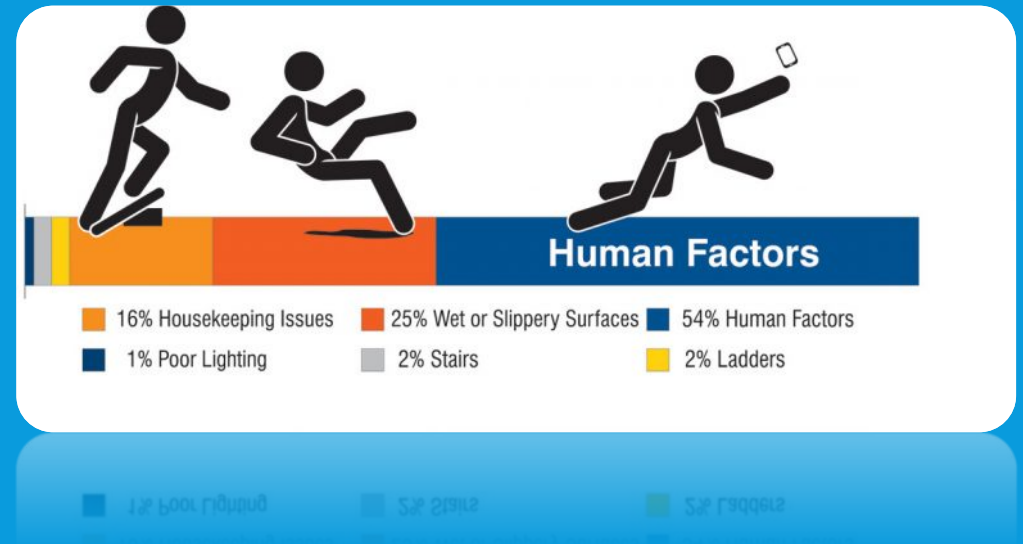


Slips, trips and falls can occur almost anywhere and the incidents often have serious outcomes.

- Pain (from bruises, sprains, strains or fractures)
- Lost Wages
- Temporary or Permanent Disability
- Reduced quality of life
- Depression
- Inconvenience

▪ **Causes:**

- Wet Floors
- Ice/Wet/muddy ground
- Loose Rugs/tiles
- Uneven surfaces
- Uncovered cables
- Clutter in walkways
- Open cabinets or desk drawers
- Carrying too much at once or carrying awkward objects



- **Prevention:**
  - Modify workspaces to reduce hazards – avoid distractions!
  - Practice good housekeeping
  - Wear proper footwear
  - Use ladders and stairs with caution
  - Practice safe walking procedures
  - Stretch
  - Know your limits



- **Rules of Thumb...**
  - If you drop it, pick it up.
  - If you spill it, wipe it up.
  - Go where you are looking, and look where you are going.
  - Stretch before doing something that requires extra movement.

- **There is always time for safety!**





## What should I do if I have or see an accident?

- Immediately report any job-related accidents, injuries, illnesses or unsafe work conditions to your supervisor. Failure to do so will result in performance counseling. In addition, failure to report a job related injury or illness may jeopardize eligibility for workers' compensation benefits.
- Fill out an Accident Exposure form with your supervisor and turn it in to your completed form to the HR Director at Central Office.
- It's important not to ignore small scratches, cuts, burns, bruises or abrasions that occur at work – these should be looked at and treated at once.
- In case of emergency dial 911 – then notify your supervisor and HR
- For non-emergency accidents, injuries or illnesses, Supervisors and Managers are required to immediately notify HR. After discussion between the employee and HR a determination will be made as to whether there is need for medical treatment.