



# **Emergency Preparedness Plan 2022-2023**

**3530 Interlake Ave North  
Seattle, WA 98103**

**(206) 547-4054**

**[www.fremontcommunityschool.org](http://www.fremontcommunityschool.org)**

**Tax ID# 91-1341402**

## Table of Contents

<b>Emergency Phone Numbers</b>	<b>2</b>	Contagious Disease: Epidemic/Pandemic	17
<b>Emergency Preparedness Plan</b>	<b>3</b>	Dangerous Person	17
Fire Suppression	4	Earthquake	18
Utilities	4	Indoors	18
Hazard Mitigation	4	Outdoors	18
Emergency/Disaster Supplies	6	Evacuation	19
Grab & Go Bags	6	On-site	19
First Aid Kit General Contents	6	Off-site	19
Comfort Kits- CHILDREN	7	Fire	20
Preparedness Kits – STAFF	8	Flood	20
Coordinating a Response	8	Heat Wave	21
Incident Command System	10	Landslide or Mudflow	21
Education and Orientation	12	Lightning	22
Drills	12	Lockdown/Clear the Halls	22
Community Emergency HUB/ Alert Seattle	13	Missing or Kidnapped Child	23
<b>Alerting System</b>	<b>13</b>	Missing Child	23
Lock Down	13	Kidnapped Child	23
Shelter in Place	14	Power Outage	23
All Clear	14	Severe Weather Conditions	24
<b>Response Guide</b>	<b>15</b>	Shelter in Place	24
Air Quality	15	Suspicious Mail or Package	25
Bomb Threat	16	Tsunami	25
Chemical or Radiation Exposure	16	Volcano	25
		Windstorms	26

# FREMONT COMMUNITY SCHOOL EMERGENCY PREPAREDNESS PLAN

**School Address:** 3530 Interlake Ave. N.  
Seattle, WA 98103

**Nearest Cross-Streets:** 35<sup>th</sup> and Stone Way N.

**Phone Number:** 206-547-4054

**Out-Of-State Contact is:** Larry and Grace Bouton - regional  
disaster only

**Phone Number:** 301-587-3780

## EMERGENCY PHONE NUMBERS

- **Police** 9-1-1
- **Fire/Medics** 9-1-1
- **Poison Control** 206-526-2121 / 1-800-222-1222
- **Child Protective Services (CPS)**  
1-866-END-HARM/1-866-363-4276  
1-800-609-8764 (King County Region)
  
- **Seattle Children's Hospital Emergency Room** 206-987-2222
- **Harborview Emergency Room** 206-731-3074
- **Kaiser Permanente Capitol Hill Hospital** 206-326-3000
- **Swedish Hospital** 206-386-6000
- **Electric – Seattle Public Utilities** 206-681-7400
- **Water/Sewer – Seattle Public Utilities** 206-386-1800
- **Gas Company - Puget Sound Energy** 888-225-5773
- **Insurance Agency - Bell Anderson**
  - Carmen Meyers: 425-291-5200
  - Policy Number: EPP9428072 and PAC5603803
- **Radio Station Emergency Broadcasting** KIRO 710am / KOMO 1000am
- **School Phone** 206-547-4054
  - Education Director – Tara Katz 206-228-4782
  - School Administrator – Teresa Donovan 206-354-2065
- **Planned Evacuation Sites:**
  - **Off site:** 3500 fence line or Sycamore Childcare Center, 1408 N 36<sup>th</sup> St.
  - **On site:** Back Yard Covered Play Area – SE corner



### EMERGENCY PREPAREDNESS PLAN

We developed this emergency preparedness plan to provide safe care for our children should an emergency/disaster occur during the program day. This plan is shared with all families and staff and a hard copy of this plan is available upon request. A parent/guardian of each family is asked to sign that they have reviewed the plan. We ask staff to develop their own disaster plan for home. We encourage families to do the same. Having a plan helps you be in control and decreases anxiety when a disaster occurs. This plan is located in the School Administration Office and the Kitchen.

The Plan includes:

- **Communication:** how parents/guardians are able to contact the school in case of emergency.
- **Release of Children:** how children will be reunited with their parents or guardians after the event. This includes what we will do if parents are not able to get to their children for up to three days.
- **An evacuation floor plan:** that identifies rooms, emergency exit pathways, and emergency exit doors.
- **[Link to emergency maps HERE](#)**
- **Children's health:** Child specific information on medication, dietary restrictions, known allergies, and nutrition requirements is kept updated in evacuation bags and is available in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child.

Resources for developing a plan include:

- American Red Cross: <http://www.redcross.org>
- Federal Emergency Management Agency (FEMA): <http://www.fema.gov>
- Seattle Emergency Management: <http://www.seattle.gov/emergency/>
- Public Health - Seattle & King County: [www.kingcounty.gov/preparedness](http://www.kingcounty.gov/preparedness)
- Washington State Department of Children, Youth & Families: <https://www.dcyf.wa.gov/>
- WAC: <https://apps.leg.wa.gov/wac/default.aspx?cite=110>



# PREPAREDNESS PLAN

---

## FIRE SUPPRESSION

Fire extinguishers are located:

- 1<sup>st</sup> Floor: Cubby Room, Play room, Kitchen (next to stove)
- 2<sup>nd</sup> Floor: Hallway, Resource Room
- Basement: Post south of basement stairs
- Owlry: Classroom

All staff members are trained in the use of fire extinguishers during their orientation and at the beginning of each school year.

## UTILITY SHUT-OFFS

**Gas Shut-off location:** outside on south side of building, western corner below playroom windows

**Electrical Panel location:** in basement in southwest corner next to entry to crawl space under front porch

**Water Shut-off location:** parking strip in front of house – meter panel

**Heating/Cooling System location:** thermostat in Front Entry Play room

The following staff members are trained in utility control (how to turn off gas, electric, water):

- Tara Katz, Director
- Lui DeLeon, Assistant Director
- Teresa Donovan, School Administrator
- Tracie Raub, Administrative Assistant
- Lead Teachers

## HAZARD MITIGATION

Providing a safe environment is an important element in disaster planning. Hazard mitigation is key to preventing injuries both during daily activities and a disaster. This is done throughout the school.

**Hazard Mitigation Priorities:**

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from the room?
3. Would/could it break and fall and keep your program from opening the next day (or soon thereafter)?
4. Would/could it break and fall and break your heart?

*Please note: Earthquakes can move, throw, topple, or bounce very heavy objects. Knowing that our school environment is ever-changing, we regularly reassess the facility for hazards and correct them as soon as possible. Staff members review all areas to assure the environment is safe on a continuous basis. We formally review our environment for hazards quarterly. In addition, to assure each area is viewed objectively, we ask staff to look for hazards in program areas in which they usually do not work.*

The following chart represents how we track the work done to reduce any hazards in our facility.



# PREPAREDNESS PLAN

Hazard Mitigation for: \_\_\_\_\_ (room, area)

Safety Action Taken	Date and Comments
Tall or heavy furniture is secured to a wall stud	
Heavy objects are placed low or properly secured	
Shelves have adequate lips or strapping to prevent items from falling in an earthquake	
Overhead cupboards have safety latches	
Chemicals and poisons are stored safely (including: out of reach of children, in closed cabinets, no bleach and ammonia together)	
Windows are of safety glass or are adapted to prevent shattering and injury	
Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects	
All exits are unlocked or can be unlocked or locked from the inside without a key	

Ongoing room review:

Date & Initials:	Action Taken:
Date & Initials:	Action Taken:
Date & Initials:	Action Taken:



## EMERGENCY PREPAREDNESS SUPPLIES

### Grab & Go Bags

An Emergency Grab & Go Bag contains essential items that may be needed in the first hour or so following an emergency/disaster. The Emergency Grab & Go Bag contains only a small portion of the school's disaster supplies, but it is a key part of our preparedness and response. The Daily Grab & Go Bags are backpacks, labeled for easy identification and located where staff can easily access it as they leave the school yard with the children.

An Emergency Grab & Go Bag is in the secured outdoor shed located within our school yard.

### Grab & Go Contents:

- o Emergency forms and contact information for students and staff
- o Current list of students and days attending (for accurate accounting of students)
- o 2 First Aid Kits
- o 3 in 1 Radio, Cell charger
- o Flashlight and batteries
- o Whistle and crowbar
- o 5 dust masks and Box of 50 disposable masks
- o 4 packs of 2400 calorie bars
- o 24- 4 oz. pouches of water
- o 50 water purification tablets
- o 5 ponchos and 5 Thermal Emergency blankets
- o 3 packs of Tissues
- o 2 pair vinyl gloves and 1 pair leather gloves
- o Disaster Plan Emergency Information Sheet

### First Aid Kit General Contents:

- o First Aid Guide
- o Trauma Pad
- o Small Scissors and Tweezers
- o Gloves
- o Sterile Gauze Pads and Rolled Gauze Bandages
- o Adhesive Tape and Adhesive Bandages (various sizes)
- o Burn/1<sup>st</sup> Aid Creams
- o Towelettes
- o Finger Splints/Tongue Depressors
- o Cotton Applicators
- o Chemical Ice Pack

The school assembles and updates Grab & Go Bags at the start of each academic year. Emergency contacts are updated when a new student joins the class. Other supplies are checked on a quarterly basis. In the event of an area-wide disaster requiring the school to shelter in place, the school also maintains emergency supplies for 3 days of 24-hour care for students and staff.



# PREPAREDNESS PLAN

---

## Daily Grab & Go Bag

The Daily Grab & Go Bags are backpacks, labeled for easy identification, and located where a teacher can easily access it as they leave the building with the children. The Daily Grab & Go Bag is taken by the teacher each time they leave the site with the children whether it is for a trip to the local park or for immediate evacuation.

## Lightweight Backpack, labeled for easy identification, containing:

- Emergency forms for students and staff
- Current list of students and days attending (for accurate accounting of students)
- First Aid Kit
- First Aid Manual
- Disposable gloves
- CPR Resuscitator and mask (Adult and Infant)
- Children's Rescue medications (e.g., inhalers, EpiPens, etc.)
- Hand Sanitizer
- Alcohol Wipes
- Baby Wipes
- Tissues
- Diapers, if applicable
- Paper cups/infant bottles
- Water

## First Aid Kit General Contents:

- First Aid Guide
- Band-aids (various sizes)
- Small Scissors and Tweezers
- Elastic wrapping bandages (various sizes)
- Sterile Gauze Pads and Rolled Gauze Bandages
- Chemical ice Pack
- Thermometer
- Large triangular bandage
- Adhesive Tape
- Eye Patches
- Trauma Pad

## COMFORT KITS – CHILDREN

The school requires parents to provide comfort kits for their children in the event of an earthquake or other natural disaster. The comfort kit provides children with some physical comfort and emotional support until the child is reunited with their parents/guardians. Comfort kits are stored in an easily accessible place and are only used in the event of an evacuation or other emergency.

## Recommended contents for Comfort Kit:

- Diapers and Wipes (if applicable)
- Pair of underwear
- Change of clothes
- 2 cloth face coverings
- Small blanket or emergency blanket
- Favorite book or small toy
- Warm socks and a hat





## PREPAREDNESS PLAN

---

- Comforting letter from parents
- Family photograph
- Small flashlight and batteries (with batteries removed)
- Nutritious snacks that will last all year
- Medication (in original bottle with directions)
- Anything else which may help the child

### PREPAREDNESS KITS – STAFF

The school requires staff to provide their own preparedness kit in the event of an earthquake or other natural disaster. The preparedness kit provides staff with personal items they may need while sheltering in place until all children are reunited with their parents/guardians. The preparedness kits are stored in an easily accessible place and are only used in the event of an evacuation or other emergency.

#### Recommended contents for Preparedness Kit:

- Change of clothes and underwear including warm socks and hat
- 2 cloth face coverings
- Small blanket or emergency blanket
- Small flashlight and batteries (with batteries removed)
- Nutritious snacks that will last all year
- Medication (in original bottle with directions)
- Prescription Eyeglasses and any other personal items

### COORDINATING A RESPONSE

The initial steps taken in response to an emergency or disaster are unique to the specific event.\*

Most situations require action in some predictable areas:

- Everyone must be accounted for
- Safety must be assured
- Basic needs must be met

The everyday needs of hydration, nutrition, sanitation, shelter, and emotional support, however, may be different from what one does daily on a normal basis. It is important to plan who takes care of what and identify responsibilities in advance. Circumstances may alter the plan, but the response will go more smoothly with a preparedness plan in place which requires routine drills and review.

The school utilizes an **Incident Command System (ICS)** for managing an emergency or disaster. With the ICS, everyone knows who is in charge and what is expected of each person. The Incident Command Coordinator is responsible for delegation of all tasks.

During the school's September staff orientation week, we assign ICS tasks to each employee. Our 2022-23 assignments are:



## PREPAREDNESS PLAN

---

Incident Command Coordinator: Administration – Teresa Donovan, Tracie Raub

- Communications
- Documentation
- Supplies

Operations Manager: Director – Tara Katz

- Life and Safety: Tara Katz, Lui DeLeon
  - Search and Rescue – Tara Katz, Lead Teacher
  - Site/Facility Check – Tara Katz, Jacob Black
  - First Aid –Teresa Donovan, Lead Teacher
- Child Care and Release: Assistant Director- Lui DeLeon
  - Child Care – Lead Teacher, Suzan Greenfield, Patricia Carstens
  - Child Care Release – Lui DeLeon, Tracie Raub

\*Please see “RESPONSE GUIDE” section for detailed information on specific emergencies/disasters.

Please see following pages for Incident Command System chart and Specific Role Descriptions



Inciz

## INCIDENT COMMAND SYSTEM

**Incident Command Coordinator (ICC)**  
 Responsible for coordinating the emergency response activities and delegation of tasks.  
**Communications** – internal and external communication which includes monitoring radio broadcasts and providing information to employees.  
**Documentation** – reporting of all necessary information and completing all required forms during the disaster or soon thereafter.  
**Supplies** – assures supplies are properly utilized and last as long as needed; obtains additional supplies.

**Operations Manager (OM) – works in conjunction with ICC**  
 Responsible for managing direct response to disaster.  
**Life and Safety** – oversees search and rescue, site/facility check, and first aid.  
**Child Care and Child Release** – oversees the welfare of children until they are reunited with authorized adult.  
**Staffing** – coordinates the assignment of personnel in support of an incident, keeps track of hours worked, assures breaks are given, and sends employees home as students leave.

**Search and Rescue – reports to OM**  
 Searches for and recovers missing faculty and students without putting themselves at undue risk. Always done with a minimum of two people.  
 When entering room to search, put a slash mark (/) on door to show they are inside.  
 When leaving room, make another slash to complete an X and show the room was searched and is empty.

**Child Care – reports to OM**  
 Ensures that students are well cared for while other teams are carrying out their responsibilities.  
 This may involve evacuating the site with the students.

**Site Facility Check – reports to OM**  
 Protects the site and those present from further damage or injury.  
 Duties include fire and utility control, creating a secure area for faculty and students and checking the site/facility for any hazards and mitigating them.

**Child Care Release – reports to OM**  
 Assures that students and parent/authorized adult are reunited in a safe, organized and documented manner.  
 Checks IDs and emergency contact forms for each released child, with whom they left, what time they left, and where they are going.

**First Aid – reports to OM**  
 Provides emergency medical response, first aid and emotional support.



# PREPAREDNESS PLAN

---

## Specific Role Descriptions:

**The Incident Command Coordinator (ICC)** is responsible for directing site emergency response activities and sets the tone for the response. The ICC is also responsible for the collection, evaluation, documentation, and use of information about the incident. This person maintains accurate records and a map of the site and provides ongoing analysis of the situation (weather, light) and resource status. This person is also responsible for maintaining financial records for the incident. In coordination with the Operations Manager, the ICC serves as a point of contact for any assisting or coordinating agencies and provides a single point of information about the program; communicates with staff, families, and, if necessary, the media. They also monitor the radio.

**The Operations Manager** manages the direct response to the disaster (site/facility check and security, search and rescue, first aid, childcare, and child release) and continues to assess and monitor hazards and unsafe situations and implements safety solutions. The Operations Manager also ensures that all necessary information is reported and forms are completed during the disaster or soon thereafter. The Operations Manager works directly with the Incident Command Coordinator.

**The Site/Facility Check Team** protects the site and the people present at the site from further damage or injury. Duties include fire and utility control, creating a secure area for children and staff, and checking site/facility for any hazards and mitigating them.

**The Search & Rescue Team** searches for and recovers missing children, staff and volunteers (without putting themselves at undue risk). Search and rescue is always done by a minimum of two people. When entering a room to do a search, team members put a slash mark (/) on the door to show that they are inside. When leaving the room, they make another slash to complete an X to show that the room has been searched and is empty.

**The First Aid Team** provides emergency medical response, first aid, and emotional support.

**The Child Care Team** ensures that the children are well cared for while other teams are carrying out their responsibilities. This may include evacuating the site with the children.

**The Child Release Team** assures that children and their parent/guardian(s) or authorized adult (emergency contact) are reunited in a safe, organized manner. The team checks IDs and emergency contact forms and documents for each released child: with whom they left, what time they left, and where they are going.

**The Logistics Team** manages the distribution of supplies during the disaster to assure supplies are best utilized and last as long as needed. The team also obtains additional needed supplies as possible.



## EDUCATION AND ORIENTATION

The staff reviews this plan during their new-hire orientation. Additionally, we review the plan at the beginning of each school year in September and after each emergency/disaster incident.

This review includes:

- School's Emergency Preparedness Plan
- Personal role in the plan and responsibilities before, during, and after a disaster
- Safe actions to take in event of a fire or earthquake
- Fire Extinguisher use
- Reducing hazards in the school environment
- Controlling utilities (shut-offs)
- Drills

Since children take their emotional cues from adults, all adults (staff, parents, and volunteers) should appear calm so as to calm the children. Students are educated before, during, and after drills about safe actions to take in the event of a fire or earthquake.

Parents/guardians receive information about the school's preparedness plan when their children are first enrolled in our school and annually in September during parent orientation. Parents/guardians will sign that they have access to and have reviewed the plan. The Emergency/Preparedness Plan is available for parental review throughout the school year.

## DRILLS

Drills provide staff and students with the skills and confidence necessary to respond in an actual disaster situation. The school conducts three critical drills regularly to assure staff and students are prepared to respond to emergencies:

- Fire (Evacuation drill) – quarterly
- Earthquake (Drop, cover, and hold) – 2 times per year
- Lockdown (Secure building, stay together) – once per year

Drills offer an opportunity to learn and improve upon the school's response to an emergency. We are thoughtful of what we want to accomplish and plan accordingly. The school maintains a "Disaster Drill Record Form" to keep a history of the type of drill, evaluation of how it went, and a plan for any needed changes. In addition, we review the Incident Command System responsibilities during the September staff orientation and when onboarding new staff.

In addition, we practice other parts of our plan at various times of the year to assure we are ready. Typical practice could include:

- Distributing water
- Setting up shelters
- Reuniting children and their families
- Getting an "emergency" message to families, etc.



# PREPAREDNESS PLAN

---

## COMMUNITY EMERGENCY HUB/ALERT SEATTLE

The City of Seattle's Office of Emergency Management (OEM) continues to improve upon its emergency response and alert system. In 2017, Seattle launched a "Community Emergency Hubs Program." Community Emergency Hubs are places where people gather after a disaster to help one another. Seattle OEM encourages people to get to know their neighbors because it is likely you will rely on those around you after a disaster.

Families can find their Community Emergency Hub by going to <http://bit.ly/hubsnearme> for an interactive map of all hub locations.

- To use:
  - Search by address or click on the map to see a list of hubs nearest you
  - Click the Info symbol in the top right corner for links to more on hubs and emergency preparedness.
  - Families may also subscribe to AlertSeattle at: <http://alert.seattle.gov/signin/>

## ALERTING SYSTEM

The following situations require an alert system and immediate action:

- Lockdown
- Shelter in Place
- All Clear

### *LOCK DOWN*

Once an imminent danger is identified, the Director, School Administrator, or Lead Teacher will sound 3 blasts of the air horn and is responsible for locking all exterior doors. Everyone will gather in the Main House. The Assistant Director is responsible for making sure each door is secure.

Staff will follow procedures below:

- Quietly gather children indoors and remain calm
- Lock outside doors and windows
- Close and secure interior doors
- Close any curtains or blinds
- Turn off lights
- Keep everyone away from doors and windows staying out of sight
- Bring attendance sheets, first aid kits, comfort items, and books to area
- Maintain calm atmosphere in room by reading or talking quietly to children
- If phone is available, call 911 to ensure emergency personnel have been notified
- Remain in lockdown until situation is resolved
- Notify parents/guardians about any lockdown, whether practice or real.



# PREPAREDNESS PLAN

---

## *SHELTER IN PLACE*

Once a dangerous situation is identified, the Director, School Administrator, or Lead Teacher will sound 3 blasts of the air horn and everyone will gather in the Main House or Owlry.

Staff will follow procedures below:

- Get everyone inside
- Shut down ventilations system, fans, and clothes dryer
- Close doors and close and lock windows
- Gather all children, staff, and visitors in the Main House or Owlry
- Bring attendance sheets, first aid kits, and emergency supplies
- Account for all children, staff, and visitors
- Close off non-essential rooms - close as many interior doors as possible
- Seal off windows, doors, and vents as much as possible
- Monitor radio for information and emergency instructions
- Phone out-of-area emergency contact.

## *ALL CLEAR*

Once an all clear is determined, Administration or Lead Teacher will inform staff in person that all is well.

Staff will follow procedures:

- Unlock all exterior doors
- Confirm with police that the all clear has occurred
- Inform parents.



## RESPONSE GUIDE

Alphabetical response guide to emergency situations below:

### AIR QUALITY

COVID-19 Response to Unhealthy Air Quality Index:

Until we can safely gather indoors again, FCS will close the school when the Air Quality Index (AQI) is in Orange with an index of 101 or higher. Once we can gather indoors safely, we will return to the preparedness and procedures outlined below.

FCS has high quality, safe, and effective air cleaning devices (non-ozone producing) for the school's interior spaces. In the event of poor outdoor air quality, children and staff will be moved indoors with windows and doors closed. FCS will provide ongoing maintenance which includes regular changing of the filters to ensure high performance, as dictated by the product's manual.

Procedure (when COVID pandemic is over):

In the event of a wildfire smoke event:

FCS staff will monitor air quality readings of both the WAQA and AQI from reliable sources:

- o Washington State Department of Ecology ([fortress.wa.gov/ecy/enviwa/](https://fortress.wa.gov/ecy/enviwa/))
- o EPA ([airnow.gov](https://airnow.gov) resource)
- o Or a reputable weather reporting app or website ([weather.com](https://weather.com) or [wunderground.com](https://wunderground.com))
- **WAQA/AQI in Green (Good 0 to 50):**
  - o No restrictions
- **WAQA/AQI in Yellow (Moderate 51 to 100):**
  - o Children with known asthma, respiratory infection, lung or heart disease will be closely monitored while playing outside, encouraged to engage in light or moderate activity, and moved indoors if they feel unwell.
  - o Other children may continue playing as usual outdoors unless they are feeling unwell, in which case they will be moved indoors as well.
- **WAQA/AQI in Orange, Red/Purple, or Maroon (101 or higher):**
  - o School will be cancelled.
  - o If this happens in the middle of session, all children and staff will be kept indoors until they are picked up by guardians.

During a wildfire smoke event, air quality can change dramatically throughout the day and there can occasionally be statistical anomalies from particular monitoring stations.

- o FCS staff will routinely monitor and assess forecasted air quality from reliable sources and implement the air quality procedure as needed when school is in session.
- o To help inform decisions, FCS staff may assess current fire conditions via the AirNow website





# PREPAREDNESS PLAN

([airnow.gov/index.cfm?action=topics.smoke\\_wildfires](http://airnow.gov/index.cfm?action=topics.smoke_wildfires)) and the Department of Ecology website (<https://enviwa.ecology.wa.gov/home/map>).

## BOMB THREAT

FCS will use a chain of command system where the staff member that receives the call will alert another staff member who will then alert the rest of the staff and will gather and protect the children in attendance. Keeping in mind to avoid touching anything suspicious, minimize use of technology and excessive activity that could cause vibrations in the building.

### Procedure:

- Check caller ID if available
- Signal to another staff member to call 911 -
  - Write "BOMB threat" on piece of paper, along with phone number on which call was received.
- **DO NOT HANG UP!**
  - KEEP CONVERSATION GOING AND ATTEMPT TO GATHER THE FOLLOWING INFORMATION:

#### Ask caller:

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

#### Note the following:

- *Exact time of call*
- *Exact words of caller*
- *Caller's voice characteristics (tone, male/female, young/old, etc.)*
- *Any speech impediment or accent*
- *Background noise (TV, sirens, construction, etc.)*
- Do not touch any suspicious packages or objects.
- Avoid running or anything that would cause vibrations in building.
- Avoid use of cell phones and 2-way radios.
- Confer with police regarding evacuation. Follow **EVACUATION** procedures if required.

## CHEMICAL OR RADIATION EXPOSURE

### Procedure:

- If emergency is widespread, monitor radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If exposed to chemical or radiation outside:
  - Remove outer clothing, place in a plastic bag, and seal - *Be sure to tell emergency responders about bag so it can be removed*
  - Take shelter indoors



## PREPAREDNESS PLAN

---

- o If running water/shower is available:
  - Wash body in cool to warm water with plenty of soap
  - Flush eyes with plenty of water.

### CONTAGIOUS DISEASE: EPIDEMIC/PANDEMIC (COVID-19, FLU, ETC.)

#### Procedure:

- Follow guidelines issued by the CDC, the State's Governor, and local health department
- Screen children and staff daily for symptoms of fever - 100.0°, cough, shortness of breath
- Enforce illness exclusion policies for children and staff – require sick children and staff to stay home or go home
- Isolate and send home staff or children displaying symptoms
- Close rooms as necessary due to illness maintaining safe ratios
- Modify outdoor areas to ensure adherence to safety protocols
- Wash hands well and often
- Reinforce good respiratory etiquette:
  - o Wear recommended Personal Protective Equipment
  - o Use a tissue (or a sleeve) to catch a sneeze or cough
  - o Throw used tissues in a hands-free trash can
  - o Wash your hands after using a tissue or helping a sick child.
- Remove all toys and articles which cannot be cleaned and sanitized
- Clean and sanitize surfaces well and often
- Ensure emergency contact information of parents/guardians is current and complete
- Monitor local and state Public Health websites and news media for current epidemic/pandemic Covid-19/flu status information, recommendations, and instructions.

### DANGEROUS PERSON

From time to time, schools have been faced with the threat of an unauthorized individual entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or causes you to be fearful for your safety or the safety of others, then you may be faced with an intruder situation.

#### Procedure:

If a person at or near your program site is making children or staff uncomfortable, communicate with other staff, monitor the situation carefully, and be ready to put your plan into action:

- Immediately let staff know of dangerous or potentially dangerous person
- Initiate **LOCKDOWN**
- Call 911 from a safe place.

If the person is in building and the children are in the building:

- Try to isolate the person from children and staff
- Do not try to physically restrain or block the person



## PREPAREDNESS PLAN

---

- Remain calm and polite - avoid direct confrontation
- Keep children in safe area of building and initiate **LOCKDOWN**.

If children are outside and the person outside:

- Quickly gather children and go inside and initiate **LOCKDOWN**.
- If this is not possible, **EVACUATE** to designated evacuation site.

If children are outside and the person is in the building:

- Quickly gather children and evacuate to designated evacuation site.

### EARTHQUAKE

The Main House was seismically retrofitted in 2013. The Covered Play area (beehive), built in 2015, is also seismically retrofitted.

Indoors:

- Quickly move away from windows, unsecured tall furniture, and heavy appliances
- Everyone:
  - o **DROP** to floor
  - o **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - o **HOLD ON** to furniture if under it and hold position until shaking stops.
- Keep talking to children in calm manner until safe to move - reassure them of what a good job they are doing and that it will be over soon
- Do not attempt to run or attempt to leave building while earth is shaking.

Outdoors:

- Move to covered play area as far as possible from glass, brick, and power lines
- Everyone:
  - o **DROP** to ground
  - o **COVER** head and neck with arms.

After earthquake:

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary
- Call 911 for life-threatening emergency
- Expect aftershocks
- Determine if evacuation is necessary and if outside areas are safe – if necessary, evacuate building calmly and quickly
- Escort children to designated meeting spot outside and account for all children, staff, and visitors
- Shut off main gas valve if you smell gas or hear hissing sound
- Monitor radio for information and emergency instructions
- Stay off all phones for 3-5 hours unless you have a life-threatening emergency
- Call out-of-area contact when possible to report status and inform of immediate plan
- Remain outside of building until it has been inspected for re-entry
  - o Retrieve comfort kits from barn and utilize contents for each child,



## PREPAREDNESS PLAN

where needed.

- o If it is possible for teachers to return to the building and retrieve children's shoes and coats they will do so. Otherwise, all will stay outside until parents pick up and will follow the area evacuation plan.
- If phone communication is disrupted, every attempt will be made to send an email or create a phone voicemail to advise parents of the situation and welfare of children.
- If parents are unable to reach the school and the school building is unsafe to stay in, the children will be escorted to the nearest and safest building.

### EVACUATION

#### Preparedness:

In the event of an emergency where we must evacuate the site, we will gather at our Sycamore Childcare site located at 1408 Interlake Ave. N. If we are unable to gather at our Sycamore site, we will take shelter in any open area such as a nearby park or parking lot. We will inform parents of our location so they will be able to pick their child safely.

#### Procedure:

##### On-site:

- Escort children to designated meeting spot with:
  - o Attendance Sheets
  - o Grab & Go Bags.
- Account for all children, staff, and visitors

**Our pre-planned, on-site evacuation place is: Back Yard Covered Play Area**

##### Off-site:

- Account for all children, staff, and visitors
- Leave a note at school site indicating where you are going
- Evacuate to safe location with:
  - o Attendance sheets
  - o Grab & Go Bags
  - o Battery-operated Radio
  - o Cell Phones
  - o Comfort Kits for children.
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out of area- emergency contact or 911 to let them know of your location.

**Our pre-planned, off-site evacuation place is: 1408 36<sup>th</sup> Ave. N.**

*\*Circumstances of any given disaster may necessitate changing an evacuation site. The Incident Command Coordinator is responsible for identifying an alternate location, if needed. Post evacuation location on front gate to school or*



# PREPAREDNESS PLAN

---

*previously designated place.*

## **FIRE**

### Procedure:

- Activate the fire alarm or alert staff of fire via air horn, yelling, or whistle.
- **EVACUATE** the building quickly and calmly:
  - **If caught in smoke:**
    - Have everyone drop to hands and knees and crawl to exit, closing doors behind you
    - Affix cloth mask or clothing over nose and mouth to use as a filter for breathing.
  - **If clothes catch fire:**
    - **STOP, DROP, & ROLL** until fire is out.
- Staff will calmly gather children and:
  - Explain that we must leave the building quickly, but safely
  - Remind children to leave everything and follow
  - Lead group to the nearest and safest exit
  - Designated staff will check for staff or children in the bathroom and other adjoining rooms or spaces,
- Take Grab & Go Bags
- Close doors when exiting the building.
- Once gathered across the street at 3500 fence line:
  - Account for all children, staff, and visitors
  - Call 911 from outside of building
  - Do not re-enter building until cleared by fire department.

## **FLOOD**

**Flood Watch:** flooding may occur in your area.

**Flood Warning:** flooding will occur or is occurring in your area.

### Procedure:

#### **If flooding is in area:**

- Determine if program should be closed
- Notify parents/guardians to pick up or not drop off children if program is to be closed
- Monitor radio for storm updates and any emergency instructions.

#### **If site is in imminent danger of being flooded:**

- Escort children to designated meeting spot
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building
- Account for all children, staff, and visitors
- Leave note at program site indicating where you are going.
- **EVACUATE** to safe location on higher ground, taking:
  - Attendance sheets
  - Grab & Go Bags
  - Comfort Kits
  - Battery operated radio.
- Do not try to walk or drive through flooded areas.
- Stay away from moving water and downed power lines.



## PREPAREDNESS PLAN

---

- Once out of danger, contact parents/guardians or emergency contacts.
  - If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- If you have come into contact with floodwaters, wash hands well with soap and water.
  - Throw away food that has come into contact with floodwaters.
  - Consult with local health department regarding cleanup measures.

### HEAT WAVE

#### COVID-19 Response to Heat Wave

Until we can safely gather indoors again, FCS will close the school when the Heat Index (AQI) is in Yellow/Red with a combined Temperature and Humidity rating of 95 or higher. Once we can gather indoors safely, we will return to the preparedness and procedures outlined below.

#### Procedure (when COVID pandemic is over):

##### When heat index is between 90°F and 97°F:

- Limit outdoor play
- Ensure everyone drinks plenty of water
- Remove excess layers of clothing
  - Encourage parents/guardians to dress children in lightweight, light-colored clothing
- Keep movement to a minimum.

##### When heat index is at or above 98°F:

- School is cancelled

##### Heat Exhaustion Symptoms:

- Cool, moist, pale, or flushed skin
- Heavy sweating, headache, nausea
- Dizziness, exhaustion
- Normal or below normal body temperature
- Administer first aid:
  - Take steps to cool person down and call for help, if necessary.

##### Heat Stroke Symptoms:

- Very high body temperature (>102°F axillary)
- Hot, red skin either dry or moist from exercise
- Changes in consciousness
- Weakness, rapid pulse
- Shallow breathing vomiting
- Administer first aid:
  - Call 911 immediately
  - Take steps to cool person down.

#### *Please note:*

*Children may not adapt to extreme temperatures as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

### LANDSLIDE OR MUDFLOW

Landslides are generally associated with heavy rainfall and rapid snowmelt.



## PREPAREDNESS PLAN

---

**Mudflows** are fast-moving landslides that usually begin on steep hillsides that may occur following volcanic eruption.

### Procedure:

- **Recognize signs of slides:**
  - Unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
  - New cracks appearing in building fences, poles, trees tilting or moving.
- **EVACUATE, if possible.**
- **If too late to evacuate:**
  - **Indoors:**
    - Take cover under sturdy furniture.
  - **Outdoors:**
    - Get out of path of slide
    - Run to high ground (uphill), away from slide.
    - If debris is approaching, run for cover of trees or building.
    - If escape is not possible, curl into ball and protect head.
  
- **Once safe:**
  - Account for all children, staff, and visitors
  - Check for injured or trapped persons near slide area while staying clear of danger
  - Wait for rescue personnel
  - Stay away from slide area – additional slides may follow.
- **Be alert for flooding which may follow slide.**

### LIGHTNING

#### Procedure:

- **Indoors:**
  - Avoid use of telephone, electrical appliances, and plumbing as much as possible as wires and metal pipes can conduct electricity
  - Move away from windows.
    - Cover windows with shades or blinds, if available.
- **Outdoors:**
  - Seek shelter inside an enclosed building.

### LOCKDOWN / CLEAR THE HALLS

#### Procedure:

- **Immediate Action:**
  - Lock outside doors and windows
  - Close and secure interior doors
  - Close any curtains or blinds
  - Turn off lights.
- **Keep everyone away from doors and windows - Stay out of sight, preferably sitting on floor.**
- **Bring attendance sheets, first aid kits, comfort items, and books to lockdown area, if possible.**
- **Maintain calm atmosphere in room by reading or talking quietly to children.**
- **If possible, call 911 to ensure emergency personnel have been notified.**
- **Remain in lockdown until situation is resolved**





## PREPAREDNESS PLAN

---

- Notify parents/guardians about any lockdown, whether practice or real.

### MISSING OR KIDNAPPED CHILD

Our goal is to maintain a healthy, supportive, and safe environment for your child. By maintaining an above required student to teacher ratio we feel that our teachers can be very proactive and attentive to a child's needs and where they are throughout their day. In addition it is an imperative requirement that parents submit paperwork for their child as to who is approved to pick up their child and who is an emergency contact.

#### Procedure:

##### Missing Child

- Search site, including all places a child may hide and nearby bodies of water.
- Contact parents/guardians to determine if child is with family.
- Call 911 with:
  - Child's name and age
  - School address
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate
  - Time and location child was last seen
  - Person with whom child was last seen.
- Have child's information, including photo, when police arrive.
- Continue to search in and around site for child.

##### Kidnapped Child

- Call 911 with:
  - Child's name and age
  - School address
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate
  - Time and location child was last seen
  - Person with whom child was last seen.
- Have child's information, including photo, when police arrive.
- Police should contact parent(s)/guardian(s) to explain situation.

##### To Prevent Kidnapping:

- Do not release child to anyone other than parent, guardian, approved pickup, or designated emergency contact.
- Call 911 if adults or children express concern about a person at or near school.
- Encourage parents and guardians to make you aware of any custody disputes which may put child at risk for kidnapping.

### POWER OUTAGE

#### Procedure:

- Determine why power is out
- If electrical problems are in building:





## PREPAREDNESS PLAN

---

- Take flashlight and prepare to **EVACUATE** - Do not use lighting source with a flame.
- **If severe weather caused outage:**
  - Take out flashlights - Do not use lighting source with a flame
  - Account for all children, staff, and visitors
  - Report power outage to power company on hard-wired phone
  - Do not call 911, except to report an emergency
  - Turn off or disconnect appliances, electrical equipment, or electronics that were in use
  - Leave one light on to indicate when power returns
  - Keep refrigerator and freezer doors closed.
- **If weather is cold:**
  - Ensure everyone is wearing several layers of warm, dry clothing
  - Have everyone move to generate heat - Lead the children in physical activity or movement games
  - Never use oven as source of heat
  - Never burn charcoal for heating or cooking indoors
  - Only use an available generator if outdoors and far from open windows and vents.
- **If weather is hot:**
  - Move to lower floors, if possible
  - Remove excess layers of clothing
  - Ensure everyone drinks plenty of water.

### SEVERE WEATHER CONDITIONS

- **Storm Watch:** storm may affect area
  - **Storm Warning:** storm will soon be in or already is in area
- Procedure:
- Determine if program should be closed
  - If program is closed, notify parents/guardians to pick up or not drop off children
  - Monitor radio for storm updates and emergency instructions
  - Use telephone for essential communication only.

### SHELTER IN PLACE

#### Procedure:

- Gather everyone inside
- Shut down ventilations system, fans, and clothes dryer
- Close doors and close and lock windows
- Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building
- Bring attendance sheets, first aid kits, and emergency supplies
- Account for all children, staff, and visitors
- Close off non-essential rooms
- Close as many interior doors as possible
- Seal off windows, doors, and vents as much as possible
- Monitor radio for information and emergency instructions
- Phone out-of-area emergency contact.



# PREPAREDNESS PLAN

---

## SUSPICIOUS MAIL OR PACKAGE

### Procedure:

- Do not touch, smell, or taste unknown substances
- Cover substances with paper, trash can, clothes or other material
- **EVACUATE** and seal off room
- Wash hands thoroughly
- Mark room as “DANGEROUS”
- Call 911
- Make a list of staff and children present in the room at the time of the incident to provide to local health authorities and the police
- Inform parents of incident.

## TSUNAMI

### NOTE - FCS is considered safe due to elevation and location

- Please note FCS Site Data:
  - Height of our street above sea level – 55 feet
  - Distance of our street from coast or other high-risk waters – 5 miles*Evacuation orders may be based on these numbers*

### Procedure:

- Have a plan for rapid **EVACUATION** out of hazard area.
- Practice your tsunami evacuation route with staff.
- Signs that a tsunami may be approaching:
  - Noticeable rapid rise or fall in coastal waters
  - Strong earthquake lasting 20 seconds or more near the coast.
- In case of strong earthquake lasting 20 seconds or more near the coast:
  - Drop, cover, and hold
  - When shaking stops, gather children and staff and **EVACUATE** quickly to higher ground away from coast.
- If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.
  - **Tsunami Warning:** Tsunami expected - Full evacuation suggested.
  - **Tsunami Watch:** Danger level not yet known - Stay alert for more information and prepare to evacuate.
- *A tsunami is a series of waves that may continue for hours.*
  - Wait for official notification before returning to site.

## VOLCANO

### Procedure:

- Monitor radio for information and emergency instructions.
- If there is ash fall in your area, be prepared to stay indoors.
- **EVACUATE** if advised to do so by authorities.
- **Indoors:**
  - Close all windows and doors
  - Closely monitor anyone who has asthma or other respiratory difficulties – follow individual’s medical care plan
  - Ensure that children and those with respiratory difficulties avoid contact with ash.
- **Outdoors:**
  - Cover nose and mouth



## PREPAREDNESS PLAN

---

- Wear goggles to protect eyes
- Keep skin covered with clothing.
- Avoid driving in heavy ash fall – driving stirs up ash and stall vehicles.
- Clear roofs of ash fall - do not allow accumulation of more than 4 inches.
- Volcano eruptions are also accompanied by:
  - Earthquakes
  - Ash fall and acid rain
  - Landslides and rock falls
  - Mudflows and flash floods
  - Tsunamis.

### WINDSTORMS

#### Procedure:

- **Indoors:**
  - Move away from windows
  - Cover windows with shades or blinds, if available
  - Consider moving to interior rooms/hall and lower floors.
- **Outdoors:**
  - Move indoors, avoiding any downed power lines or trees.