



BUTTE HEAD START  
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Action Inc.

A COMMUNITY ACTION PARTNER

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# CRISIS PROCEDURE MANUAL

## ACTION INC.- HEAD START

### 2019-2020

11-20-19

Approval Date

  
Policy Council Representative

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## **Introduction**

This Crisis Procedure Manual has been compiled by the Head Start Safety Committee and approved by the Head Start Policy Council. This manual is intended to serve as a guide that will provide easy access to emergency procedures.

The main objective of this manual is to provide for the health and safety of the Head Start children in the event of an emergency and to see that all children get home safely either by walking, being bused or being transported by parents.

## STATEMENT OF DISASTER AND EMERGENCY SERVICES COORDINATOR'S RESPONSIBILITIES

The Silver Bow County Disaster and Emergency Services Office will coordinate services to assist school officials in disaster awareness:

1. Collect analysis and dissemination of information concerning potential disaster.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or students.
3. Coordination of fire, police, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in training school personnel who may require special training as part of their disaster response assignments.
5. Assistance in dealing with state or federal officials during the recovery phase.

In the event that a disaster has occurred, all staff and children will move to the following location:

Head Start Monroe Center	TO	Butte Emergency Food Bank
1000 South Arizona		1019 East Second Street

Head Start Lincoln Center	TO	Butte Public Library
100 North Clark		226 West Broadway

## **SAFETY/EMERGENCY PREPAREDNESS TRAINING**

Under the supervision of the Head Start Director and the Safety Coordinator, a training program will be set up to ensure all personnel receive the appropriate training to respond to health and safety emergencies at Head Start,

Annual training will be provided for the staff to obtain skills necessary to deal with the following emergency situations:

- Respond to a fire drill and evacuate the school within a minute and follow all other procedures as listed in the emergency plan on fire and evacuation.
- Recognize the difference between warning systems for different types of emergencies.
- Respond to an earthquake drill and follow all the procedures as outlined in the “Emergency Response Plan” on earthquakes.
- Know how to call for emergency help and know where the emergency phone numbers are listed.
- Recognize the procedures to follow if hazardous materials, wind and other types of severe weather, medical, cold, utility failure, bomb threat, civil disturbance, aircraft crash, hostage situation, or any other type of emergency should arise.
- Know where emergency and first aid equipment are located in the building and how to use it.
- Know where the command center is and understand how the chain of command works.
- Know how and where to evacuate the school grounds.
- Know and understand the early dismissal plan.

## ASSIGNMENT OF DUTIES

Every staff member, director, management team, teacher, secretary, nurse and so on has a responsibility for performing certain duties in an emergency.

### Director/Person In Charge

- Ascertain that Crisis Procedure manual is displayed by each telephone in the building and is in every classroom/room of the building.
- Confirm each manual and checklist of names is current.
- Determine command post in your buildings.
- Appoint a person to stay by the phone.
- Assign a written chain of command for each building.
- Alert personnel to their roles.
- Review Crisis Procedure Manual with staff at the beginning of each year.
- Direct the evacuation of the building using fire signals and other procedures as required, in the event of a fire, threat of explosion, following the cession of earthquake tremors or after the danger of a tornado passes.
- Arrange the physical transfer of students when their safety is threatened by cold, approaching fire or other such peril.
- Issues orders to teachers to move students to designated areas of safety within the school, when such action is deemed necessary.

### Teachers:

- If advised by Person in Charge, stay in your room.
- Immediately take roll count of students.
- Take protective action if building is threatened.
  - Keep children away from windows and walls.
  - Take shelter under desks, table and heavy furniture.
  - Move from under light fixtures and other suspended objects.
  - Shut off or disconnect any electrical or gas operated appliances.
  - Be alert to any developing threats such as broken water pipes or downed electrical wires.
  - Be prepared to evacuate, following the fire drill plan.

### All Other Staff:

- As instructed to do following the direction of Director or "Person in Charge".

## **FIRE DRILL POLICY 2019-2020**

To ensure the safety of the children, staff and volunteers at Head Start will hold Fire Drills regularly. They will follow the site-specific procedure.

The following is the frequency of the fire drills;

**CLASSROOMS:** Classroom staff will hold fire drills once a month.

**BUSES:** Bus staff will hold fire drills three times a year.

**CENTER:** Center Staff will hold fire drills three times a year; the first fire drill will be monitored by the Fire Department.

**FIRE DRILL PROCEDURE**  
**ACTION INC.- HEAD START**  
**MONROE SCHOOL**  
**2019-2020**

**TEACHERS:** When the alarm sounds:

1. Line up children in single file at nearest exit.
2. Take your attendance sheet and fanny pack.
3. Lead the children outside; keep the children moving once they start out of the building. Have the children move fast, quietly, and with no running.
4. Stop at your designated location.
5. Take roll call immediately to ensure all children are accounted for, hold up RED or GREEN card.
6. Return to building when the all clear signal is given.

**Room 101 Special Services room** Exit through the lobby and out the West door -proceed South then East to Koprivica Park.

**Rooms 102, 103,104 & 105:** Exit South door – proceed South out of playground and then East to Koprivica Park.

**Room 102** special needs children will be assisted by dishwasher and any extra help in classroom.

**Room 103** special needs children will be assisted by Assistant Cook.

**Room 104** special needs children will be assisted by Kitchen Helper.

**Room 105** special needs children will be assisted by Transportation/In-Kind/Safety Assistant (if available)

**Rooms 201, 202, 203, 204 &205:** Go downstairs, exit Front door – proceed South then East to Koprivica Park.

**Room 203** special needs children will be assisted by Early Child Advocate 1 (if in the building)

**Room 204** special needs children will be assisted out of the building by the Early Childhood Assistant or Family Service Advocate. (Whoever is in building).

**Room 205** special needs children will be assisted by Early Child Advocate 2 (if in the building).

**Lounge:**

Exit Front door – proceed South then East to Koprivica Park

**ASSISTANTS:** When the alarm sounds:

1. Help teacher line up children in single file at nearest door.
2. Check all areas to make sure all children are in line.
3. Close windows if possible and check classroom bathroom.
4. Take emergency backpack.
5. Follow line of children.



**TEACHERS AND ASSISTANTS:** Discuss beforehand and assign responsibility for helping children with special problems. Make sure any child who needs help has someone take him by the hand or assists in whatever way is needed. Children should always be kept between both adults. Under **NO** circumstances allow a child to **PRECEDE** you. If you encounter a dangerous situation ahead: **STOP:** raise your arms over your head and change direction of the line to a better exit.

**NON-CLASSROOM STAFF:** When the alarm sounds, assist wherever needed.

**DIRECTOR:** Assist at the top of the stairs in Main Lobby. Exit Front door. Meet fire department at front door – explain emergency.

**EARLY CHILDHOOD ADVOCATE 1 (Penny):** If in building, assist with children in Room 203.

**EARLY CHILDHOOD ADVOCATE 2 (Jodi):** If in building, assist with children in Room 205

**EARLY CHILDHOOD ASSISTANT:** If in building, assist with children in Room 204

**HEALTH ADVOCATE or HEALTH ADVOCATE ASST (Rita or Assistant).** (Whichever one is in the building) Assist Foster Grandparents out of the building, exit through front door. Take attendance on Foster Grandparents at Koprivica Park.

**ENROLLMENT COORDINATOR (Patti):** check 2<sup>nd</sup> floor girls' and boy's lavatories, conference room and storage rooms, exit front door; assist with children.

**MENTAL HEALTH / DISABILITY MANAGER:** Check all classrooms on 2<sup>nd</sup> floor, close doors, check south stairwell and exit south door. Assist children as needed.

**TRANSPORTATION/IN-KIND/SAFETY MANAGER:** Check all downstairs classrooms close doors, exit South door. Assist classrooms as needed. If Director is unavailable, meet fire department at Front door to explain emergency.

**TRANSPORTATION/IN-KIND ASSISTANT:** If in building, assist with children in Room 105.

**FAMILY SERVICE ADVOCATE (Kerry):** Assist with children in Room 204. (If Enrollment Coordinator is not here, check 2<sup>nd</sup> floor girls' and boy's lavatories and storage rooms before assisting Room 204, exit front door.

**FAMILY ENGAGEMENT/ EDUCATION COACH (Bridgette):** Fill in where needed, 203, 204, 205 or checking classrooms if **MENTAL HEALTH / DISABILITY COORDINATOR** is unavailable.

**SECRETARY:** Collect all sign in/ sign out sheets and needed documentation to take with you; open both front doors. Check 1<sup>st</sup> floor lavatories help with children, exit front door after children.

**COOK:** Make sure all kitchen staff are out of kitchen and assist with students in the gym area. Exit through front door.

**ASSISTANT COOK:** Assist with Room 103. Exit South door

**KITCHEN HELPER:** Assist with Room 104. Exit South door

**KITCHEN DRIVER:** If present assist with children at the Front entrance.

**DISHWASHER:** Make sure kitchen doors are closed. Assist with children in room 102

**SCHOOL DISTRICT PERSONNEL:** Assist children in the classroom you are in.

**MENTAL HEALTH PROFESSIONALS:** Assist children in the classroom you are in. If you are in 201 assist children in downstairs classrooms.

**BUS DRIVERS:** If bus drivers are in the building: Exit building at closest exit.

**Yellow Bus Driver** – Assist Room 103

**Blue Bus Driver** – Assist Room 104

**Green Bus Driver** – Assist Room 105

**Purple Bus Driver** – Assist Room 203

**Orange Bus Driver** – Assist Room 205

If the buses are parked in front of the building, move the buses to Koprivica Park and then come back and assist your assigned rooms.

**BUS ASSISTANTS:** If bus assistants are in the building:

**Yellow Bus Assistant** – Will proceed to corner of First and Arizona Streets and direct children East around the corner. Remain at this location until children exiting front door have turned corner.

**Blue Bus Assistant** – will assist children leaving playground to turn East to Koprivica Park. Remain at this location until all children are past this point.

**Green Bus Assistant:** Will assist children across alley and Oregon Street to Koprivica Park. Stop traffic on Oregon Street and remain there until all children are across Oregon Street.

**Purple Bus Assistant:** Will exit South entrance and assist children. Remain at this location until all children have exited the South door.

**Orange Bus Assistant:** Will assist children to cross street on Corner of 1<sup>st</sup> and Oregon to Koprivica Park, stop traffic on Oregon Street and remain there until all children are across Oregon Street.

**ALL STAFF:** In the case of a real emergency, the alley is to be left open. **NO ONE IS TO BE IN THE ALLEY – THE EMERGENCY VEHICLES WILL USE THE ALLEY.** Children, staff, and other adults would all move in one direction: South and then East to Koprivica Park. This will be the staging area for parents to pick up their children. If the weather is bad, the staging area will be the Butte Food Bank.

**FIRE DRILL PROCEDURE  
ACTION INC.- HEAD START  
LINCOLN SCHOOL  
2019-2020**

**TEACHERS:** When blow horn sounds:

1. Line up children in single file at exit.
2. Take your attendance sheet and fanny pack with you.
3. Lead the children outside (keep the children moving once they start out of the building).  
Have the children move fast, quietly, and with no running.
4. Take roll call immediately to ensure all children are accounted for, hold up RED or GREEN card.
5. Return to building when the all clear signal is given.

**ASSISTANTS:**

1. Help the teacher line up children in single file at the nearest door.
2. Check all areas to make sure all children are in line.
3. Close windows if possible and check bathrooms.
4. Take emergency backpack.
5. Follow line of the children.

**Rooms L2 & L3:** Exit through the **East** door into the parking lot and line up on the sidewalk by the fence on Broadway Street. (Do not use the front stairs unless it is the only way out).

**L2** Special needs children will be assisted by the **Early Childhood Advocate**.

**L3** special needs children will be assisted by the **Health/Nutrition Advocate or Health/Nutrition Assistant**.

**Rooms L4, L5**

**Room L5:** Exit through the North/East door, follow the sidewalk past the playground using the **Left** side of hallway, and lineup on the sidewalk by the fence.

**Room L4:** Exit through the North/East door, follow the sidewalk past the playground using the **Left** side of hallway, and lineup on the sidewalk by the fence.

**L4** will be assisted by **Special Education Monitor**.

**L5** will be assisted by **Special Education Teacher**.

**TEACHERS AND ASSISTANTS:** Discuss beforehand and assign responsibility for helping children with special problems. Make sure any child who needs help has someone to take them by the hand or assist in whatever way is needed. Children should always be kept between both adults. Under no circumstances allow a child to **precede** you. If you encounter a dangerous situation ahead: **STOP:** raise your arms over your head and change direction of the line to a better exit.

**HEALTH/NUTRITION ADVOCATE or HEALTH/NUTRITION ASST:**

Check nurse's office, manager's office and L2, then proceed to L3 to assist children

**EDUCATION COORDINATOR:** assist with L2

**SECOND MANAGER:** assist with L4

**FRONT DESK:** Check boys' and girls' lavatories, check L-3, L-4 & L-5, exit through the North/East door into the parking lot, and assist where needed.

**NON-CLASSROOM STAFF:** Assist where needed.

**BUS DRIVER and BUS ASSISTANT:** If in building assist with any special needs children.

**SCHOOL DISTRICT PERSONNEL:** Assist with children in classroom you are in.

**MENTAL HEALTH PROFESSIONALS:** Assist with children in classroom you are in.

**Action Inc. Head Start**  
**EARTHQUAKE PREPAREDNESS PLAN**

**EARTHQUAKE DRILLS:**

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants and light fixtures, hear objects wobbling on shelves or you may be jarred first by a violent jolt (like a sonic boom). You may hear a low (and perhaps very loud) rumbling noise. A second or two later you'll find it very difficult to move from one place to another.

It's important to take "quake-safe" action at the first indication of ground shaking. Don't wait until you're certain an earthquake is occurring. As the ground shaking grows stronger, danger increases.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress - especially if students are not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors and creaking walls. The noise will be frightening, but a little less so if it is anticipated.

**If Inside- Stay Inside**

- DROP, COVER, AND HOLD (UNDER THE TABLES) make sure you move with the table
- TURN AWAY FROM WINDOWS
- PUT BOTH HANDS ON THE BACK OF YOUR NECK
- TUCK YOUR HEAD DOWN
- STAY UNDER SHELTER UNTIL THE SHAKING STOPS
- STAY CALM
- ALL DOORS SHOULD BE LEFT OPEN TO MINIMIZE JAMMING AS THE BUILDING SHIFTS
- IF IN A LAVATORY OR OTHER ROOM WITH NO DESKS OR FURNITURE, GET AGAINST INSIDE WALL AND CROUCH LOW
- REMAIN ALERT FOR AFTER SHOCKS THAT MAY AGAIN CREATE THE NEED TO TAKE COVER
- RENDER FIRST AID IF NECESSARY

WAIT FOR THE ALL CLEAR SIGNAL FROM PERSON IN CHARGE

After the earthquake is over, evacuate through the exit assigned to your room unless it is blocked, then use the alternative exit route. Go directly away from the building and overhead utility wires. Report to the designated outdoor evacuation assembly area by the safest means and take roll call. Stay with your class and await further instructions.

**If outside - stay outside:**

- MOVE QUICKLY AWAY FROM BUILDINGS TO AREAS CLEAR OF FALLING WALLS, TREES AND OVERHEAD WIRES.
- LIE DOWN OR CROUCH LOW TO THE GROUND (LEGS WILL NOT BE STEADY) AND WAIT FOR SHOCKS TO SUBSIDE. KEEP LOOKING AROUND TO BE AWARE OF DANGERS THAT MAY DEMAND MOVEMENT
- TAKE ROLL COUNT OF STUDENTS
- DO NOT ATTEMPT TO ENTER BUILDING UNTIL AUTHORIZED TO DO SO
- DO NOT LIGHT FIRES OR TOUCH FALLEN WIRES
- BE ALERT FOR INSTRUCTION FROM PERSON IN CHARGE

When the all-clear is sounded completing the drill, return to the building.

**On School Bus:**

- THE DRIVER SHOULD QUICKLY CONSIDER THE AREA BEFORE DECIDING WHERE TO STOP. IF POSSIBLE, STAY AWAY FROM BUILDINGS, TREES, OR ANYTHING THAT COULD FALL ON THE BUS
- SET BRAKES, TURN OFF IGNITION AND WAIT UNTIL THE EARTHQUAKE IS OVER
- DO NOT USE MATCHES OR LIGHTERS. THERE MAY BE A GAS LEAK
- RENDER FIRST AID IF NECESSARY
- REPORT LOCATION AND CONDITIONS WHEN POSSIBLE. WAIT FOR INSTRUCTIONS

**POST EARTHQUAKE PROCEDURES**

Make sure everyone knows "WHO DOES WHAT, WHERE AND HOW!!!!"

- ACCOUNT FOR ALL STUDENTS
- FIRST AID TO INJURED
- EXTINGUISH ALL FIRES
- CALM STUDENTS
- DESIGNATE AN AREA WHERE BLANKETS, HATS, ETC. WILL BE KEPT
- COMMUNICATIONS - WITH THE BLANKETS KEEP A BATTERY-OPERATED RADIO WITH EXTRA BATTERIES
- SET UP A STUDENT RELEASE STATION
- KEEP RECORDS OF STUDENTS PICKED UP BY PARENTS

**Earthquake Drills will be practiced two times yearly.**

## TRANSPORTATION PROCEDURES FOR EMERGENCIES AND DISASTERS

In the event of a disaster or emergency; the Director, acting under Action Inc. authority may close the schools and arrange transportation for students.

### OPTIONS:

1. Immediate closure of school and transportation of the students either to their homes or to alternate locations.
2. Holding of students at school, and provision of shelter at school.
3. Acceleration of regular transportation schedule. Run regular routes, but ahead of schedule with no deviations.

### SCHOOL BUS ACCIDENT:

In case of a school bus accident carrying students to or from Head Start, we caution you to take **NO ACTION ON "RUMOR ONLY"**. As soon as possible, the transportation department or other appropriate school administrator will provide you with accurate verbal incident report gathered by a reliable source (bus driver, police) at the accident scene.

Please report content and source of ANY rumors of the accident to the Head Start Director/Person in Charge who will contact Action Inc. so we may dispel any inaccurate information to the public.

## **CHILD DISMISSAL PROCEDURES**

Once the dismissal order is received from the Head Start Director or designee:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means. Students will follow the building procedures utilizing the buddy system. Staff will leave the building with class lists to check for student attendance. A classroom role list will be contained in classroom emergency backpacks.
2. Review dismissal procedure already provided to parents to assure that it will be followed. The procedure should provide guidance regarding parents who have made special arrangements for care in the event parents are not home.
3. Designated school personnel will inspect the entire structure once the dismissal is completed. This is to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
4. Head Start Director may request assistance from all staff to assure that students disperse from the school building to minimize hazards and congestion.
5. All dealings with the news media and public must be handled through the Chief Executive Officer at Human Resource Council District XII.

## **RELEASE OF STUDENTS TO PARENTS**

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the Director.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless Head Start authorities have been assured by local emergency authorities that routes are safe for student use.

Any long term sheltering for earthquake, hazardous material incident, terrorist incident, will require a parental release form, completed at the beginning of the school year by a parent or legal guardian of every student, will be utilized. The adults listed on this form will be the only adults the student will be released to. Any other adult showing up may stay with the student but will not be permitted to leave with them.

Teachers must stay with the students until all their students are picked up and/or the director or director's replacement approves of their leaving.



## COMMUNICATIONS PROCEDURE FOR PERSON IN CHARGE

### STEP 1:

EMERGENCY SERVICES ----- 911  
(POLICE, AMBULANCE, SHERIFF, DISASTER EMERGENCY SERVICES)

- TELL DISPATCHER:
  1. WHERE COMMAND POST IS LOCATED (BE SPECIFIC)
  2. WHERE PERSON IN CHARGE OR DESIGNEE CAN BE FOUND AT ALL TIMES.
  3. REMAIN THERE UNTIL HELP ARRIVES
  
- POISON CONTROL -----1-800-222-1222
- AMBULANCE-----723-3132
- HOSPITAL -----723-2500
- LAW ENFORCEMENT (non-emergency)- 497-1120
- ENGINEER HOME PHONE ----- 490-6515

### STEP 2:

If it is necessary to send anyone to the hospital by ambulance for a serious injury, a staff member will be assigned to go along to serve as a liaison between hospital and Director/ Person in Charge, with instructions to relay progress as soon as possible.

SEND A COPY OF ALL EMERGENCY CONTACTS AND INFORMATION WITH THE EMERGENCY CARE PERSON.

### STEP 3:

#### IMMEDIATELY REPORT CRISIS TO:

- Head Start Director
- Safety Manager
- Head Start Administrative Secretary

The Head Start Director/Safety Manager will alert the following: Action Inc. CEO.

The person in charge of the building at the time of the crisis will be responsible for completing the notification process.

## **MEDIA PROCEDURE**

The only means to inform the general public is by the mass media (radio, television and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**.

PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE;

After calling emergency services and following safety procedures from your building, it is important that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Directors office. (This phone will always be answered).

The Director will notify other Head Start personnel determined necessary to respond to the emergency.

If the Chief Executive Officer and the Head Start Director are not immediately available, **ONLY** a trained member of the school's Safety Committee may release preliminary, factual information on the crisis. Additional information will be released by the Chief Executive Officer or his/her designee as soon as it has been corroborated. Please refer **ALL** media to them.

### **CRISIS MANAGEMENT TEAM Building Chain of Command (Person/s in Charge)**

<b><u>Barb Brophy</u></b>	<b><u>494-3600</u></b>	<b><u>490-1209</u></b>
Director	Home Phone	Cellular Phone
<b><u>Tammy Cerise</u></b>	<b><u>491-5138</u></b>	
Safety Manager	Cellular Phone	
<b><u>Jack Titlow</u></b>	<b><u>1-972-816-2758</u></b>	
Building Maintenance	Cellular Phone	

When in **CRISIS MODE** every action must be communicated immediately to all Members of the Crisis Management Team.

## **BOMB THREAT**

### **Receiving a Bomb Threat:**

Should you as a school staff member learn of a bomb threat convey the information to the Director/person in charge of the building. If you receive the bomb threat use your Threat Call Checklist (attached).

Complete this Checklist in writing and turn it into the school authorities. Don't hang up the phone until the caller hangs up!

The 911 operator will call back our number to verify that there was a bomb threat called into the school.

The person who called 911 should answer the return call to verify the call.

Someone from the Staff needs to meet the Police & Fire Department out in front of the building.

The Director or his/her designee is the only person authorized to evacuate the building. Evacuation will be considered under the following circumstances:

1. When the Director or his/her designee orders the evacuation of the building.
2. When authorized law enforcement officials strongly recommend that the Director evacuate the building; or
3. When failure to evacuate is anticipated to increase the threat to the health and safety of staff and or students.

## **EVACUATION PROCEDURES**

You will be notified in person, there will be no alarms.

Head Start Staff will conduct a quick check of his/her area looking for any unusual packages, pipe, exposed matchbooks, wire or string attached to unknown objects, etc. If anything, unusual is found notify the Director immediately. **DO NOT TOUCH IT.**

The following procedures will be implemented by Head Start Staff.

1. Students and staff will be directed outdoors to designated "safe" areas (follow fire drill procedures).
2. Students and staff will be directed to exit the building without opening or closing windows, doors or altering desks, shutting off or on light switches.
3. Teachers shall remain with their students and be responsible for their supervision.
4. All persons directed outdoors will remain there until directed by the Director to return to the building.
5. Attendance will be taken once outside. Any student not accounted for notify a supervisor.
6. Students will not be dismissed from school until the Director issues that directive.

## **BOMB THREATS THAT DO NOT REQUIRE EVACUATION**

If the nature of the bomb threat does not warrant evacuation the following procedures will be implemented:

1. School activities shall be continued as normal as possible.
2. Teachers shall remain with their students and be responsible for their supervision.
3. The Director, in contact with public safety officials, shall implement a building search.
4. Key staff members may be utilized to search the building room by room.

**BOMB THREAT CALL CHECKLIST**

**DON'T HANG UP THE PHONE**  
**(USE ANOTHER PHONE TO CALL POLICE) (If possible)**

Record the exact words used by the caller \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ASK:**

**WHAT TIME IS IT SET FOR?** \_\_\_\_\_

**WHERE IS IT?** \_\_\_\_\_

**WHAT DOES IT LOOK LIKE?** \_\_\_\_\_

**WHY ARE YOU DOING THIS?** \_\_\_\_\_

**WHO ARE YOU?** \_\_\_\_\_

**VOICE ON PHONE CHECKLIST:**

<b>MAN,</b> _____	<b>WOMAN</b> _____	<b>CHILD</b> _____
<b>INTOXICATED</b> _____	<b>SPEECH IMPEDIMENT</b> _____	
<b>ACCENT</b> _____	<b>OTHER</b> _____	

**BACKGROUND NOISE CHECKLIST**

<b>MUSIC</b> _____	<b>CHILDREN</b> _____	<b>TALK</b> _____
<b>AIRPLANES</b> _____	<b>TRAFFIC</b> _____	<b>MACHINES</b> _____
<b>OTHER</b> _____		

**DON'T HANG UP THE PHONE (USE ANOTHER PHONE TO CALL POLICE)**  
**POLICE NUMBER 911**

Person receiving call, will immediately notify authorities and give above information, then notify person in charge.

DATE: \_\_\_\_\_

TIME OF CALL: \_\_\_\_\_

PERSON RECEIVED BY: \_\_\_\_\_

### **BUILDING SEARCH TECHNIQUES**

The building search should be conducted by personnel who are familiar with the layout of the building. It is important that school personnel be utilized for the building search in that they will be familiar with what objects belong in a certain area. Law enforcement personnel may be utilized to coordinate the search and assure that all areas of the building are covered.

Any room can be thoroughly searched by utilizing a planned search procedure. This procedure can be put into effect by appointing search teams familiar with certain areas of the building. A two-man search team can completely cover an entire room with a thorough search in a short time if this procedure is followed.

As the team enters a room they should stop and get accustomed to the noises inside the room. This will assist the members in hearing foreign sounds, such as clock mechanism, as they move through the room.

The room is divided evenly as to the number of items to be searched in each section. Usually a diagonal division will best divide the room. The team members should start the search back to back, cover walls and then work towards the center of the room finally arriving back at the starting point. The room should also be searched in sweeps at different heights to ensure that all areas are covered.

These heights are as follows:

1. **FIRST SWEEP;** floor to waist. This sweep will be the most time consuming and will cover items such as furniture, cabinets, air conditioning ducts, base board heaters etc.
2. **SECOND SWEEP:** Waist to chin. This sweep should cover items such as pictures, bookcases, tall lamps, etc.
3. **THIRD SWEEP:** Chin to ceiling. This sweep should cover items such as high mounted air conditioning, hanging lamps, etc.
4. **FOURTH SWEEP:** Ceiling and above. This sweep should include speaker systems, ceiling mounts for light fixtures, etc.

It should be obvious that all rooms will not require all four sweeps for a thorough search. All search team members should be reminded that they are looking for anything foreign to the room. Remember, "Bombs very seldom appear to be bombs." They can come in anything from a suitcase to a cigarette pack.

## **WEAPONS ON GROUND or IN CLASSROOM**

1. Stay Calm
2. Talk softly
3. No quick movements
4. If possible, have children get on floor.
5. Try to get suspect out of the room. *DO NOT PROVOKE ARMED PERSON IN ANY WAY*
6. Try to bargain to allow children to leave. *USE YOUR JUDGEMENT*
7. Acknowledge suspects concerns.
8. If you hear a shot:
  - Stay away from windows
  - Students take cover
  - Close door
  - Wait for instructions

**VIOLENCE:** (Threats, Shootings, Hostage Taking, Civil Disturbance)

### **CHECKLIST:**

Upon notification that a violent situation is occurring, or may occur, the following people will take the indicated action:

### **OFFICE PERSONNEL:**

- Notify Director/Person in Charge
- Follow his/her directions
- Call 911. The person who does this will be the Information Contact Person
- Take necessary action to ensure safety until law enforcement arrives.
- Limit incoming telephone calls-keep them short.

### **DIRECTOR OR PERSON IN CHARGE:**

- Warn staff and students by intercom announcement and/or with a clear test message in the affirmative.
- Access the situation and make necessary judgments to ensure the safety of the staff and students until law enforcement arrives.
- Follow the instructions of law enforcement.
- Keep everyone calm

### **TEACHERS:**

- Close and lock the door and windows, pull down all shades. (Follow LOCKDOWN procedure)
- Secure immediate attention and order
- Follow "Duck and Cover" drill if needed
- Account for each student
- Wait for further instruction from Director/ Person in Charge or law enforcement.
- Keep students calm and avoid actions which could cause panic and confusion.
- Do not do anything that could increase danger for anyone involved.
- Keep children with you.

- When directed and safety permits, staff and children should move to a location where they can best be protected. This may require evacuation to an alternate location or outside the building. It may require that you stay where you are.

### **INTERNAL THREAT/LOCKDOWN**

ANNOUNCEMENT: "This is a lockdown" OR PANIC ALARM goes off: (do not leave your room to see what is going on)!

**Teachers** secure your classroom and follow proper procedures.

1. Teachers will lock their classrooms and otherwise secure their work areas. Any students outside of classroom will be brought into the nearest classroom and kept there until the situation is over.
2. Take roll, account for all students and add the names of any student that was brought into your room.
3. From the time the door is locked, maintain as normal a class as possible.
4. Administrative staff will check and secure all bathrooms and lounge. If students/staff are in these rooms, they will be taken into the closest secure classroom/room and kept there until the situation is over.
5. Only the director or Person in Charge can give the "ALL CLEAR". Every teacher should document any activity that occurred during the emergency and offer suggestions as to how things could have been better managed.



## TORNADO

While considering a remote possibility, tornados have occurred in the Butte area and must be included in the overall Crisis Procedure Plan.

Information regarding tornados will be broadcast on the Weather Alert Warning Radio.

- **TORNADO WATCH:** means no funnel clouds have been sighted, but tornados can be expected to occur. If a Tornado Watch has been declared, be prepared to evacuate quickly and be alert of special instructions.
- **TORNADO WARNING:** Means a funnel cloud has been sighted. The approximate location and distance of travel are usually given when a warning is broadcast.
- The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type structure is not available, take these precautions:
  1. Stay away from windows
  2. Get under heavy furniture or lay face down, head covered.
  3. Avoid auditoriums, gyms, or any room with a wide free span roof.
  4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

## FLOODS

In general, there will be advance warning of an impending flood.

Stay in building until further notified.

Prepare to evacuate to alternate location.

If time allows, secure classroom:

- Put books and equipment on shelves
- Close all windows

## **PLANE CRASH**

**BE PREPARED TO EVACUATE IF ADVISED TO DO SO.**

## **FALLEN AIRCRAFT**

**If an aircraft falls near the school, the following will be accomplished:**

- The Director/Person in Charge will ascertain which action to take, if any should be implemented. Where necessary, teachers will take immediate action for the safety of the children without waiting for directions from the Director.
- All students and staff will be kept at a safe distance allowing for possible explosion.
- If possible, the director or designee will determine whether the aircraft is military, commercial, or a private plane.
- The Director will direct further action as required.

## **HAZARDOUS MATERIALS SPILLS**

### **KEEP STUDENTS INSIDE UNLESS ORDERED TO EVACUATE BY THE FIRE DEPARTMENT**

#### **The main threat is noxious fumes.**

1. Close all doors and windows.
2. Turn off all ventilation, including furnaces, air conditioning, vents or fans. Anything through which polluted outside air could get into the building.
3. If you think dangerous fumes are entering the building, cover your nose and mouth with a wet cloth or towel and take quick shallow breaths; this will serve as a filter.

Cloth/towels will be found in each classroom emergency kit.

#### **IF OUTSIDE:**

1. If you can't get into building or a vehicle, move perpendicular (crosswind) so the wind is blowing from your right to left, NOT INTO YOUR FACE OR AT YOUR BACK. If possible, cover your nose with your clothing or any handy fabric.
2. Don't step in spilled material.

## **UNEXPECTED EXPLOSIONS**

1. When advised by Director/Person in Charge, evacuate building using fire drill procedure, modifications to the plan may be needed.
2. Proceed to alternate site for your school.
3. If possible, children will be sent home by walking, bus or parents will pick them up at alternate location.
  - Information on student pickup will be supplied by the Director or designee and broadcast on radio and television.

**SEE PAGE 15 FOR PUPIL DISMISSAL AND RELEASE OF STUDENT INFORMATION**

### **SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER**

1. When advised by Person in Charge, evacuate the building.
2. Proceed to alternate site for your school.
4. If possible, children will be sent home by walking, bus or parents will pick them up at alternate location.
  - Information on student pickup will be supplied by the Director or designee and broadcast on radio and television.

### **SEVERE STORMS/OTHER WEATHER-RELATED EMERGENCIES**

Head Start Director will determine if the school will be open for the day.

1. If a severe storm or weather -related emergency is forecast or has hit the area.
2. Tune to radio stations for early morning reports.
3. If a storm develops during the day, our primary means of warning of severe weather will be by radio.
4. The Director will determine the action to be taken and advise staff of the procedures that will be followed.

#### **EMERGENCY RADIO CHANNELS**

**KBOW 550 AM & 101.5 FM (EMERGENCY ALERT STATIONS) -----494-7777**

**KAAR 93 ----- 494-1030**

**KOPR 94.1 FM----- 494-7777**

**KXTL 1370 FM----- 494-4442**

**KXLF TELEVISION ----- - 496-8400**

2019-2020  
ACCIDENT REPORTING  
Action Inc. Head Start

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Regulation Reference: 45 CFR Part(s): 1304.20(d), 1304.22(a), 1304.22(a)(4)

**Policy:**

In an attempt to ensure timely documentation of a medical or dental emergency, staff will ensure that all accidents are managed using proper first aid and reporting procedures. Parents and/or medical provider will be notified of an injury in a timely manner.

**Procedures:**

1. An accident will be defined as any incident that leaves a mark, such as: bruise, scratch, and bump, on a child that requires medical attention or evaluation.
2. Medical assessment and intervention will be performed.
3. An Incident/Accident Report will be filled out on each child that is injured. The person performing first aid will fill out the medical portion of the form. The person who witnesses the accident will fill out the details of the accident.
4. If the injury is minor, the parent or legal guardian will be notified by telephone or a note explaining the injury.
5. Parents will be notified immediately when an injury requires immediate medical provider intervention.
6. When another child is involved in the injury such as bites, hitting, etc., the other child may be identified on the "Incident/Accident Report". A behavior report will be written on the aggressive child.
7. The individual who witnessed the incident/injury will sign the "Incident/Accident Report".
8. If critical illness or injury requires immediate attention of a physician, the Head Start staff will:
  - a) Contact emergency medical services or take the child to the nearest emergency room.
  - b) Give the child first-aid treatment or CPR when needed.
  - c) Contact the physician identified in the child's record.
  - d) Contact the parent.
  - e) Ensure supervision of the other children in the group.
  - f) Head Start staff will complete the Incident/Accident Report and document the action taken.

## FIRST AID POLICIES AND EMERGENCY PROCEDURES

### **GENERAL PROCEDURES:**

The responsibility for administering first aid will be in the following order:

1. Nurse, if in the building
2. Teacher or Teacher Assistant trained in First Aid
3. Adult trained in First Aid
4. In a **True Emergency** 911 will be contacted first, at staff discretion, then parents.

### **PROCEDURE:**

1. Wash hands thoroughly and apply gloves
2. Minor injury-administer first aid, notify parent or guardian.
3. Major accident
  - a. Render necessary first aid and call the parent for preferred procedures.
  - b. If it is impossible to reach the parent, contact the family representative indicated in emergency contact information
  - c. If it is necessary to transport by ambulance, the nurse or designated representative should accompany the student to the hospital and remain with him until the family or hospital assumes charge.
  - d. In any case, the parent should be notified of the action taken as soon as possible.
  - e. Make out an accident report giving all details including the names of witnesses, give to the Program director by 3:00 p.m. on day of accident.

### **SPECIFIC FIRST AID PROCEDURES:**

#### **BURNS AND SCALDS**

##### **Minor Burns Without Blisters**

A small burn may be cooled by placing the extremity in cool water or covering with a cool wet towel. Do not use ice. Notify Parents.

##### **Burns with Blisters**

Same as above. Do not break the blisters. Notify Parents. Refer to physician for advice on how to cover the burn. Any burn on the face, hands, feet, or genitals and any large burn should be seen by a physician.

##### **Large or Deep Burns**

Remove clothing. Do not apply any medication. Keep child warm with a clean sheet and then a blanket until help arrives. Notify parents immediately.

##### **Electrical Burns**

Disconnect electrical power. Do not touch victim with bare hands. Pull victim away from power source with wood or a thick, dry cloth. Notify parents immediately. All electrical burns need to be seen by a physician.

## **CHOKING**

If a child is coughing but can't speak, he is probably choking-and that's your cue to begin the Heimlich Maneuver. Here's how you do it:

1. Stand or kneel behind the child and wrap your arms around his waist.
2. With one hand, make a fist and place the thumb against the child's abdomen-above the navel and below the rib cage.
3. Grasp your fist with your other hand and pull up firmly into the child's abdomen, using distinct, quick, upward thrusts. This should help clear the airway.

## **CONVULSIONS**

Protect the child from injury. Perform rescue breathing if child is blue or not breathing. If breathing, lay child on side. Put nothing in the mouth. Notify parents immediately.

## **EYE INJURIES**

If anything is splashed in the eye, flush gently with water for at least 15 minutes. Notify parents. Call the Poison Control center or physician for further advice if necessary. Any injured or painful eye should be seen by a physician. Do NOT touch or rub an injured eye. Do NOT apply medication. Do NOT remove objects stuck into the eye. Gently bandage the painful eye shut until you can get medical help.

## **FAINTING**

Lay child on back with head to the side and legs raised. Do NOT give anything by mouth. Notify parents.

## **FRACTURES AND SPRAINS**

If an injured part is painful, swollen, deformed, or if motion causes pain, suspect a fracture and support the injury with a splint made of firm material such as a magazine. Then wrap with cloth strips. Apply a cold compress. Notify parents and call their physician.

## **HEAD AND NECK INJURIES**

Do NOT move any child who may have a serious head and/or neck or back injury, because this may cause harm. Notify parents. Call 911 for any of the following:

- Any loss of consciousness or drowsiness
- Persistent headache or vomiting
- Clumsiness or inability to move any body part
- Oozing blood or watery fluid from the ears or nose
- Convulsions (Seizures)
- Abnormal speech or behavior

## **NOSEBLEEDS**

With child sitting, squeeze nostrils together between your thumb and index finger for 10 minutes. If bleeding persists, notify parent and if necessary, call the physician.

## **POISONS**

If a child is unconscious, becoming drowsy, having convulsions, or having trouble breathing, call 911 and Poison Control Center. Notify parent immediately.

## **SWALLOWED POISONS**

Any non-food substance is a potential poison. Call the Poison Control Center immediately. Do not induce vomiting except on professional advice. The Poison Control Center will give you further instructions.

## **SKIN WOUNDS**

**For all these conditions, make sure your child is properly immunized for tetanus.**

### **BRUISES**

Apply cold compresses for one-half hour. Notify parents. For extensive bruises, crushing injuries, or bicycle spoke injuries, call your physician. For continued pain or swelling, call your physician.

## **SKIN WOUNDS (CON'T)**

### **CUTS**

Apply pressure with a clean cloth to stop the bleeding. If the cut is large and deep, call for help and maintain pressure until help arrives. For minor cuts, wash with soap and water and cover with dressing. Notify parents. If a cut may need stitches, seek medical care as soon as possible. Elevate extremity above the heart.

### **SCRAPES**

Wash scrape with soap and water. Cover with a nonstick dressing.

### **SPLINTERS**

Wash with soap and water. Do not soak splinter. Notify parents.

### **PUNCTURE WOUNDS**

**Do not remove large objects such as knives or sticks. For minor puncture wounds, wash with soap and water. Notify parents. May need to be seen by a physician. Child may need a tetanus booster.**

## **STINGS AND BITES**

### **Stinging Insects**

Do NOT pull the stinger out. Put a cold compress on the bite to relieve pain. Notify parents immediately. If hives, paleness, weakness, nausea, vomiting, tightness in the chest, breathing difficulty, or collapse occur, call 911. For spider bites, call physician or the Poison Control Center.

### **Animal or Human Bites**

Wash the wound thoroughly with soap and water. Notify parents.

### **Ticks**

**Notify parents. Recommend that they see a physician if head remains attached, or if child later develops symptoms such as headache, fever or rash.**

## **TEETH**

### **Baby (Primary) Teeth**

If knocked out or broken, apply clean gauze to control bleeding. Notify parents and call a dentist.

### **Permanent Teeth**

If knocked out, find the tooth and rinse it gently without touching the root. Insert and gently hold the tooth in its socket or transport the tooth in cow's milk. Notify parents immediately. Go to the dentist or an emergency department. Time is important. If broken, save the pieces. Gently clean the injured area with warm water. Place a cold compress to reduce swelling. Go to the dentist immediately.





Alternate pick-up location:  
Butte Food Bank  
1019 E. 2nd Street.

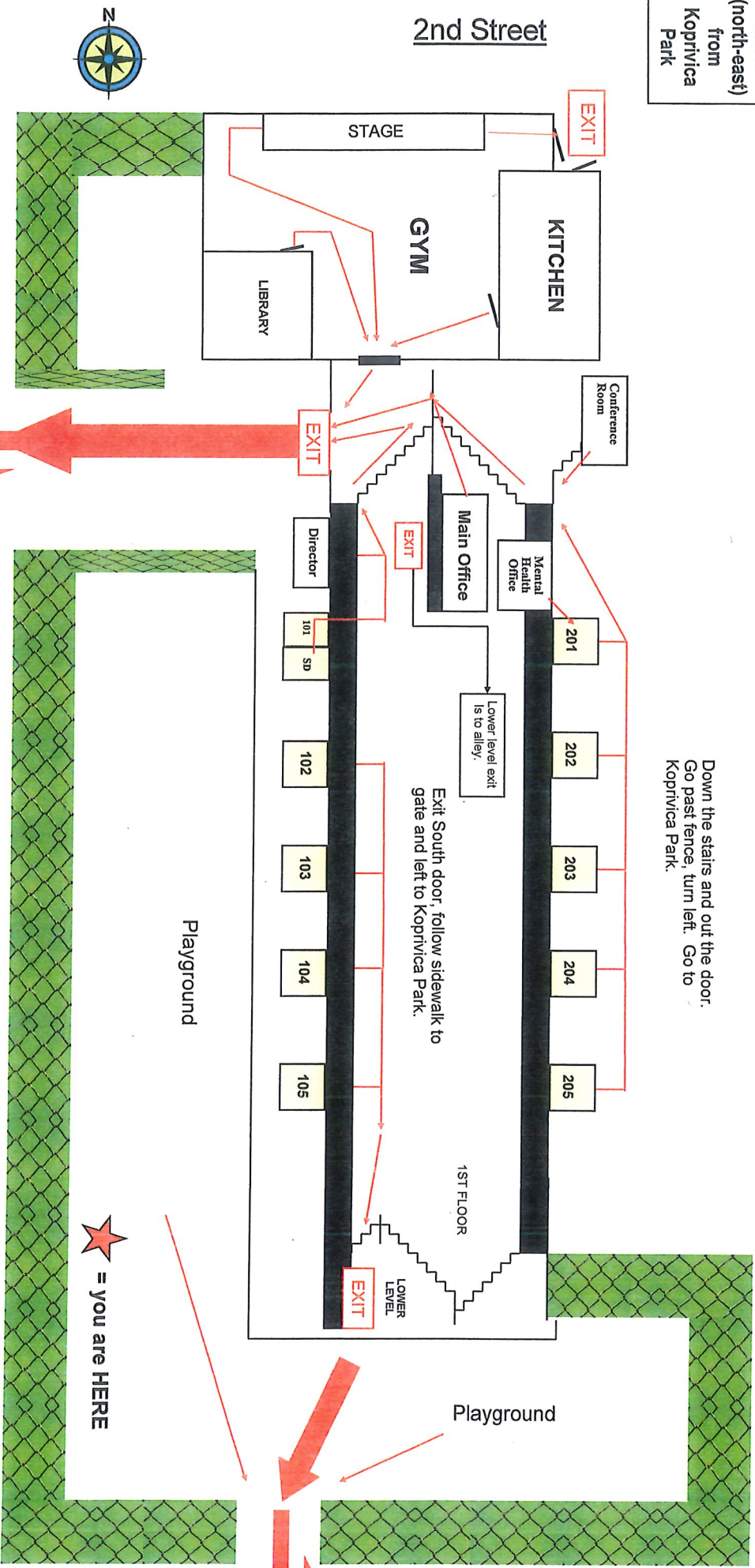
Located across the street (north-east) from Koprivica Park

**ALL CLASSROOMS MEET AT KOPRIVICA PARK (Oregon Street one block east of school)**

**Emergency Evacuation Plan for Head Start Main Center**

**ALLEY (AREA IS USED AS A FIRE LANE FOR THE FIRE DEPARTMENT - KEEP CLEAR).**

Down the stairs and out the door.  
Go past fence, turn left. Go to Koprivica Park.



**2nd Street**

**Arizona Street**



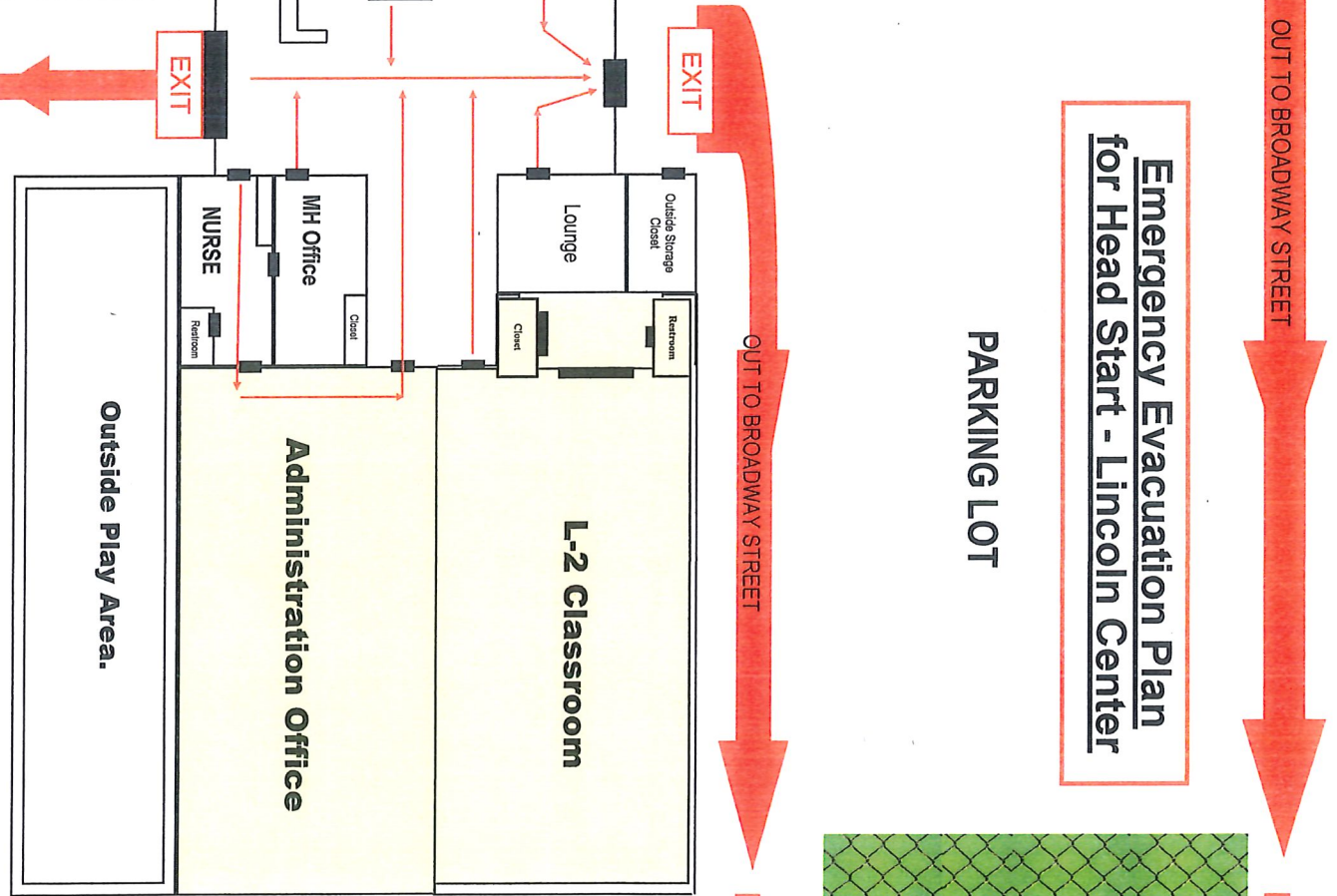
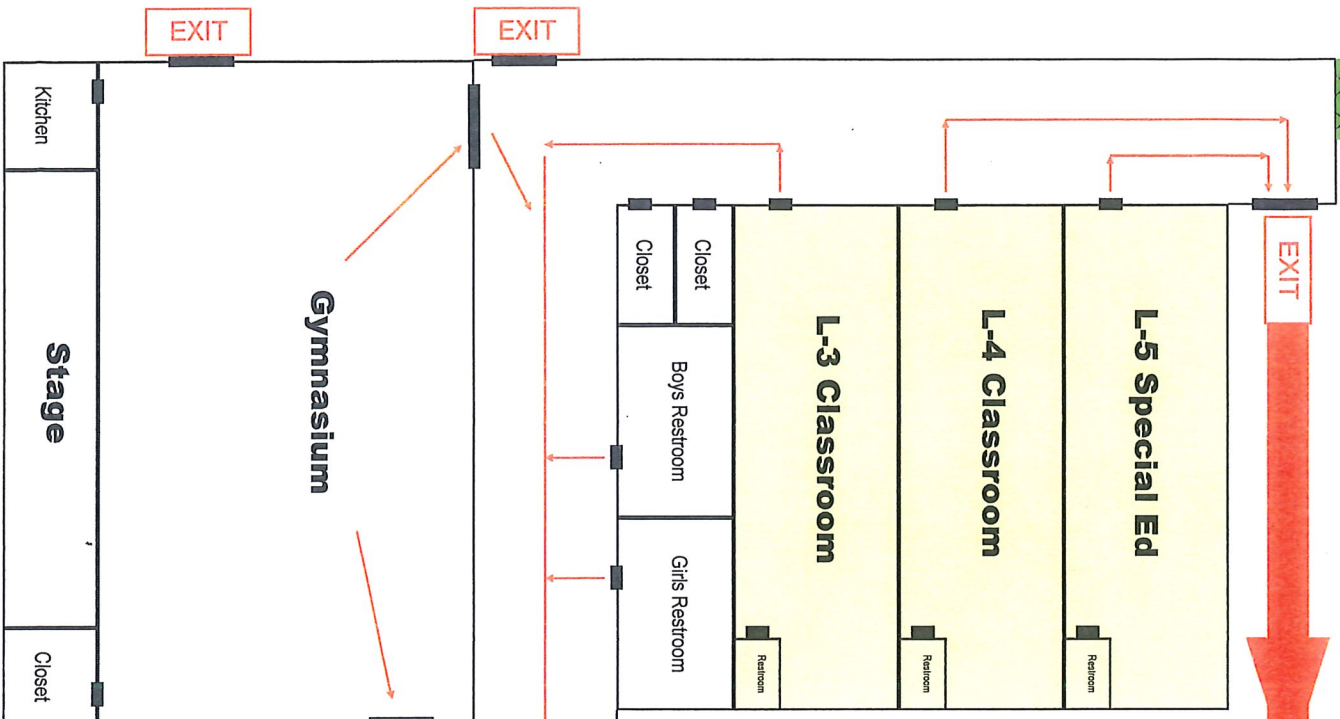




ALLEY (AREA IS USED AS A FIRE LANE FOR THE FIRE DEPARTMENT - KEEP CLEAR).

★ = You Are Here

CLARK STREET



**Emergency Evacuation Plan  
for Head Start - Lincoln Center**

**PARKING LOT**

Alternate pick-up location:  
Butte Public Library  
226 W. Broadway  
Located 4 blocks east on Broadway Street

**BROADWAY STREET**