



Preparedness

KCI HEAD START



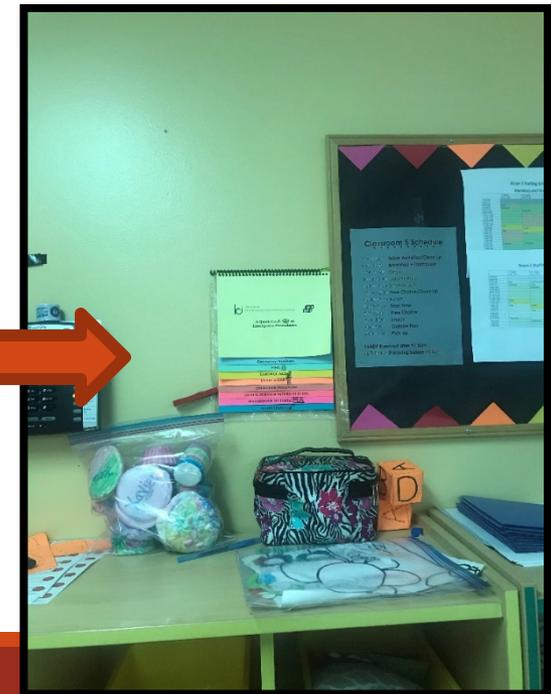
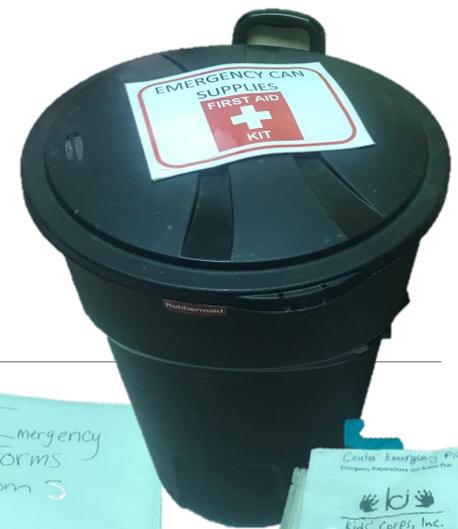
Emergency Plans

KCI, as an agency, has an emergency plan

Each Center / classroom has:

1. A specific plan to their location inside the emergency cans.

2. Quick Look at Emergency Procedures in each classroom wall.



What information can you find there?

- Major emergencies that might effect your centers.
- Calls for evacuations, action plans. (telephone numbers, address, etc)
- Review emergency plans each year for your center.(recently updated)

What to do in an Emergency

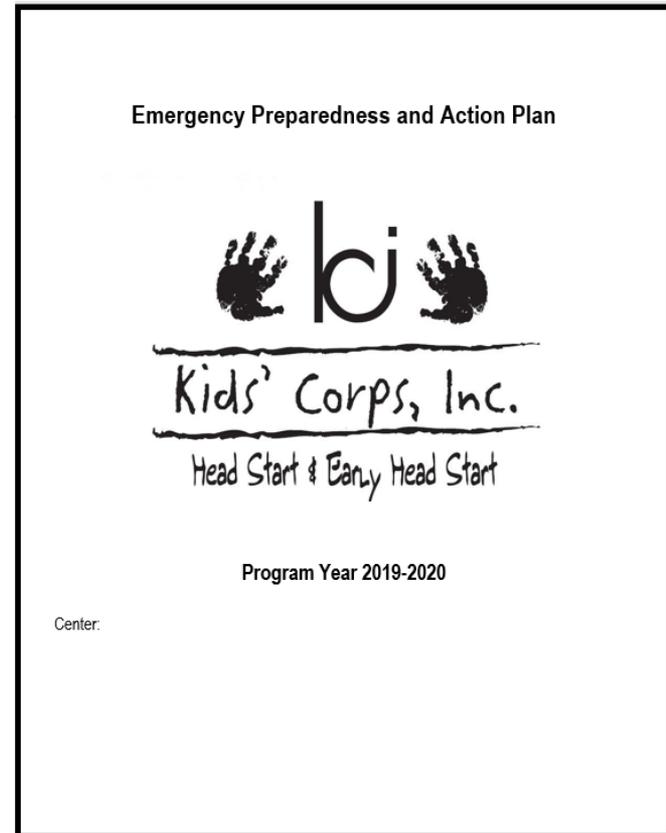
This plan addresses the most likely events to occur

How to respond to emergencies

1. Immediate response action
2. Secondary response actions
3. Recovery actions

What procedures are in place during and what follow-up to take after the emergency

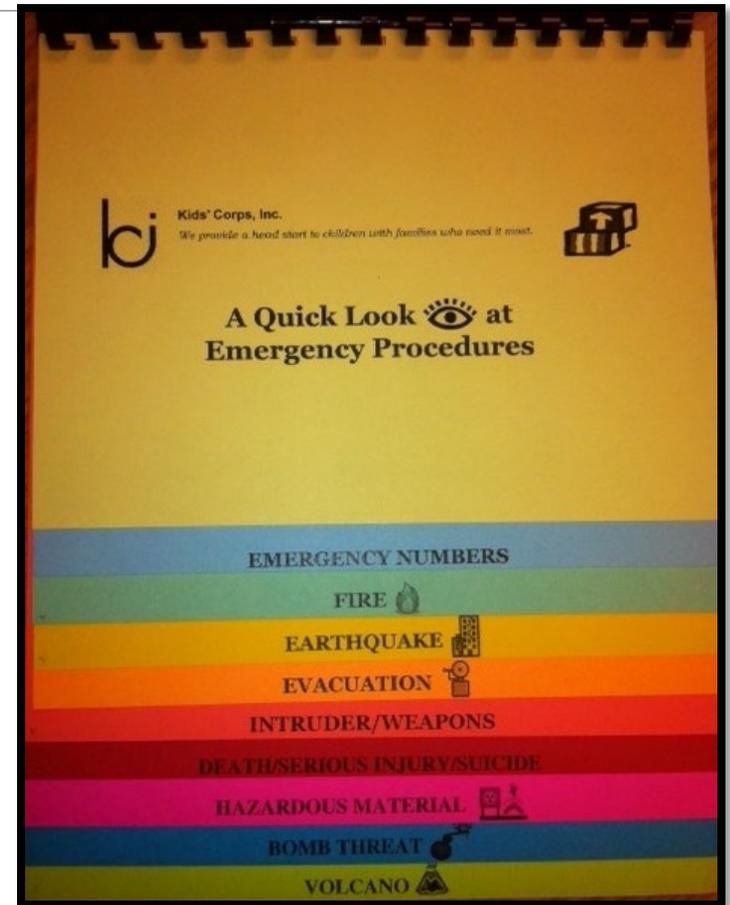
*Located inside the emergency cans in each classroom.



The “Quick Look at Emergency Procedures” is posted in each classroom/ office.

Plan addresses

- Immediate Response Actions
 - First response for the emergency at hand
- Secondary Response Actions
 - Other actions to take for the emergency
- Recovery Actions
 - Follow-up after the fact - reunification



What is in the Emergency Plan

- General information
 - Evacuation locations
 - Emergency Numbers
 - Center Contacts
 - Bomb Threat Checklist
- Earthquake
 - Fire
 - Intruder Weapons
 - Death/Serious injury/ Suicide
 - Hazardous Materials Incidents:
Nuclear/ Chemical/Biological
attack and Volcanic Eruptions
 - Bomb threats
 - Flood
 - Ice & Snow
 - Loss of Utilities
 - Phone outage
 - Natural Gas Leak
 - Animal Problem
 - Emergency Bus Procedures

Fire

Immediate Action:

- **GET OUT, STAY OUT AND CALL 9-1-1.**
- Keep yourself calm and keep the children calm.
- Know where your long term evacuation site is located.
- Take your emergency kits with you during evacuation.
- Take the medication box.
- Use fire extinguisher to suppress fire. If small and if all children are away from area.



Do you know where is the fire
extinguisher located at your
center?



Earthquake

Immediate Action:

If indoors

- DROP, COVER and HOLD ON!
- Stay away from windows and tall furniture

If outdoors

- Squat down and cover your head
- Stay away from buildings and tall trees

After the shaking stops...

- Aftershocks are most likely to happen within the first 90 seconds
 - Sing 3-5 of the children's favorite songs together while still under tables and protected
 - Administer first aid if needed
 - Wait for all clear to enter or exit building
- * If you smell gas, get the children out of the building when safe and move as far way as possible



Long Term Evacuation Centers List

EAST: Alaska Mental Health Trust

MULDOON: Arby's Parking Lot

MT VIEW & EHS: Alaska Mining and Diving

RIDGELINE: Special Olympics

CREEKSIDE: ASD –Muldoon Rd Baptist Church

GLADY'S WOOD: ASD –Church of Jesus Christ of Latter-Day Saints

AIRPORT HEIGHTS:ASD- Trinity Christian Reformed Church

WILLOW CREST: ASD – Anchorage Moose Lodge

Stay put or lockdown

Stay Put

- Police activity nearby
- Aggressive animal nearby
- Dangerous material in air

Lockdown

- Attempted kidnapping
- Response to an intruder or serious security threat

Stay put

Used when there is a minor emergency in the building with no danger to students or staff.

Immediate Action:

- All activities are moved indoors
- Remain in classroom until it is safe
- No one is allowed to enter or exit the building.

Lockdowns

Used when there's a direct threat to the school or in the immediate area of the facility.

Immediate Action:

- Any staff member sensing a threat is authorized to call a lockdown
 - A lockdown can also be called from outside the center. (Anchorage Police, Fire, etc)
- The person calling the lockdown should also be calling 911.
- No one is allowed to enter or exit the building.
- Staff should find an interior room, and lock all doors and windows if possible
- Lights are off

Lockdown is maintained until 'All Clear' is given by APD or Center Director or other administrator.

Food backup for emergencies

-We have a backup food list in the Galley in each Center:

-Check the backup food to make sure we have enough for emergencies.

For each class (of 20 students) the following items should always be stored:

Lunch	
Ritz	80 crackers
Or	
Wheat Thins	120 crackers
Vegetables	5 cups
Fruit	5 cups
Protein (cans of tuna or chicken)	30 ounces
Milk (powdered)	15 cups prepared
Breakfast/Snack	
Cereal	12.5 cups
Fruit	10 cups
Milk (powdered)	15 cups prepared

Back up food should be used when:

1. Additional food is needed
2. The caterer was unable to bring food
3. Children are at Kids' Corps for an extended period of time due to an emergency

Water storage for emergencies

Future plans:

We will keep : 1 gallon of water per child/adult in each center

Activity

How many gallons of water your facility will need?

Where would you storage the water?

Loss of Utilities

Immediate Action:

- Notify the appropriate utility company and get an estimate of how long the outage will be.
- Contact management to determine if the center should be closed if the outage is expected to cause an unsafe environment.

Power Outage – Ex: loss of heat in the winter

Phone Outage - Center director will be allowed to carry and use cell phone for emergencies

Emergency Cans – First Aid

DO NOT REMOVE ANYTHING FROM CAN UNLESS IT IS A TRUE EMERGENCY

- The first aid kits in the garbage can are to be used in a true emergency only, not for restocking your classroom or field trip kits
- Do not remove items from this can or they will not be available to you during a true emergency



Reunification Procedures

Up to date emergency forms for children are kept in the emergency garbage cans in each classroom/site.

Each classroom teaching team has copies of up to date emergency forms in their classroom sign in/out sheet clip board.

It is expected teaching teams take the **clip board** with them wherever the class goes.

Only parents and contacts listed on the emergency form are able to pick up children and must present identification.



Parent Notification in Emergencies

Emergency forms must be updated every three (3) months or if changes occur so that we may contact parent's promptly when needed.

In case of an emergency, staff will attempt to contact the parents immediately.



Parental / Emergency Contact

Directors and managers have cell phones they can use to contact parents.

Each site is also equipped with a land line phone that can also be used to make contact with families during an emergency.

**Do you know where is your land line phone located?
Discuss with you coworkers**

Reunification Continued

Depending on emergency we may resume class as scheduled or we may cancel class.

Parents have the right to pick up their children even if class resumes.

Each site has enough supplies to care for the children for 24 hours if needing to shelter in place.

Emergencies Requiring Medical Treatment

- If the emergency situation requires the attention of a physician, staff will call paramedics to take the child to the hospital emergency room.
- A staff member will remain with the child until the parent or emergency contact person arrives.



Are you prepared for an emergency at home?

- Have a plan in place at home too.
- Talk to your family
- Who is in charge of the kids, pets, turn off gas, etc.
- Do you have backup food and water?

In the case of an emergency you may have to stay at the center to ensure the safety of the children

Questions?

References

Schwartz, A. (2009). *Head Start emergency preparedness manual*. [Washington, D.C.]: [U.S. Dept. of Health and Human Services, Administration for Children and Families, Office of Head Start].

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Child Care Resources for Disasters and Emergencies. (2018). Retrieved from <https://www.acf.hhs.gov/occ/resource/child-care-resources-for-disasters-and-emergencies>