

# All Hazard Preparedness Procedure

## Purpose

This document explains how to prepare for common disasters and emergencies, how to implement all hazard preparedness drills, and what to do for actual emergencies.

## Procedure

Create a written All Hazard Preparedness Plan that includes procedures for an Incident Command System (ICS), earthquakes, fires, lockdowns, and other types of disasters and emergencies relevant to your area (e.g. volcanic eruption, lahar, flood, mudslide, etc.). If located near active volcanoes, learn your community's volcano and lahar warning systems. Refer to the Federal Emergency Management Administration (FEMA) and the American Red Cross for resources.

When your plan is complete, review with your ICS teams. Make sure roles are established prior to implementing the plan. Practice, evaluate, and update your plan annually or as needed.

Provide families with a summarized copy of the plan, including information about where staff and children will relocate if your center/site is unsafe and the procedure for reuniting families with children.

**Fire drills must be practiced monthly per class session and other drills at least 3 times per year per class session.**

Provide children with a variety of ways to learn about drills and to prepare for emergencies, making time for them to ask questions. **During drills and real emergencies, stay calm and be honest with children about what's going on.**

## Incident Command System

FEMA describes an ICS as a standardized, on-scene, all hazards incident management approach that:

- Coordinates equipment, personnel, procedures, and communications within an organization
- Enables coordinated action between various public and private jurisdictions and organizations
- Establishes a common process for planning and managing resources
- Is flexible and can be used for incidents of any type, scope, and complexity
- Allows users to create a structure that matches the demands of any type of incident

Find out if there is an existing ICS in your school district or agency. If so, determine how your Early Learning program fits into this system. You may need to establish an ICS that is specific to your center/site. If there is no existing ICS, work with your local emergency management officials to create one that meets the needs of your program. When creating an ICS, consider all types of disasters and emergencies.

Common ICS roles and tasks are listed on the next page in command hierarchy. It is critical that each role is assigned and included in your All Hazard Preparedness Plan. You may combine roles and tasks as needed and roles may consist of groups of people. **At least half of the staff must be assigned to caring for children during an emergency.** Make sure all staff are aware of who is assigned to each role and who reports to whom.





### Incident Command System Roles and Tasks

**Incident Commander:** Oversees all functions of the ICS and is the first point of contact for official emergency personnel. This role should be assigned to center/site leadership.





- **Logistics Chief:** Leads the following teams:
  - **Staffing:** Delegates tasks based on staff availability, who needs help, and who needs a break; coordinates volunteers.
  - **Supplies and Facilities:** Coordinates the distribution of supplies to make sure they are sustainable and best utilized.
  - **Child Release:** Develops a system for reuniting children with their families and implements the system in a safe and organized manner.
- **Operations Chief:** Leads the following teams:
  - **Facilities and Security:** Understands the layout of the building; shuts off utilities, checks the building and the evacuation route for safety and security (e.g. trees/wires down, flooding, etc.), and cordons dangerous areas with tape or rope.
  - **Search and Rescue:** Understands the layout of the building and develops a plan for searching the building; marks the entrances and exits of rooms that have been searched.
  - **First Aid:** Must be First Aid and CPR certified; provides emergency medical response and counseling to injured staff and children (official emergency personnel may not be available in a wide-scale emergency).
  - **Child Care:** Ensures that all children are accounted for and are safe.
- **Planning/Administration Chief:** Leads the following teams:
  - **Communications:** Develops an internal and external communications plan to make sure accurate news and messages reaches the necessary people and interacts with the media.
  - **Documentation:** Documents the details of the event and records staff time and insurance information.

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## All Hazard Preparedness Drills

Drill/Emergency	Plan and Response
<b>FIRE</b>  Drills must be conducted monthly	<b>PLAN</b>  <ul style="list-style-type: none"> <li>• Know the building floor plan. Post evacuation routes at all classroom and building exits.</li> <li>• Know where fire extinguishers are located.</li> <li>• Know the fire alarm sound.</li> <li>• Make sure First Aid and Disaster Supply Kits are stocked.</li> <li>• Train all staff on fire and evacuation procedures.</li> <li>• Discuss the procedures with children before a drill. This should include immediately lining up when the alarm sounds.</li> <li>• Send a note home or include in a newsletter that a fire drill will occur.</li> </ul>
	<b>IMMEDIATE ACTION</b>  <ul style="list-style-type: none"> <li>• Evacuate the building and close doors.</li> <li>• The last person to leave the classroom must conduct a final sweep of all areas to make sure no one is left behind.</li> </ul>
	<b>DO</b>  <ul style="list-style-type: none"> <li>• Continue to follow the <i>Active Supervision Procedure</i>.</li> <li>• Always maintain adult-child ratios.</li> <li>• Bring the attendance and meal count report to make sure that no children, staff, and volunteers in your classroom have been left behind.</li> <li>• Bring your First Aid Kit, Disaster Supply Kit, child medications, and emergency contact information.</li> <li>• Make sure children with limited mobility or who need help exiting the building are supported.</li> <li>• Complete the <i>All Hazard Preparedness Drills Record</i> immediately after a drill. Include comments or improvements.</li> </ul>
	<b>DON'T</b>  <ul style="list-style-type: none"> <li>• Do not use elevators (if your building has them).</li> <li>• Do not stop for personal belongings.</li> <li>• Do not open doors with smoke pouring in or around the bottom, or if it feels hot.</li> </ul>

## All Hazard Preparedness Procedure

Drill/Emergency	Plan and Response
<p><b>EARTHQUAKE</b></p> <p>Drills must be conducted at least 3 times per year per class session.</p>	<p><b>PLAN</b></p>  <ul style="list-style-type: none"> <li>• Know the building floor plan. Post evacuation routes at all classroom and building exits.</li> <li>• Know where fire extinguishers are located.</li> <li>• Make sure First Aid and Disaster Supply Kits are stocked.</li> <li>• Make sure large or heavy objects and furniture are anchored and secured from tipping.</li> <li>• Train all staff on earthquake and evacuation procedures.</li> <li>• Discuss the procedures with children before a drill.</li> <li>• Send a note home or include in a newsletter that an earthquake drill will occur.</li> </ul>
	<p><b>IMMEDIATE ACTION</b></p>  <ul style="list-style-type: none"> <li>• <b>Drop, cover, and hold.</b></li> <li>• If inside, stay inside, until instructed by official emergency personnel to evacuate.</li> <li>• If outside, move into an open area away from buildings, trees, streetlights, and power lines.</li> <li>• If in a vehicle, pull over to a clear location and stay in the vehicle with seatbelts fastened until the shaking stops.</li> <li>• If in a mountainous area or near unstable slopes or cliffs, be aware of falling rocks and debris.</li> <li>• If in a coastal area, move to higher ground.</li> </ul>
	<p><b>DO</b></p>  <ul style="list-style-type: none"> <li>• <b>Drop, cover, and hold.</b> Get under a desk or table or stand in a corner or doorway. Stay clear of windows, bookcases, and mirrors.</li> <li>• When shaking stops, check yourself for injuries first, then check others.</li> <li>• Do your best to clean up spilled medicine and flammable liquids immediately.</li> <li>• Continue to follow the <i>Active Supervision Procedure</i>.</li> <li>• If evacuation is necessary, follow your evacuation procedures. <ul style="list-style-type: none"> <li>○ Always maintain adult-child ratios.</li> <li>○ Bring the attendance and meal count report to make sure that no children, staff, and volunteers in your classroom have been left behind.</li> <li>○ Bring your First Aid Kit, Disaster Supply Kit, child medications, and emergency contact information.</li> <li>○ Make sure children with limited mobility or who need help exiting the building are supported.</li> </ul> </li> <li>• Complete the <i>All Hazard Preparedness Drills Record</i> immediately after a drill. Include comments or improvements.</li> </ul>
	<p><b>DON'T</b></p>  <ul style="list-style-type: none"> <li>• Do not use the elevators (if your building has them).</li> <li>• Do not rush for doors.</li> <li>• Do not reenter the building until told that it is safe to do so.</li> </ul>

## All Hazard Preparedness Procedure

Drill/Emergency	Plan and Response
<p><b>LOCKDOWN</b></p> <p>Drills must be conducted at least 3 times per year per class session.</p>	<p><b>PLAN</b></p>  <ul style="list-style-type: none"> <li>• Know the building floor plan. Post evacuation routes at all classroom and building exits.</li> <li>• Know all situations that would initiate a lockdown (e.g. armed intruders, trespassers, bomb threats, nearby police activity, etc.)</li> <li>• Create a communication system to discreetly notify staff and children of a lockdown. Establish a safe word for staff who may need to enter a locked room.</li> <li>• Choose a secure hiding space in each classroom. Equip windows with black-out shades, blinds, or curtains. Make sure all doors and windows are lockable. Staff must always carry their keys.</li> <li>• Choose a waiting area for staff and children who may be outdoors.</li> <li>• Make sure First Aid and Disaster Supply Kits are stocked.</li> <li>• Train all staff on lockdown procedures.</li> <li>• Discuss the procedures with children before a drill. This should include remaining as quiet as possible.</li> <li>• Send a note home or include in a newsletter that a lockdown drill will occur.</li> </ul>
	<p><b>IMMEDIATE ACTION</b></p>  <ul style="list-style-type: none"> <li>• Call 911 out of sight and out of hearing distance of an intruder.</li> <li>• Lock and barricade doors and windows. Close blinds, shades, or curtains.</li> <li>• Make your best choice to: <ul style="list-style-type: none"> <li>○ Run away from the building, if possible. If it is safe to do so, go to your designated waiting area.</li> <li>○ Hide in your designated space and stay as quiet as possible. Turn off/silence computer monitors, radios, and cell phones.</li> <li>○ Physically confront an intruder.</li> </ul> </li> </ul>
	<p><b>DO</b></p>  <ul style="list-style-type: none"> <li>• Have quiet activities available for children.</li> <li>• Remain in lockdown until the situation is resolved.</li> <li>• Continue to follow the <i>Active Supervision Procedure</i>.</li> <li>• If evacuation is necessary, follow your evacuation procedures. <ul style="list-style-type: none"> <li>○ Always maintain adult-child ratios.</li> <li>○ Bring the attendance and meal count report to make sure that no children, staff, and volunteers in your classroom have been left behind.</li> <li>○ Bring your First Aid Kit, Disaster Supply Kit, child medications, and emergency contact information.</li> <li>○ Make sure children with limited mobility or who need help exiting the building are supported.</li> </ul> </li> <li>• Complete the <i>All Hazard Preparedness Drills Record</i> immediately after a drill. Include comments or improvements.</li> </ul>
	<p><b>DON'T</b></p>  <ul style="list-style-type: none"> <li>• Do not answer the door unless your established safe word is stated.</li> <li>• Do not come out until notified by official emergency personnel.</li> </ul>