

**HEAD START COMMUNITY PROGRAM
OF
MORRIS COUNTY, INC.**



EMERGENCY PLAN

**EMERGENCY RESPONSE INFORMATION
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**HEAD START COMMUNITY PROGRAM OF MORRIS COUNTY, INC.
DOVER SITE
EMERGENCY RESPONSE TELEPHONE NUMBERS**

Police Department	911 for emergencies or (973) 366-0302
Fire Department	911 for emergencies or (973) 366-0301
Dover Hospital Jardine St.	(973) 989-3000
Poison Control	
NJ	1-800-764-7661
Federal	1-800-222-1222
Gas Company	1-800-427-5325
NJ NATURAL GAS	
Electric Company	1-888-544-4877
JCP&L	
Toxic Chemical Spills	1-800-424-8802

GENERAL SCHOOL EMERGENCY INFORMATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students. Within this overriding framework there are several general provisions that shall be considered basic to any of the plans or actual practices involved in carrying them out.

1. Under emergency situations, parents will be contacted to pick up their children as soon as practical and safe.
2. The Head Start Administrative Office and the Morris View Site Supervisor's Office shall contain a complete set of emergency plans for the Dover and Morris View sites respectively.
3. The Health Coordinator shall, during the September in-service week, review with the staff the plans established for dealing with emergencies in the school.

Although plans are herein designed to give direction to dealing with emergencies, it is understood that by their very nature, emergencies do not come designed to fit specific plans prearranged for them. Therefore the Executive Director and the Morris View Site Supervisor, in cooperation with the staff and the Executive Director, are charged with the responsibility to take necessary and discretionary action as needed.

BLIZZARD OR SNOW EMERGENCY

1. School Cancellation/Delayed Opening

School cancellation or a delayed opening shall be decided by the Executive Director, or in his/her absence the Education Manager or Family & Community Partnerships Manager, after having assessed the local weather bulletins and the public school closings. In the event such a cancellation/delayed opening is deemed advisable, the Executive Director shall notify the Head Start staff through prearranged phone communication plans and shall notify WDHA, NJ101.5 and News 12 NJ. Family Advocates will initiate parent telephone chains.

2. Early Dismissal

Early dismissals shall be directed by the Executive Director or, in his/her absence, the Education Manager or Family & Community Partnerships Manager.

1 Warning

When weather conditions appear to be such that roads and walkways may become hazardous or impassable due to snow, sleet, etc., the Executive Director shall determine whether to close school early.

B. Communication

The Executive Director shall inform the Education Manager, the Family & Community Partnerships Manager, the Social Services Coordinator and the Morris View Site Supervisor.

The Social Services Coordinator and Morris View Site Supervisor shall inform the Family Advocates who will call parents, or their designees, to pick up the children. The children shall be dismissed in the usual manner as soon as their parents arrive for them.

At the Dover site, the Executive Director, Education Manager or Family & Community Partnerships Manager shall remain in the building until all children have been picked up. At the Morris View site, the Site Supervisor or Family Advocate shall remain in the building until all children have been picked up.

FIRE EMERGENCY DOVER

1. Warning

A. Fire Alarm System

The building is equipped with warning fire alarm bell systems, operated manually and by heat detector devices. This system is used for regularly scheduled and surprise fire drills as prescribed by law. The fire alarm main box is in the Parent Room, second door on the right from the building entrance. Pull stations are located in the front entrance to the building, by the rooms 1 & 2 corridor exit doors, by the kitchen exit, in the boiler room, in the corridor near room 3, by the playground exit doors, in the auditorium and in the new wing. Fire extinguishers are located in the administration office, by the playground exit doors, in the maintenance room, in the front entrance to the building, by the rooms 1 & 2 corridor exit doors, in the boiler room, in the new wing, in the auditorium and on all Head Start vehicles.

B. Fire Alarm System Malfunction

Should the bell system fail to operate, the person discovering the fire shall notify the Administrative Assistant who shall use the school walkie-talkie system to notify building occupants of the fire. In addition, the Executive Director, Fiscal Assistant, Education Manager, Head Cook and Health Coordinator shall blow police whistles in their areas of the building to alert others to the fire.

2. Communications

A. Immediately upon the discovery of a fire, the alarms should be sounded by anyone discovering the fire. The incident should be reported to the Executive Director who shall telephone the local police to confirm that the fire alarm signal was received. Should the incident require further assistance, the police dispatcher shall be requested to alert local hospitals, ambulance centers and any other aid deemed necessary.

B. If it is necessary to send someone to the hospital by ambulance, the Executive Director shall designate a staff member to accompany the patient to serve as a hospital/school liaison and to relay progress reports to the school office as soon as possible. The appropriate Family Advocate shall contact the patient's parents to alert them of the emergency.

C. The Executive Director or his/her designee shall advise the Board President and the Policy Council President of the situation.

D. Only the Executive Director or his/her designee may release information, make announcements and speak with the news media.

3. Personnel Assignments and Deployment

The following staff members are responsible for ensuring that the following areas are evacuated:

- Head Cook & Custodian – kitchen, boiler room and maintenance area
- Executive Director & Administrative Assistant – Administration office, classrooms 3, 4 & 5 and all bathrooms in the rooms 3, 4 & 5 corridor
- Fiscal Manager & Fiscal Assistant – courtyard
- Social Services Coordinator – Social Services office, speech room and classrooms 1 & 2
- Health Coordinator – Parent room and Fatherhood office
- Education Manager – Education offices, classrooms 6, 7 & 8 (including their bathrooms) and adult bathroom opposite Education offices
- Home-Based Program Coordinator – Home-Based Program office
- Disabilities Coordinator – Conference room, staff kitchen, speech room and playground
- Family & Community Partnerships Manager – Auditorium, library, physical therapy room

4. Movement

- A. All personnel and children, upon the sound of the alarm, shall evacuate the entire building in accordance with established fire drill procedures. (See fire drill diagram.)
- B. The health assistant and a family advocate will take stop signs, exit through the building's front doors and stop the traffic on Thompson Avenue between Second Street and Legion Place.
- C. Teachers and teacher assistants shall line the children up and exit the premises without stopping for coats or other personal items. They shall take their first aid kits and attendance sheets.
- D. Each person in the building will depart through the exit indicated on the diagram posted in each room, or through the closest exit.
- E. Classrooms 1 & 2 will exit their classrooms and turn left to exit through the hallway door to the street. They will turn left towards Thompson Avenue, staying on the sidewalk. Once the traffic has been stopped, they will cross the street and line up on the sidewalk, as per the fire drill diagram.
- F. Classrooms 3, 4 & 5 will exit their classroom exit doors and turn right towards Thompson Avenue, staying on the path. Once the traffic has been stopped, they will cross the street and line up on the sidewalk, as per the fire drill diagram.
- G. Classrooms 6, 7 & 8 will exit their classroom exit doors to the sidewalk on Second Street. They will turn right, walk to Thompson Avenue and, once

traffic has been stopped, cross the street and line up by class on the sidewalk as per the fire drill diagram.

- H. Teachers count the children when they are lined up on the sidewalk of the municipal parking lot and compare the counts with their attendance sheets to make sure all children are out of the building.
- I. The Health Coordinator and Education Manager will obtain the counts of children, staff and volunteers.
- J. Persons in the auditorium will exit through the triple auditorium doors and the building's front doors. The WIC Program and ESL Program supervisors are responsible for explaining fire drill procedures to their program participants, for properly evacuating their program participants and for maintaining their own head counts.
- K. All students and personnel shall remain in assigned outside areas until the school building is declared safe to enter by the police or fire department or by the Health Coordinator in the case of a fire drill.

5. Fire Drills

- A. There will be two fire drills per month, one in the morning and one in the afternoon.
- B. The Health Coordinator will call the police dispatcher to inform him of the fire drill and will activate the alarm at one of the pull stations in the building.

MEDICAL EMERGENCY

While nearly all staff are First Aid and CPR certified and can assist in an emergency, the Health Coordinator is responsible in a medical emergency. All classrooms and service areas have a First Aid kit.

1. If a child is sick or injured, the teacher or teacher assistant should accompany the child to the Health office. If the child is immobile, the teacher assistant or other adult should locate the Health Coordinator while the teacher remains with the child.
2. The Health Coordinator or other First Aid/CPR certified staff shall administer the necessary First Aid/CPR and call 911, if necessary.
3. The appropriate Family Advocate shall inform the family and direct them to the appropriate location.
4. The Executive Director and Education Manager will be immediately informed of all emergencies requiring medical attention.
5. A staff member shall go with the child to the hospital, bringing the emergency authorization form and the child's health record (blue folder located in the child's file in the Social Service office). There is a copy of each child's emergency authorization form in his/her classroom first aid kit.
6. The teacher and/or witness will complete an accident/health emergency report. Copies will be distributed to the parent(s), Health Coordinator, Executive Director, Education Manager, Family and Community Partnerships Manager and Family Advocate.

BOMB THREAT

While most bomb threats are pranks by children, any threat could be real therefore the following procedures should be followed.

1. The staff member receiving the call should:
 - A. Not hang up until the caller does so.
 - B. Note the line the call came in on.
 - C. Write down the exact words of the caller.
 - D. Ascertain whether the caller's voice is that of a man, woman or child; whether it sounds intoxicated or has a speech impediment or accent; his/her manner; and whether there's background noise, such as music, children's voices, talking, typing, machines or traffic noises.
 - E. Ask the caller the following questions: When is the bomb going to explode? Where is the bomb right now? What kind of bomb is it? What does it look like? Why did you place the bomb? (Experts say that a person who has placed a bomb often will answer these questions to help alleviate his/her sense of guilt.)
 - F. Immediately after the caller hangs up, depress and release the receiver button. When you get a dial tone, press *57 on the phone. It is important that this is done immediately and on the line the call originally came in on. Listen for the confirmation announcement and hang up. The number of the last call you received will now be reported to the phone company.
 - G. Notify the Executive Director and Site Supervisor of the bomb threat.

2. Warning

The Executive Director or Site Supervisor shall proceed to evacuate the building, inform the police of the bomb threat and the fact that a tracer has been placed on the bomb threat call. (The police have the authority to contact the phone company to obtain the traced call information.)

3. Evacuation Procedures

Evacuation procedures shall be the same procedures used for a fire drill.

4. The police shall take charge of the search of the building.

5. In the event no bomb has been located, once the police have deemed the building to be safe, the Executive Director shall advise the staff to have the children return to their classrooms.

WIND/HEAVY RAIN STORM

Storm warnings shall be communicated by the Executive Director to the Morris View Site Supervisor. Three decisions shall be reached by the Executive Director concerning pending weather threats: a. storm poses no threat; b. storm poses definite threat and parent shall be contacted to pick up their children early or children shall be retained until safe dismissal is deemed possible; c. storm poses definite and immediate threat and children should take shelter immediately. The local police should be contacted and made aware of decisions.

TORNADOES

The chances for surviving a major tornado can be improved greatly by advance preparation and proper response during a tornado warning. A person's immediate response to a tornado threat should be governed by a good understanding of tornado safety factors.

The safest location in a tornado stricken area is within underground concrete shelters. Since the Head Start building is not constructed in this manner, damage surveys have shown that safest locations are opposite the approach direction of the tornadoes. Since the typical approach direction of tornadoes is the southwest, the northeast rooms or part of the floor plan of the building are generally safer. Smaller rooms and closets are safer than large rooms. Boards and debris frequently penetrate the south and west walls and these walls are also more likely to fall inward than others. ("Severe and Unusual Weather" by Joe r. Eagleman, published by Van Nostrand Reinhold Company).

Tornado watches are issued by the National Severe Storms Forecast Center when the atmospheric conditions are right for tornado development. Tornado warnings are issued when a direct threat of tornadoes exists.

1. Tornado Watches

In the event of a "tornado watch," the Executive Director shall inform the Dover site staff and the Morris View Site Supervisor, who shall inform the staff at that site. All outside activities should be curtailed.

2. Tornado Warnings

In the event of a "tornado warning," the Executive Director shall inform the Morris View Site Supervisor of the pending danger. The Administrative Assistant will issue a CODE WIND using the two-way radio intercom system. All outside activities should be curtailed. Children should be relocated to the hallways, as far away from windows as possible.

The Health Coordinator will run "Tornado Warning" drills at least once each year.

3. School Buses

The operation of school buses will be suspended during "Tornado Warnings." If a school bus is caught in the open when a tornado is approaching, the children shall be

escorted to a nearby ditch or ravine and made to lie down, hands over their heads. They should be far enough away so that the bus cannot topple on them.

EVACUATION PROCEDURES

1. Indoor Evacuation Site

The Dover site's indoor evacuation site is Academy Street School. The contact is the principal, Mr. Frank, at (973) 989-2030.

The Morris View site will evacuate as directed by Morris View Nursing Home.

2. Outdoor Evacuation Site

The Dover site's outdoor evacuation site is the Crescent Field playground on Second Street. Classes should exit from the building as in a fire drill but instead of heading toward Thompson Avenue, they should proceed to the Second Street and walk down Second Street towards the playground.

The Morris View site will evacuate as directed by Morris View Nursing Home.

3. Evacuation Situations

- A. The following situations may require an evacuation of the Head Start building:
Fire, explosion, chemical spill, water emergency, bomb threat or gas leak.

With the exception of a bomb threat in which there is no immediate danger, the evacuation signal will be by the alarm system and the evacuation shall be swiftly carried out. If there is a bomb threat, the Administrative Assistant will announce CODE BLUE over the two-way radio intercom system and give concise directions that will enable children to gather up coats and essential items prior to the evacuation. It will also provide the time for staff members to scrutinize their classrooms noting anything unusual or suspicious that may help in the search of the building.

- B. The following items should be taken when the building is being evacuated:

First aid kits
Monthly attendance sheets
Staff attendance book
Two-way radios
Emergency plan

- C. The evacuation assembly area for fire drills and fires is the sidewalk of the Municipal Parking Lot on Thompson Ave.

- D. The evacuation assembly area for all other evacuation emergencies is the Crescent Field playground on Second Street.

4. Classes will remain in the assembly areas until the decision is made to move the children to another evacuation location. The temperature and weather conditions and the time of day will dictate whether the outdoor sites or indoor sites will be used.
5. Every child must be accounted for. The Education Manager and Health Coordinator will contact each classroom teacher who will report whether the number of children with him/her matches the number attending that day. Appropriate follow-up shall occur immediately.
6. Every staff member must be accounted for. The Administrative Assistant will determine whether all staff in attendance that day have been accounted for.
7. Every effort shall be made to contact parents, guardians or designated adults. The Social Services Coordinator shall initiate the parental notification system.
8. Children may be picked up from the evacuation site by requiring the parent, guardian or responsible adult to record his/her signature and the time of pick up. Teachers will remain until all the children in their classes have been picked up or until they have been relieved by a manager or coordinator.

LOCK DOWN PROCEDURES

- A. These procedures are implemented when there is imminent danger in or outside the Head Start building. In the case of a terrorist attack or threat it may be safer to stay within the classrooms. The signal that will be used to initiate a lock down is CODE RED followed by clear and concise directions.
 - 1. Lock all doors and turn off lights.
 - 2. Assemble students against a concrete or other solid wall, as far as possible from windows and/or entrances.
 - 3. Close and lock all windows; pull down all blinds and cover windows in doors.
 - 4. Children shall assume the protective position “crouch on elbows and knees, hands over back of head.”
 - 5. Reinforce with the children the importance of maintaining silence.
 - 6. Classes in other areas of the building should lock themselves into the nearest locking area.

- B. Drills – Practice sessions shall be held twice a year, once in the morning and once in the afternoon. Sessions should be discussed, in advance, with the children so they do not create fear.

- C. The Dover Police Department will require control of telephones, electricity and gas services. Electrical and gas shutoff locations as well as roof hatch locations shall be provided to the Dover Police Department. They shall also be furnished with a set of external keys and master classroom keys.

SCHOOL BUS EVACUATION DRILLS

- 1. School bus evacuation drills are to be conducted at least once a year for all students regularly transported by Head Start. The drills should be discussed so that children understand that the procedure will protect them in an emergency.

- 2. Evacuation Procedures
 - A. Front Door Evacuation
 - 1. Instruct the children that they are to evacuate the bus through the front door.
 - 2. The bus monitor or other adult should stand outside the front door to assist the students getting off the bus.
 - 3. The bus driver or other adult should ask the children to leave the bus, going row by row starting with the first row right side, then the first row left side and proceeding row by row until the bus is empty.
 - 4. The bus driver should walk the length of the bus checking each seat to ensure that all children have left the bus.

5. The driver should then leave the bus and assist the bus monitor in leading the children away from the bus to a safe area.

B. Rear Door Evacuation

1. Instruct the children that they are to evacuate the bus through the rear door.
2. The bus monitor or other adult should open the rear door and stand outside the door to assist children getting off the bus.
3. The bus driver or other adult should ask the children to leave the bus, going row by row starting with the last row right side, then the last row left side and proceeding row by row until the bus is empty.
4. The bus driver should walk the length of the bus checking each seat to ensure that all children have left the bus.
5. The driver should then leave the bus and assist the bus monitor in leading the children away from the bus to a safe area.