

Creative Preschool

411 East 6th, PO Box 240, McCook, NE 69001
(308)345-2595, plcschool@live.com

CRISIS/DISASTER RESPONSE HANDBOOK

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CRISIS/DISASTER RESPONSE HANDBOOK

*****In any emergency situation, if a child is either unable or unwilling to move on their own to a safe location, that child will be assigned a teacher who will assist/carry them to safety.*****

Storms & Snow

- Director will determine prior to opening hours, whether or not to open the center; families will be notified by: **We follow the McCook Public School's decision regarding weather. We will also post the closing on KICX radio and send a text message to each family if possible.**
- If the child care must close during hours of operation because of snow or storm the director will notify parents by telephone
- If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, the center staff will care for the child until such time as the parent, legal guardian, or emergency contact person can safely claim the child

Child Abuse/Neglect

- Report suspected abuse/neglect to the Director
- Director will make a report to DHHS and the Peace Lutheran Board of Education (see list under next item for the type of information that may be asked)
- Director and appropriate staff will write down the following information on an incident report:
 - * Date and time of calls to the McCook Police Department
 - * Child's name and age
 - * Address
 - * Name and address of parent or guardian and other children in the home (if known)
 - * Any statements made by the child (but do NOT interview them)
 - * The nature and extent of the injury or injuries, neglect, and/or sexual abuse
 - * Any evidence of previous incidences of abuse or neglect including nature and extent
 - * Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators

*Note: These reports may become legal documents. Confidentiality of these reports must be strictly observed.

Missing Child

To determine if you are missing a child, you are to report to the director or supervising staff. That person is to check: (1) attendance chart, (2) with all other staff members, (3) all areas of facility in which a child may be hiding, and (4) areas which are off limits to children. Then:

- Call 911 immediately; provide the following information:
 - * Child's name and age
 - * Address
 - * Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - * Medical status, if appropriate
 - * Time and location child was last seen
 - * Person with whom the child was last seen
- Search the facility again
- Have child's information including picture, if possible, available for the police upon their arrival
- Director will notify parents of missing child and attempt confirmation that child is with family; if not - inform parents of situation and steps taken
- Director will report incident to DHHS and the Board of Education
- Director will complete a written incident report at the earliest convenience to be kept on file in the preschool

Emergency Lockdown / Intruder Alert Procedure

From time to time, schools and child cares have been faced with the threat of unauthorized individuals 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 are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert procedures.
2. It is important to practice the Intruder Alert procedure in the facility several times per year, just as you practice fire drills.
3. Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown and may be kept away from the preschool until authorities determine it is safe.

Administrator (Director or designee) Responsibilities - Intruder Alert

- If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.
- If a weapon is present, DO NOT CONFRONT** - give pre-determined hand signal to another staff member for them to call 911 immediately
- If **no** weapon is suspected, confront the intruder in the following manner:
 - * Approach the individual in a non-confrontational manner with the assistance of another staff member
 - * Introduce yourself and the person with you to the individual in a non-confrontational way
 - * Ask the individual who they are and how you can be of assistance
 - * If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911

If it is determined that the safety and health of children and staff are in jeopardy:

- Intruder Alert Procedure:** If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.
- If the suspected intruder is not yet in the building, Director and church staff will initiate Lockdown Procedures until the threat is alleviated
- If children are outside when a threat is perceived, or shots are heard/fired, teachers will **quickly** direct and move children back into the facility and into the nearest classroom for lockdown

Upon hearing a lockdown announcement the following steps must be implemented:

- Staff should quickly check the hall and restrooms closest to their classrooms to get children into the rooms
- Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights
- Keep children away from windows and doors; position children in a safe place against walls or on the floor; turn a classroom table on its side to use as a buffer
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table)
- Teachers will keep all children in the classroom until an "all clear" signal has been given
- Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an "all clear" has been called.
- Upon arrival, the local police, in conjunction with the Director will assume controlling responsibility and may evacuate the building per police standard operating procedures
- When "All Clear" is heard, the director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- All parents will be notified of incident

Kidnapping

- Call 911 immediately; provide the following information:
 - * Child's name and age
 - * Address
 - * Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - * Physical and clothing description of the suspect
 - * Medical status, if appropriate
 - * Time and location child was last seen
 - * Vehicle information and direction of travel
- Notify Director immediately
- Follow Emergency Lockdown procedure
- Have child's information including picture, if possible, available for the police upon their arrival
- Director will notify parents of missing child; inform parents of situation and steps taken
- Director will report incident to DHHS and the Peace Lutheran Board of Education
- Director will implement Crisis Response plan
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room

Assault on Child or Staff

- Call 911 if any medical treatment is needed or if police are required (if in doubt - go ahead and call)
- Director will follow "Administrator Responsibilities - Intruder Alert" in the Emergency Lockdown procedure
- Follow Emergency Lockdown Procedure
- Staff member or teacher will stay with the victim
- Victim's family will be notified by telephone when safe to do so
- If medical treatment is required, director will call 911
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room

Fire Alarm/Emergency

If smoke or fire is seen:

- Activate fire alarm if not sounding
- Evacuate children, visitors, and staff; drop and crawl if necessary to avoid smoke and close doors behind you; take the following items with you:
 - * children's emergency and medical information/supplies
 - * cell phone, if available
- Call 911 from outside the building
- Take attendance at established meeting area
- Have the following items ready for police and fire personnel:
 - * Number of children in care, staff, volunteers, and visitors
 - * Knowledge of anyone remaining in the building
- If it is determined that the building is unsafe, move children to alternate site location; follow Site Evacuation Procedure
- Director will notify parents of evacuation and alternate site location, if applicable
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- All parents will be notified of incident

Power Outage

- Director or church staff member will try to locate the problem
- Call 911 if concerned about a fire or safety hazard
- Unplug all electrical equipment
- All parents will be notified if power outage is prolonged
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report to be kept on file in the preschool room

Gas Leak

If gas odor is detected:

- DO NOT activate the fire alarm system or any other electrical equipment
- Notify center Director
- Evacuate children and staff to prearranged meeting place and close doors behind you but leave a window open; take the following items with you:
 - * children's emergency and medical information/supplies
 - * cell phone, if available
- Call 911 from outside the building
- Move children to a designated area no less than one block from the preschool;
This location is:

St. Patrick's Catholic School
401 East First Street
McCook, NE 69001
308-345-4546
- Take attendance
- Have the following items ready for police and fire personnel:
 - * Location of leak, if known
 - * Number of children in care, staff, volunteers, and visitors
 - * Knowledge of anyone remaining in the building
- Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; if necessary to move to the alternate site location, follow Site Evacuation procedure
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- All parents will be notified of incident

Building and Site Evacuation

Building Evacuation:

- Make a quick assessment of the situation in the classroom and of any injuries to the children or adults
- Director evaluates the evacuation route to be sure that it appears clear of obstructions
- Director gives instruction to evacuate
- If possible and time allows, have children take jackets and coats
- Staff should take the following items:
 - * children's emergency and medical information/supplies
 - * cell phone, if available
- Staff should assemble children 2 by 2 to evacuate the building (preferably one teacher leading the children and one teacher following behind).
- Take attendance; if safe to do so, search the building for anyone missing
- Have children sit down if possible
- If a gas leak or other incident that requires individuals be located further away from the child care, have teachers move children to the pre-designated area no less than one block from the preschool;
The pre-designated location is:

St. Patrick's Catholic School
401 East First Street
McCook, NE 69001
308-345-4546
- Director will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter building. If not, determine if it is necessary to move to the alternate site location (follow Site Evacuation procedure), or to stay put until it is safe to re-enter the building
- Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- All parents will be notified of incident

Site Evacuation:

- If it is determined that staff and children will be moved to the alternate site location distant from the child care, assign children to a designated teacher
- Staff should bring the following items to the alternate sites:
 - * children's emergency and medical information/supplies
 - * cell phone, if available
 - * **Emergency Medications (ex. epi-pen or insulin)**

Children will be taken to the alternate site location by: **We will walk the children together turning North onto East 6th Street and West onto East F Street.**

The pre-designated location is:

**St. Patrick's Catholic School
401 East First Street
McCook, NE 69001
308-345-4546**

- Once at the alternate site location, take attendance again. Teachers must remain with their group of children until the children are picked up by parents or emergency contacts
- Director will continue to communicate with parents and coordinate pick-up of children
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room

Field Trip Incident

- Before leaving for a field trip, make sure the trip coordinator has the following information:
 - * Child list by assigned vehicle
 - * Supervisor/Chaperone list by assigned vehicle
 - * Map of intended route
 - * Children's emergency and medical information/supplies
 - * Name and license number of driver, vehicle license number
 - * List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
 - * First aid kit
- Attend to any medical needs if there are injuries or complaints of pain
- Call 911 if emergency medical treatment or police are required
- Contact church and provide update and actions being taken
- Director will contact parents and give update of actions being taken; indicate meeting locations or pick-up times at the preschool
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- Director will notify a church representative to call insurance company (if needed)

Suspicious Mail or Package

- Do not touch, smell, or taste unknown substances
- Cover substance with paper, trash can, clothes, or other material
- Evacuate and seal off room
- Wash hands thoroughly
- Call 911 and make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police
- Director will inform all parents of the incident
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room

Internal Hazardous Materials Accident

- In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container. Call the hospital emergency room for additional instruction. Contact poison control center for common household product poisonings.
- Call 911 if additional assistance is needed
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room

External Hazardous Materials Accident

- Call 911 immediately; have staff initiate a "Shelter-in-Place" procedure unless directed to do otherwise by emergency personnel via the dispatcher
- Have the following items ready for police and fire personnel:
 - * Location and description (liquid, gas) of hazard, if known
 - * Number of children in care, staff, volunteers, and visitors
- Follow instructions given by responding agency for either "Shelter-in-Place" or Building and Site Evacuation.
 - o If evacuated, Children will be taken to the alternate site location:
St. Patrick's Catholic School
401 East First Street
McCook, NE 69001
308-345-4546
 - * Notify parents of move to alternate site location
 - * If "Shelter-in-Place" occurs, and media attention is significant, call parents to let them know of situation
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity and kept on file in the preschool room
- All parents will be notified of incident

Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside.

- Gather all children inside
- Call 911 if you haven't already done so; Director or designee should turn on and listen to the radio KICX 96.1 FM; Listen for emergency information from your local fire or police department
- Director or facility maintenance person to turn off all fans, heating, cooling, or ventilation systems
- Close and lock windows and doors (Locked windows seal better) and close as many interior doors as possible
- Close off non-essential rooms such as storage areas, etc.
- Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape
- Stay alert to loudspeaker announcements; emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door-to-door
- If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloths
- If you are told there is danger of explosion, close the window shades, blinds, or curtains; to avoid injuries, keep children away from windows
- Director should stay in touch with responding agencies/emergency personnel
- Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate
- Advise parents not to pick children up from the child care until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out.
- Have emergency disaster supplies and emergency contact cards handy
- Once the incident is over; inform parents, take down plastic, turn ventilation system back on
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at that earliest opportunity to be kept on file in the preschool room

Crisis Response:

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother than when tragedy takes a preschool by surprise.

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the child care population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

- Director will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the preschool for the day.
- Director will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening
- If Center specific - Director will keep the local radio station (KICX) informed as to the status of the preschool so parents will have accurate information
- Identify high risk children, staff and parents likely to be most affected by the news (e.g. children of the teacher who is deceased/injured or parents whose children are in the same class as the deceased)
- Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
- Prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
- Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope
- Send a letter home to parents explaining the situation. Include specific factual information and information on how the child care is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
- Determine if additional community resources are needed to be on "stand by" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
- Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis. The following are some suggestions:
 - * Assist with children's processing of information about the crisis
 - * Provide counselors to work with children/staff individually or in groups in a variety of locations
 - * Provide support and counseling for parents
 - * Provide helpful, factual information to parents
 - * Have an individual assist with answering phones, providing information and handling non-media inquiries
 - * Maintain a record of offers of assistance and ensure that proper personnel respond
- The church Pastor or President of the Congregation will deal with media/reporters promptly and factually as needed
- Provide information as requested by police, hospital, or other agencies
- When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to child care staff and parents who may wish to attend

Bomb Threat

During the Bomb Threat Call:

- DO NOT HANG UP! KEEP THE CONVERSATION GOING AND ATTEMPT TO GET THE FOLLOWING INFORMATION:
 - * Where is the bomb?
 - * What time will it go off?
 - * What kind of bomb is it?
 - * Who are you?
 - * Why is this going to happen?

- LISTEN FOR:
 - * Voice of male or female
 - * Speech impediment or accent
 - * What kind of background noise there is
 - * Cell phone or land-line

- NOTE: Time _____ Date _____

Immediately After the Call

- Notify Center Director
- Call 911
- Initiate a lockdown; follow Emergency Lockdown procedure
- Confer with fire and police about evacuation
- Have floor plan ready for police/fire personnel
- Have teachers and staff glance around their area for suspicious items (DO NOT MOVE SUSPICIOUS ITEMS)
- If the decision is made to evacuate, follow Building and Site Evacuation
- Director will notify parents if evacuated or moved to alternate location
- Director will report incident to DHHS and Peace Lutheran Board of Education
- Director will complete a written incident report at the earliest opportunity to be kept on file in the preschool room
- All parents will be notified of incident