



**ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**

**Child Development Program**

**P.O. Box 3770/950 Shelton Mill Road**

**AUBURN, AL 36831-3770 Phone (334) 821-8336**

**ACHR CHILD DEVELOPMENT PROGRAM:  
EMERGENCY PREPAREDNESS AND RESPONSE  
PLAN**

**Darden-Edelman-King Centers**

**October 2019**

**Revised May 2020, March 2021, May 2022 August 2023**

**Each center has custodians. If we have a spill or blood borne pathogens present, custodians clean and remove them immediately.**

**(Statement added as per DHR 1-21)**

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## **INTRODUCTION**

The purpose of the Alabama Council on Human Relations (ACHR), Inc.'s, *Emergency Preparedness and Response Plan* is to ensure that the health and safety of infants/children, clients, staff, and all others present at ACHR Child Development Program centers and sites is always the first priority in all emergency situations.

In order to protect infants and individual children with special needs during any emergency or drill, an identified classroom staff person will assist assigned infant or child with special needs during drills and emergencies. Such assistance could include using infant evacuation cribs and strollers, holding child's hand, carrying child, and reassuring child during such times. When a child has an epi pen, a set of epi pens goes in the classroom emergency shoulder bag (which travels wherever the children go) and on the bus any time the child is transported. Other medications are available through health staff on site and would be transported with health staff if children are evacuated.

## **PLAN PLACEMENT**

ACHR has submitted a copy of this plan to DHR. Posted copies are in center offices and in each classroom emergency notebook. The plan is also available on the ACHR website at: [achr.com](http://achr.com) in the family section. Hard copies are available to program families upon request.

## **PLAN IMPLEMENTATION**

The Plan has been implemented as follows:

- 1) All current ACHR Child Development Program (CDP) staff members receive position-specific emergency preparedness training and instruction during orientation and annually. All classroom staff, office staff, bus drivers and bus aides have pediatric first aide/CPR training including universal precautions related to bodily fluids and blood. Also, janitors and maintenance staff receive training on the proper handling and clean up of bodily fluids and blood borne pathogens.
- 2) Regardless of position, all staff will work together during emergencies to ensure that children are accounted for, safe, and protected until they are reunited with their families.
- 3) Each child care facility is inspected by the responsible fire inspector. An outside company inspects and maintains fire extinguishers yearly. Fire extinguishers are located on hallways and in kitchens as indicated on Exit Maps found in each classroom and office. Smoke detectors are located in every classroom, hallway, and resource areas. Each center has a fire system that automatically notifies the fire department when activated. An outside safety company inspects the fire system and smoke detectors annually. Fire alarm pull stations are located at each end of major hallways in each center.
- 4) Basic first aid supplies (allowed by DHR Minimum Standards) are in each classroom's emergency shoulder bag. More extensive first aid kits are kept in each center's health area.
- 5) Each center office has an emergency phone list next to the phone (or pull out tray). If the phone system goes down, staff use a secondary phone line separate from the phone system. If a center's primary line is not available, DHR is informed. Parents should use the backup line to their child's center if the phone system appears to be down. See these phone numbers near the top of this document. Additionally, Site Managers and other staff have cell phones to use during emergencies.
- 6) ACHR conducts periodic emergency drills at all centers at least once quarterly and usually more often, including fire, tornado, and shelter drills; in addition, bus evacuation drills are conducted three times a year.
- 7) Children's emergency nametag necklaces are kept in an envelope in the classroom emergency bag. Family contact information/release persons are listed on the back side of the nametag.

- 8) The training, instruction, and drills demonstrate the Plan’s readiness for effective, successful activation in the event of an emergency.

**CONTACT INFORMATION**

| <b>CENTER</b>                                | <b>ADDRESS</b>                               | <b>PHONE &amp; FAX #</b>  |
|--|--|---|
| ACHR Main Office                             | 950 Shelton Mill Rd. Auburn AL 36830         | 334. 821-8336<br>Fax 334. 826-6397<br>Emergency Line: 334. 826-6397                           |
| King Head Start Center                       | 950 Shelton Mill Rd. Auburn AL 36830         | 334. 821-8336 Ext. 401<br>Fax 334. 826-6397<br>Emergency Line: 334. 734-3410                  |
| Darden Head Start & Early Head Start Center  | 601 S. 4 <sup>th</sup> St. Opelika, AL 36801 | 334. 821-8336 Ext. 331<br>Fax 334. 742-9766<br>Emergency Line: 334. 750-9482                  |
| Edelman Head Start & Early Head Start Center | 403 Red Fox Dr. Hurtsboro, AL 36860          | 334. 821-8336 ext. 451 or 334. 667-0001<br>Fax 334. 667-6645<br>Emergency Line: 334. 750-9473 |

| <b>Title</b>                         | <b>Contact Name</b> | <b>Phone# Cell</b> | <b>Phone# Home</b> |
|--------------------------------------|---------------------|--------------------|--------------------|
| Chief Executive Officer              | Evans, Tina         | 314-662-0694       |                    |
| Head Start Director                  | Holmes, Shatavia    | 478.235-6160       | NA                 |
| Assistant Director                   | Evans, Christopher  | 601-692-8490       |                    |
| Darden EHS Supervisor                | Pittman, Yolanda    | 334. 498-6200      | NA                 |
| Darden HS Supervisor                 | Hill Cassandra      | 334.467-7584       | NA                 |
| Darden Operations Clerk              | Echols, Vivian      | NA                 | 334.727-2024       |
| Darden EHS Operations Clerk          | Bailey, Brenda      |                    |                    |
| EHS Home Based Program Educator      | Heartsill, Pam      | 334. 740-4305      | NA                 |
| Edelman HS/EHS Supervisor            | Miles, Argentina    | 706. 575-4691      | NA                 |
| Edelman Operations Asst              | Thomas, Jessie      | 334. 207-6003      |                    |
| King Center Supervisor               | Hale, Geraldine     | 334-704-4350       |                    |
| King Operations Asst                 | Harvey, Cassandra   | NA                 | 334.821-2201       |
| Head Start Coach                     | Motley, Stacey      | 334. 748-1524      | NA                 |
| Health Services Coordinator Interim  | Campbell, Glenda    | 334. 663-5224      | NA                 |
| Health & Safety/Maintenance Director | Perry, Michael      | 334. 591-5519      | NA                 |
| Family Engagement Supervisor         |                     | NA                 | NA                 |
| Transportation Supervisor            | Sampson, Therese    | 334 -750-9461      | NA                 |

NOTE: In the following procedures, the term *Site Managers* refers to positions of authority including Center Educators, Center Managers or their designee.

## **WEATHER EMERGENCIES AND NATURAL DISASTERS:**

### **Tornado or Other Extremely Heavy Winds**

#### **Tornado Watch**

1. All centers have weather alert devices that remain on and be in a location where office staff can hear the alert.
2. When learning of a tornado watch, staff member will notify CEO/Designee.
3. CEO/Designee will notify all Site Managers/Designees and other staff.
4. CEO/Designee will monitor radio, television, National Weather Service, etc., for weather updates and keep Site Managers/Designees and Transportation Manager informed and up-to-date on weather developments.
5. Site Managers/Designees will monitor weather conditions in their respective areas.
6. Outdoor activities at all centers will be modified in preparation for quick shelter access if necessary including the cancellation of outdoor activities when stormy weather is threatening. No one will be outside if any thunder or lightening has been detected.
7. Site Managers/Designees will ensure tornado shelter areas are ready to access.
8. Transportation Manager/Designee – if buses are on the road to and from center or on field trips, will use the cell phones to instruct drivers (bus aides handle calls when bus is on the road) to be watchful and to use caution. If buses are not yet on the road, will work with CEO and other staff to hold buses until it is safe to travel.

#### **Tornado Warning (in addition to Watch protocol)**

Note: The designated storm shelter area at all ACHR centers is in the central hallways, away from glass and other sources of flying debris. The school age room (within the Darden Gym) is a designated shelter when children are in the Darden gym.

#### **If possible, call 911 in the event of a tornado sighting.**

1. CEO/Designee and Site Managers/Designees -- monitor weather conditions as closely as possible and keep key staff informed.
2. If a tornado is sighted or indicated by radar, setting off a warning, CEO/Designee and Site Managers/Designees -- direct everyone at their respective center through applicable weather alarm signals (alarm/bell, announcements, phone calls) to access designated shelter areas immediately. Designated center staff will use weather/alarm horns, hung at the door to each playground, to summon everyone inside to shelter. If safety and time permit, Site Managers/Designee is to direct maintenance staff to turn off the gas and to be certain that all kitchen equipment is off.
3. Teachers, teaching assistants, and interns—and all other staff necessary—help infants/children get to

shelter areas. Evacuation cribs located in each Early Head Start classroom are used when necessary to move infants/toddlers quickly. Classroom Staff carry emergency shoulder bag containing sign in/out forms, first aid supplies, tissues, and flashlight to shelter area. EHS teachers also carry out emergency infant/toddler supply bag (e.g. diapers, wipes, formula, bottles, baby food, books, baby toys).

4. Staff seat children on the floor along the wall, ready to tuck and cover as taught. Adults take attendance and place emergency name tags/information on children. Adults are to remain calm, sing quietly or tell stories to pass the time and keep children calm. Children will not be allowed to wander.
5. Site Managers/Designee – take battery operated radio, and flashlights to the shelter area.
6. Health Staff/Designee takes first aid kit to shelter.
7. Site Manager/Designee – if parents try to come to pick up children, staff will advise parent to stay in shelter with child until the time of the Warning has passed.
8. ALL are to remain in the shelter area until the tornado warning has expired.
9. Site Manager/Designee will give an all clear signal once the warning is cancelled, allowing staff and children to return to their normal routine.
10. Transportation Manager – if buses are on the road, use the cell phones to instruct drivers (bus aides handle calls when bus is on the road) to be watchful and to use extreme caution. If tornado warning is in the area of the county where bus is, instruct driver to **immediately** find a location that can house adults and children (a parent's home, public building, school, etc.) and stay in shelter until told it is safe to travel. If buses are not yet on the road, work with CEO and other staff to hold buses until it is safe to travel.

## **Severe Thunderstorm**

### **Watch**

1. CEO/Designee -- monitor weather conditions and advise Site Managers/Designees of thunderstorm conditions.
2. Site Managers/Designees – see that outdoor activities at respective centers are modified to ensure quick access to shelter if necessary.
3. Site Manager/Designee: Uses all call intercom to inform staff that a weather watch is occurring.
4. Classroom staff stay aware of weather conditions and ready to take shelter in hallways as indicated.

### **Severe Thunderstorm Warning (in addition to Watch protocol)**

1. When notified of imminent severe thunderstorm, Site Managers/Designees –signal a weather alarm (e.g. alarm/bell, announcements, phone calls) and terminate all outdoor activities using weather/alarm horns to summon classrooms from playgrounds as necessary and instruct ALL to access indoor shelter.
2. Site Managers/Designee uses all call intercom to announce approach of severe thunderstorm. All

persons proceed to indoor shelter in hallways, away from windows and glass.

3. Teachers, teaching assistants, and interns (and all other staff necessary) — help infants/children and any others who need assistance to shelter, place emergency nametags/information on children and take attendance by names and faces.
4. Transportation Manager – if buses are on the road, use the cell phones to instruct drivers (bus aides handle calls when bus is on the road) to be watchful and to use caution. If bus is in the immediate area of the storm, instruct the driver to stop in safe place and if possible seek shelter until storm passes. If buses are not yet on the road, work with CEO and other staff to hold buses until it is safe to travel.

### **Flood Watch**

1. When learning of flood watch, staff member will notify CEO/Designee.
2. CEO/Designee will notify Site Managers/Designees of flood watch and provide them with regular updates.
3. CEO/Designee and Transportation Manager work with emergency management to determine if children should be transported home immediately, and if so, which areas should be avoided.
4. Site Managers/Designee, with help of Family Engagement Advocates as needed, contact walk-in families (texts, phone calls, Facebook post) if decision to close center is made.
5. Staff remain in the center until all children are picked up or Site Manager/Designee gives permission for staff to leave.

### **Flood Warning**

1. If there is a possibility of a flash flood affecting a center, CEO/Designee and Site Managers/Designees will work with emergency management to determine if/when to evacuate. If safe evacuation is not possible, teachers, assistants and other staff will assist infants/children, parents, volunteers to, depending on the center, to move immediately to higher ground/floor.
2. Site Managers/Designee gather office sign in/out books and clipboards to keep with them for record of persons in the center and see that disabled persons receive assistance in moving to higher ground/floor.
3. If time and safety permit, Site Managers/Designees will move essential items to an upper floor of the facility or to a high shelf.
4. If time and safety permit, Site Managers/Designee – see that utilities are turned off and electrical appliances and equipment disconnected. Place all computer equipment on top of desks or file cabinets if at all possible.
5. If facility evacuation is necessary, Site Manager/Designee and staff – will see that evacuees avoid walking through moving water and driving in flooded areas and use advice from Emergency Management on moving to higher ground.
6. Classroom staff must be sure to account for all children using the classroom sign-in/out sheets and placing emergency name tags/information onto each child.
7. Transportation Manager – if buses are on the road, use the cell phones to instruct drivers not to take any roads known to flood and to use extreme caution (cell phones are answered by bus aides

when driver is driving).

## **Extreme Heat**

1. CEO/Designee – notify Site Managers/Designees of dangerously high temperatures (above 99 degrees with heat index) will cancel time outside.
2. Site Managers/Designees –during periods of high temperatures such as above 85 degrees modify/limit outdoor activities, encourage children to stay in the shade, drink water and keep infants/ children inside in air conditioned rooms as much as possible.
3. Classroom staff pay close attention to children with asthma or other health conditions, encourage moderate to light activity and watch for signs of overheating, stress, or difficulty breathing/coughing. Use health referral immediately if such symptoms appear so that child can be assisted indoors.
4. Teachers, teaching assistants, and interns – remind parents to dress infants/children in light, loose-fitting clothing.
5. Teachers, teaching assistants, and interns – ensure infants/children are adequately hydrated (plenty of water), especially when playing outdoors.
6. Staff, including classroom staff are encouraged to wear loose, light-fitting clothes and stay adequately hydrated.
7. Transportation Manager – will instruct drivers to take appropriate precautions to assure bus air conditioner works and that bus and passengers do not overheat.

## **Extreme Cold/Winter Storm (Snow)/Ice Event**

### **Extreme Cold:**

1. CEO/Designee -- notify Site Managers/Designees of dangerously cold temperatures.
2. Site Managers/Designees -- Cancel outdoor activities (below 32 degrees with wind chill) and keep infants/children inside in heated rooms/areas.
3. Site Managers/Designees –during periods of low temperatures (e.g. 33-40 degrees with wind chill) modify outdoor activities, making sure children have adequate clothes on for the cold, and that they stay active while outdoors.
4. Teachers, teaching assistants, and interns -- watch infants/children for symptoms of hypothermia.
5. Teachers, teaching assistants, and interns -- remind parents to dress infants/children in warm, dry, layered clothing.
6. Classroom Staff -- wear warm, dry, layered clothing and watch for symptoms of hypothermia.
7. Transportation Manager – instruct drivers to take appropriate precautions to assure bus and passengers remain safe, that bus heater works and buses do not travel if the weather is too cold.



8. CEO/Designee will determine whether centers will be closed, open late, or close early.
9. Once decision is made, CEO/Designee sees that announcements will be posted on ACHR web site/Facebook and/or by text.

### **Snow/Blizzard or Ice Events:**

1. CEO/Designee works with emergency management and school systems to help determine need for late opening, early closure, or center closure. ACHR buses will not run during hazardous road conditions such as snow or ice events. If unexpected event occurs while school is in progress, center may be closed early. Buses may run early and walk-in children may need to be picked up by family ASAP.
2. In some circumstances of snow/ice ACHR centers may be open but buses will not run.
3. CEO/Designee and Transportation Manager inform Center Managers/Designee of decision for late opening, early closure, or center closure. Once decision is made, CEO/Designee sees that parents will be texted and announcements posted on ACHR web site/Facebook.

### **Earthquake**

1. Site Managers/Designees -- order infants/children (assisted by teachers, teaching assistants, interns, and other staff as necessary), parents, volunteers, and staff to take cover under sturdy furniture (e.g., heavy desk or table) and/or against an inside wall and/or away from where glass could shatter and/or in the open away from buildings, trees, telephone/electrical lines, overpasses and elevated expressways.
2. After shaking ceases, Site Managers/Designees-- call 911 if needed; turn off utilities (natural gas, electricity). Maintenance with assistance of city officials determine if safe to turn utilities on.
3. Site Managers/Designee contact CEO/Designee to discuss next steps such as continuing day as usual (e.g. after having just a tremor, running buses,/contacting parents to pick up children, or determining to shelter at center or conduct an offsite evacuation).

### **EMERGENCY OUTDOOR OR INDOOR LOCKDOWN, SHELTER-IN-PLACE OR EVACUATION DUE TO THREATS OF VIOLENCE**

Note: For safety, all center outside doors (and Darden Wing Doors) are magnetically locked from the outside. Darden classroom playground doors are locked when classes are indoors. ACHR policy only permits center office staff to let persons into the building through the front door or delivery doors. These doors are not to be left propped open by staff or other individuals.

#### **Lockdown (see our definition in the following sentence)**

**When a threat occurs in the area but not at our facility**, staff follows lockdown method. *For example, if the police notify a center that a robbery has taken place nearby and the suspects are still on the run, management announces a lockdown.*

1. Site Managers/Designee: Makes a lockdown announcement over the intercom. Staff/children stay inside the building and stay alert to any possible changes. Classroom staff ensure their playground door is locked (if they have one).

2. Site Manager/Designees evacuate the playgrounds by using the emergency weather horn signal. All staff and children immediately come inside from the playground or grounds and are informed of the lockdown. Classroom staff bringing in children take attendance by name and face to ensure everyone is inside, and check that playground door is locked (if they have one).
3. Management and other designated staff check to ensure outside doors are secure. All persons must stay inside the building during lock down.
4. While maintaining awareness/alertness in case the situation changes, staff and children may carry on activities away from windows within the building during the lockdown.
5. Site Managers/Designee will make an all clear announcement by intercom when it is safe to resume all normal activities.

**Shelter-in-Place (see our definition in the first sentence below)**

*All ACHR Centers follow the specified Shelter-in-Place steps below in specific emergency situations such as an intruder, active shooter, bioterrorism, or terrorism.* Magnetic door systems at each center keep all outside doors locked and entrance by staff requires an assigned key card. Other buildings keep their outside doors locked at the doorknob. Sheltering in place (SIP) involves quickly moving into a locked space away from windows and doors. SIP is announced on the intercom (or by shouting, if necessary) using an established code phrase. We use a weather signal to indicate a need to go into the hallway for shelter.

1. In classrooms a SIP involves locking the door and covering the door window (with curtain or paper), hiding in either the classroom bathroom or behind shelving in the farthest corner away from windows, and staying in place until an all clear is announced. If on playground, sheltering usually occurs in playground storage sheds or the closest locked space available, or by moving very far from the building but away from traffic.
2. Classroom staff keep children quiet and place emergency/information nametags on them. Classroom staff await further instructions, depending on type of emergency or hazard.
3. Site Managers/Designee communicates next steps as soon as possible. If biohazard or bioterrorism the decision of whether to evacuate the area or continue to shelter will be made using best information available from authorities and/or CEO. For chemical spills inside the facility an immediate evacuation conducted like a fire drill will be implemented.

**EMERGENCY OR DISASTER EVACUATIONS (DUE TO FIRE, HAZARDOUS MATERIALS AND SPILLS, GAS LEAKS OR BOMB THREATS)**

**On-Site Evacuation**

When an emergency such as fire, hazardous materials/spills, gas leaks or bomb threats occurs at King, Darden or Edelman Centers an On-Site building evacuation will be initiated. Infants/children, volunteers and staff are relocated to the assigned area well away from the building. The infants/children remain under the care and supervision of child development staff until dangerous conditions subside or children are reunited with family through bus transportation or authorized release at the center.

1. An evacuation is signaled by pulling the fire alarm.
2. Site Manager/Designee will call 911 to inform of situation.

3. Classroom staff and children exit the building to their assigned place (often this is way out on the playground or at King way out onto the grass out the end door of the HS wing. Infants/Toddlers are placed in evacuation cribs to speed exit. In the case of a hazardous material or spill, staff and children will use the safest route possible at that time to avoid the contaminant.
4. Classroom staff take sign-in/out book along with emergency bag and double check that no one is left behind. Upon exiting building, classroom staff take attendance by name and face, placing emergency/information tags on children. EHS teachers also carry out emergency infant/toddler supply bag (e.g. diapers, wipes, formula, bottles, baby food, books, baby toys).
5. Managers/Designees double check that all rooms are clear before exiting building with office sign in/out book/clipboards. Contacts CEO/Designee to report situation.
6. Along with authorities, CEO/designee determines whether the building is clear or must remain evacuated and notifies the Site Managers/Designee of what to do next. If clear, all clear signal is given and staff and children return to the building. If building must remain evacuated, CEO/designee makes arrangements for buses to take bus children home. Site Managers/Designee and Family Engagement Advocates will contact families to inform of situation and request walk- in parents to come and pick up their children ASAP.
7. With assistance from Site Managers/Designees/Family Engagement Advocates, classroom staff will ensure children are signed onto correct bus or signed out to authorized pick up person (listed on emergency nametag). All staff must remain and help until all children are reunited with parents or are given permission to leave by Site Manager/Designee.
8. If authorized pick up persons could not be contacted or do not arrive in reasonable amount of time, the police will be called for assistance.
9. Community Disaster: If remaining on site is the safest alternative, each center keeps a minimum of a 2-day supply of food in kitchens. Site Managers/Designees and other support staff would collect needed supplies from kitchens and storage areas. ACHR would work with emergency management and Red Cross to provide additional water and food as needed.

## **Off-Site Evacuation**

1. When an emergency/disaster occurs at King, Darden or Edelman Centers or nearby that requires an Off-Site Evacuation, children/staff will be evacuated to the following sites:
  - a. Darden—Covington Recreation Center: 213 Carver Avenue Opelika. (334) 705-5550
  - b. Edelman-- the Hurtsboro Senior Center, Hurtsboro: 733 Railroad Street (334) 667-7577
  - c. King—The Auburn Arena: 250 Beard Eves Court: AU Campus, Auburn—(334) 844-9839
2. CEO/Designee: If an offsite evacuation is necessary and roads are clear, the CEO/Designee, Site Manager/Designee and Transportation Manager will make decision for and begin an offsite Evacuation using buses.
  - a. Transportation Manager instructs drivers/bus aides to go to centers immediately with buses and follow Site Manager/Designee's instructions for safely loading and taking children and staff to assigned off-site destination.
  - b. Site Manager/Designee announces offsite evacuation to staff and notifies parents of evacuation through group text, calls, and if phones/internet are not available will use emergency management and officials to help get the word out. Once at evacuation site, staff may enlist the help of Red Cross, police, and other officials in contacting families.

- c. Children will stay with their teachers, who will use their sign out/in sheets in their attendance notebook to sign children onto and off of the bus.
  - d. Health Staff/Designee will bring emergency first aid kit and locked medicine box to the off-site evacuation location.
  - e. Evacuation will continue until all children, teachers, and other staff are at new location. Evacuation cribs will be folded and put in back of bus for infants/toddlers. The infants/children will remain at this alternate site under the care of child development and other staff while parents/guardians are contacted. When parents/guardians are contacted, they are made aware of the situation and make arrangements to pick up their child. Authorized pick up persons must sign their child out on the classroom sign in/out sheet before taking their child.
  - f. While awaiting pick-up, classroom and other staff should reassure children that they are safe, hold children who need comfort, and keep children busy through conversation, singing, and finger-plays.
  - g. If authorized pick up persons could not be contacted or do not arrive in reasonable amount of time, the police will be called for assistance.
  - h. In all cases of evacuation anyone injured or exposed to toxic fumes during the emergency will be transported to East Alabama Medical Center by ambulance after examination by paramedics, if available; if not transportation will be arranged as needed where they will be examined by a healthcare professional. Family members will be contacted as needed, using the contact information on the children's forms/emergency contact nametags or in the case of staff on the Personnel Information form in staff files.
3. If an offsite evacuation is required when roads are not safe to travel on, evacuation will be implemented by safely walking/carrying children to the off-site location.
- a. Managers/Designees, with agreement of CEO/Designee will supervise an orderly evacuation of children/staff by classroom.
  - b. Using established routes (found in the classroom emergency bag in sign-in/out notebook) or the safest alternate route, classroom staff will carry emergency bag/s and sign-in/out books and assist children in walking to the evacuation site. Children can hold hands with a buddy. Classroom and other staff will ensure one adult stays in the front of the classroom group and one stays in the back of each classroom. Classroom person assigned to a child with special needs will hold child's hand or carry child. Infant/Toddler teachers will transport emergency bags/supplies and toddlers in evacuation cribs and may carry infants as needed.

**Note: In all cases of evacuation, teachers and classroom staff are responsible for the supervision, safety, and reassurance of children and must remain with them until directed otherwise. They must:**

1. Supervise children under their charge being aware to communicate to the children through words, actions, etc. E.g. "You are safe. We will keep you safe and take care of you until your family picks you up." Take steps to ensure the safety of children, staff and other individuals in the implementation of protocols contained in this document.
2. Assist children in their care to inside or outside assembly areas, in accordance with established emergency signals, warnings, intercom or in-person orders.

3. Put emergency nametags on children and take attendance by name and face whenever class relocates to an outside or inside assembly area or evacuates to another location.
4. Report to Site Manager/Designee that all children and staff from their classroom are accounted for.
5. See that children and others get first aid as needed (all classroom staff, office staff, health staff, bus drivers, bus aides have current first aide/CPR training). Call 911 when medical care beyond first aide is needed.

ACHR will use text or cell phones to communicate with staff located in out buildings on the Darden Campus such as Darden on the Hill, the Receiving Building, Burton House and maintenance.

### **OUTBREAKS, EPIDEMICS, OR OTHER INFECTIOUS DISEASE EMERGENCIES;**

1. In the event that an infant/child, client, or staff is suspected to have an emergency level contagious/infectious disease, Site Manager/Designee and Health Staff will isolate infected individual to prevent further infection and notify the Health Coordinator/Designee of situation.
2. Health Staff/Designee calls parent to request child be picked up and seen by a physician. Health Staff/Designee will ask parent to notify the center about diagnoses as soon as possible and inform parent that ACHR will need a note from the doctor before child can return.
3. Health Staff examines children/staff known to have had contact with child (e.g. from classroom, bus, playground) for symptoms and contact parents as necessary.
4. Site Manager/Designee arranges for placement of well children into other classrooms unless concern of contagion indicates those exposed should remain isolated until advice is received from the health department or other authority.
5. Site Manager/Designee works with Maintenance Manager to arrange for cleaning of exposed bus, classroom, materials and other affected areas with disinfectant cleaner, by rug cleaning and by washing of dress-up clothes/blankets or other recommended methods (e.g. sanitizing mist bomb).
6. Site Manager -- notify CEO/Designee, Health Coordinator about suspected condition, and DHR (upon diagnosis).
7. Health Coordinator and CEO determine best method for informing families of exposed children and instruct Site Manager/Designee whether to call, send text, or do a combination.
8. Health staff – immediately notify the local health department or other designated health consultant (includes AU School of Nursing staff) and request guidance.
9. Based on consultant’s counsel, Health Staff member will notify Health Coordinator of information received and come to agreement on information to send to exposed children’s families and sees that notes are distributed where needed.
10. Site Manager/Designee sees that communication with parents is completed.
11. Health Coordinator/Designee and CEO: If diagnosis is COVID-19, meningitis or TB notify Health Department, DHR, and parents of other children. In the case of meningitis, ACHR will close the center until cleared by health department. In the case of COVID-19, ACHR will close for proper cleaning (recommendation is 3-4 days), unless other cases are reported, in which case the closure could be longer.

### **Non-Emergency Outbreaks:**

1. Health Coordinator/Designee: In the case of non-emergency outbreaks (e.g. lice, flu, scabies): Notify by letter parents of all children exposed that their child may have been exposed, giving parent information on signs and symptoms to watch for and steps to take if symptoms appear.
2. Maintenance Staff/Transportation Staff – clean/disinfect areas previously occupied by affected individual and clean/disinfect classroom and/or bus. Wash dress up clothes/blankets.

### **LOSS OF POWER, WATER, OR HEAT**

1. Site Manager/Designee – call Maintenance Manager to report issue and get an estimated time of outage.
2. Maintenance Manager/Designee – after determination from company, immediately notify CEO, Site Manager/Designee and other key administrative staff of outage, location and projected duration.
3. CEO/Designee – take appropriate action depending on location, time and projected duration of the outage. Depending on situation, may choose to stay in place making sure children are safe and comfortable until resolved, or call in buses and contact parents to pick up children.
4. Site Manager/Designee calls DHR to report outage and plan. Calls DHR again if situation changes.

### **OTHER THREATENING SITUATIONS THAT MAY POSE A HEALTH OR SAFETY HAZARD TO THE CHILDREN IN THE CENTER**

Site Manager/Designee assesses situation, confers with CEO/Designee when possible, and either follows instructions or, using available knowledge makes an executive decision to take action that will best protect children and staff.